

EQUALITY IMPACT ASSESSMENT – STAGE 1

EIA Ref	C/12/60	
Lead Officer	Name	Paula Reilly-Cooper
	Position	Library Services Manager
	Contact details	Paula.reilly-cooper@halton.gov.uk

SECTION 1 –Context & Background

1.1 What is the title of the service?

Library Service

1.2 What is the current status of the service?

Existing ✓ New

1.3 What are the principal aims and intended outcomes of the service?

To fulfil statutory responsibilities by providing a comprehensive and efficient library service for the whole community including:

- Access to a wide range of materials (books, audio, online) to support literacy and learning
- Supporting the digital agenda by providing access to public computer facilities, the Internet and Wi-Fi with staff to support people getting online, informal learning
- Supporting the health agenda by providing the Books on Prescription service, collections of Mood Boosting Books, online health resources, reading groups and the bookstart programme
- Access to a 24/7 online reference and information service, specialist resources and business information
- Community venue for learning, meetings, social meeting spaces

1.4 Who has prime responsibility for delivering the service?

Library Services Manager and Team has prime responsibility for delivering the service across the borough under the direction of DM Leisure & Recreation

1.5 Who are the main stakeholders

Residents Staff Specific Group(s) (add details below)

Local residents, elected members, Library Staff, non-residents working in the authority, local businesses, schools, college, students, housebound, community groups, Job Centre Plus, Connexions, Reading Agency, reading groups, WRVS, Adult Learning, Children's Centre, MyVoice Steering Group, Health

1.6 Who is the service intended to affect?

The whole community – as 1.5

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1.7 Are there any related services?

Health – provide venue for CBT to be delivered through our buildings / provide access to Books of Prescription service in conjunction with local GPs School Libraries – provide access to library collections in schools with some staffed resources Arts – cultural programme Adult Learning – ICT and range of other courses Children’s Centre – services to young children
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SECTION 2 – Consideration of Impact

2.1 Relevance: – the Public Sector Equality Duty

Does this policy / practice / service have due regard to the need to: -

- (a) Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010
- (b) Advance equality of opportunity between two persons who share a relevant protected characteristic
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Yes (x) No ()

State reasons below

(Relevance to service users/staff)

Advance equality by taking positive action to reduce or remove barriers that prevent or deter people from using the service

2.2 Has data and information been used in determining the impact of the policy / procedure under review?

Equality Group(s)	A, D & SE
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Baseline data and information

Library membership and usage profile
Local health profiles and research data

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2.3 On the basis of evidence has the actual / potential impact of the service been judged to be positive (+), neutral (=), or negative (-) for each of the equality groups and is the level of impact considered to be high (H), Medium (M) or low (L)

Equality Impact Assessment

Library Service

Key

R	Race / Ethnicity	F	Faith / Religion	-	Negative Impact
A	Age	PM	Pregnancy / Maternity	+	Positive Impact
G	Gender	MCP	Marital / Civil Partnership Status	=	Neutral Impact
SO	Sexual Orientation	C	Carers		
GR	Gender Reassignment	SE	Socio - Economic		
D	Disability				

FUNCTION	R	A	G	SO	GR	D	F	PM	MCP	C	SE	COMMENTS
Library Service - providing access to materials and resources to support literacy, learning, health, wellbeing and socio- economic development	=	+	=	=	=	+	=	=	=	=	+	The service is provided equally to all irrespective of protected characteristic. Admissions policy: free open access, free lending service – benefits those who cannot afford to buy resources

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												Stock selected on the basis that it caters for all groups, including material aimed at those with specific needs i.e. talking books and large print. Free access to books, information, computers and online resources – positive benefit to those who fall in the digital divide Positive action is taken to benefit older people, disabled and those temporarily incapacitated by offering a home delivery service Discounted fees and charges for older people and the disabled Under 18's do not pay fines on overdue material Alternative language materials/collections available on request
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												Material available for people struggling with reading or where English is not their first language Public PCs with adaptive technologies for visually impaired 24/7 access to online resources and enquiry service Information and support for those seeking employment / training i.e. Job search, CV support and referrals to other services. Community pathfinder access point Access point for Job Centre Plus - benefits online 1 to 1 and group sessions to support the use of ICT Digital Job Hubs for the unemployed
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												Information about the service is provided equally to all irrespective of protected characteristic. Publicity may be enhanced to target specific groups and is provided through many different media to ensure wide access to all. This includes Facebook, Twitter, web site, local papers, leaflets and digital signage
Library Service - Infrastructure	=	+	=	=	=	+	=	=	=	=	+	All buildings and Mobile vehicle DDA compliant Fully accessible meeting rooms Saturday and late evening opening provided for those unable to access the services during the normal working week 24/7 access to online support and resources

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2.4 Does the service have any potential impact on safeguarding vulnerable people?

N/A

2.5 How will the impact of the service be monitored?

Management meetings, feedback from customers and stakeholders, demographic information matched to customer database and public library user surveys. Quarterly reports are produced for PPB

2.6 Who will be responsible for monitoring?

Divisional Manager and Service Manager

2.7 What actions, if any, has this review identified (that do not form part of a stage 2 assessment) to promote equality of opportunity or relations between groups? If no actions have been identified please insert 'no further action identified' within first column.

Action & purpose / outcome	Priority	Timeframe	Lead Officer
Ensure that all staff who interact with members of the public are reminded to report any potential equality and diversity issues that they encounter to their manager.	<i>L</i>	<i>Ongoing</i>	<i>Paula Reilly-Cooper</i>

2.8 Summary of stakeholders involved in this review

Name / Job Title	Organisation / representative of
John Hatton DM Leisure and Recreation	HBC
Paula Reilly-Cooper Library Services Manager	HBC
Julie Griffiths Operational Manager – Library Services	HBC
Les Unsworth Policy Officer	HBC

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2.9 Completion Statement

As the identified Lead Officer of this review I confirm that:-

There is sufficient information available to provide assurance that there will be a positive differential impact for one or more equality groups, and that this is justifiable and lawful OR a neutral impact has been determined but actions to mitigate the impact have been identified. ✓

Signed: pp Paula Reilly-Cooper

Dated: October 2012

Completed EIAs should be sent to Les Unsworth, Corporate and Organisational Policy, to be given a unique reference number and for inclusion on the central register