

EQUALITY IMPACT ASSESSMENT FORM

October 2018

THE COUNCIL'S EQUALITIES STATEMENT

This Council recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within and between our communities, residents, elected members, job applicants and workforce.

We will also work to create equal access for everyone to our services, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh language, BSL or other languages, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The Council is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

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|----------------------------------|----------------------------------|
| • Age | • Race |
| • Disability | • Religion, Belief or Non-Belief |
| • Gender Re-assignment | • Sex |
| • Marriage and Civil Partnership | • Sexual Orientation |
| • Pregnancy and Maternity | • Welsh Language* |

* The Welsh language is not identified as a protected characteristic under the Equality Act 2010, however in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on the equalities pages of

THE EQUALITY IMPACT ASSESSMENT

NAME OF NEW OR REVISED PROPOSAL *	Education and Lifelong Learning 2019-2020 Saving Proposals: Medium Impact – Reduction in Book fund £85,000
DIRECTORATE	Education and Corporate Services
SERVICE AREA	Libraries
CONTACT OFFICER	Gareth Evans Senior Manager Libraries
DATE FOR NEXT REVIEW OR REVISION	6 monthly reviews for the first 12 to 24 months post implementation.

***Throughout this Equalities Impact Assessment Form, ‘proposal’ is used to refer to what is being assessed, and therefore includes policies, strategies, functions, procedures, practices, initiatives, projects and savings proposals.**

The aim of an Equality Impact Assessment (EIA) is to ensure that Equalities and Welsh Language issues have been proactively considered throughout the decision making processes governing work undertaken by every service area in the Council as well as work done at a corporate level.

The Council’s work across Equalities, Welsh Language and Human Rights is covered in more detail through the [Equalities and Welsh Language Objectives and Action Plan 2016-2020](#).

When carrying out an EIA you should consider both the positive and negative consequences of your proposals. If a project is designed for a specific group e.g. disabled people, you also need to think about what potential effects it could have on other areas e.g. young people with a disability, BME people with a disability.

There are a number of supporting guidance documents available on the [Corporate Policy Unit Portal](#) and the Council’s Equalities and Welsh Language team can provide advice as the EIA is being developed. Please note that the team does not write EIAs on behalf of service areas, the support offered is in the form of advice, suggestions and in effect, quality control.

Contact equalities@caerphilly.gov.uk for assistance.

PURPOSE OF THE PROPOSAL

1	<p>What is the proposal intended to achieve? <i>(Please give a brief description and outline the purpose of the new or updated proposal by way of introduction.)</i></p> <p>Education and Lifelong Learning 2018-19 Saving Proposals:</p> <p>Medium Impact – Reduction in Book fund £85,000</p> <p>This saving proposal area includes:</p> <ul style="list-style-type: none">• Top slicing sections of the book fund to mitigate the impact of the budget reduction on key customer categories, including children, older residents, and learners.• Remove 50% of the allocated funding for DVD's with the remaining allocation ring fenced for popular customer interest areas such as children's titles.• Significantly increase the proportion of paperback titles purchased to increase the efficiency in resource spend and number of overall titles the Library Service are able to offer residents in the future.• Make increased use of the South Wales Books4U scheme of free inter-lending between 12 local authorities.• Review the free request service currently available with the intention of reintroducing charges for rare non-fiction titles which would not be cost effective to elect to buy.
2	<p>Who are the service users affected by the proposal? <i>(Who will be affected by the delivery of this proposal? e.g. staff members, the public generally, or specific sections of the public i.e. youth groups, carers, road users, people using country parks, people on benefits etc. Are there any data gaps?)</i></p> <p>Medium Impact – Reduction in Book fund £85,000 (24% of Materials Budget)</p> <p>The impact of proportionally significantly disruptive resource fund reductions will be managed carefully to ensure key customer categories including children, older residents, and learner's needs are safeguarded.</p> <p>As noted in section 1 above a proportion of budget top slicing will be introduced to manage 50% of the savings required with the remainder achieved through:</p> <ul style="list-style-type: none">• Reductions to the Audio Visual budget – in particular DVD's linked to a review of spend against this format over the last 24 month period compared to use and income raised.• Purchase of adult paperback titles by default unless customer demand dictates that hardback copies of some author's work can justify individual 'case by case' selection.• Reduce the level of free access to request specific titles by re-introducing a level of charging for less popular fringe subject areas and authors that are unlikely to be read more broadly after the requestor's needs have been

satisfied.

- Increase the proportion of requests satisfied through participation in the 12 Local Authority 'Books4U' scheme.

The greatest care possible will be maintained to ensure no specific resident groupings are adversely impacted by the resource fund reduction.

The County Borough Library Service will also seek to affect increased discounts from book suppliers wherever possible and strategically purchase a greater proportion of paperback items that are less expensive.

IMPACT ON THE PUBLIC AND STAFF

3 Does the proposal ensure that everyone has an equal access to all the services available or proposed, or benefits equally from the proposed changes, or does not lose out in greater or more severe ways due to the proposals?

(What has been done to examine whether or not these groups have equal access to the service, or whether they need to receive the service in a different way from other people?)

No specific individual customer groupings will be adversely disadvantaged by the impact saving proposal identified in 2 above. With a strategy to protect provision to children, older residents, and learner's there will be less funding that can be allocated to other customer groupings however all the measures detailed in section 2 above will assist in managing the impact as fairly as possible.

4	Is your proposal going to affect any people or groups of people with protected characteristics? <i>(Has the service delivery been examined to assess if there is any indirect effect on any groups? Could the consequences of the policy or savings proposal differ dependent upon people's protected characteristics?)</i>	
Protected Characteristic	Positive, Negative, Neutral	Relevance of the Policy or Practice
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage & Civil Partnership	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion & Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

5	<p>In line with the requirements of the Welsh Language Standards. (No.1) Regulations 2015, please note below what effects, if any (whether positive or adverse), the proposal would have on opportunities for persons to use the Welsh language, and treating the Welsh language no less favourably than the English language.</p> <p><i>(The specific Policy Making Standards requirements are Standard numbers 88, 89, 90, 91, 92 and 93. The full detail of each Standard is available on the Corporate Policy Unit Portal. Although it is important that what is outlined in the proposal is available in Welsh and English, please consider wider impacts on Welsh speakers.)</i></p> <p>Some impact may take place as all areas of resource spend will require a degree of reduction, including materials in the Welsh language. The Borough Library Service will fail to meet the Welsh Government's Public Library Standards requirement for resource fund expenditure and the number of titles added to stock. This judgement is based on an analysis of last years spend on resources and the number of titles subsequently added to stock. In addition the Council's ability to meet the Welsh language material spend target may also prove challenging, though all efforts will be made to preserve this Standard.</p>
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INFORMATION COLLECTION

6	<p>Please outline any evidence and / or research you have collected which supports the proposal? This can include an analysis of service users. <i>(Is this service effectively engaging with all its potential users or is there higher or lower participation of uptake by one or more protected characteristic groups? If so, what has been done to address any difference in take up of the service? Does any savings proposal include an analysis of those affected?)</i></p> <p>The saving proposal under consideration is not focused on one user group or community. The proposal will address all areas of resource fund provision equally, though spend on audio visual materials may merit further targeting to release money for more traditional formats.</p>
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CONSULTATION

7	<p>Please outline the consultation / engagement process and outline any key findings. <i>(Include method of consultation, objectives and target audience. What steps have been taken to ensure that people from various groups have been consulted during the development of this proposal? Have you referred to the Equalities Consultation and Monitoring Guidance?)</i></p> <ul style="list-style-type: none">• Savings proposals for 2019/20 will be presented to Education for Life Scrutiny in December 2018.• Savings proposals to be discussed with Headteacher representatives (Primary & Secondary) in a November meeting with Education SMT.• Wider consultation as part of the Authority's engagement with residents.
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MONITORING AND REVIEW

8	<p>How will the proposal be monitored? <i>(What monitoring process has been set up to assess the extent that the service is being used by all sections of the community, or that the savings proposals are achieving the intended outcomes with no adverse impact? Are comments or complaints systems set up to record issues by Equalities category to be able analyse responses from particular groups?)</i></p> <p>Customer feedback on the impact proposals will be collected as part of the Library Services normal operation. All service points operate user surveys as a matter of course and comments made are given appropriate consideration and responses. The impact of resource fund reductions and any amendments made to the proportion of audio visual titles, in particular DVD's, purchased should lead to few or no complaints as alternative delivery routes or stock sourcing will be employed to ensure continuity in the Library offer wherever possible.</p>
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	<p>Preparatory work to inform Audio Visual borrowers of the planned reductions in new title acquisition will be considered nearer the date that when the funding realignments are introduced. This communication between the Council and local residents will be conducted by onsite surveying and advanced notification of the reductions proposed.</p>
<p>9</p>	<p>How will the monitoring be evaluated? <i>(What methods will be used to ensure that the needs of all sections of the community are being met?)</i></p> <p>All customer comments will be considered and responded to separately. The feedback received from the reductions in resource fund spend will be assessed closely and any additional mitigating actions required introduced to support customers to continue to benefit from an excellent choice of books and other materials in the Borough's Libraries.</p> <p>The number of requests for book and other materials will be monitored as part of the County Borough Library Service's Annual Public Library Standards return and if needed alternative sourcing options, in addition to the Books4u scheme, will be considered including loans from the British Library in exceptional cases.</p> <p>The introduction of fees for rare out of print non-fiction titles that are likely to prove expensive to source will be considered as British Library Inter-Library Loans can cost £20 per item. The appropriate endorsement of a new request charging fees structure will be requested from the Education for Life Scrutiny Committee and Cabinet as appropriate.</p> <p>The County Borough Library Service consults its customers on a bi-annual basis by Children and Adult Public Library User Surveys that are nationally recognised. Both survey forms include satisfaction questions relating to choice of stock and different material format types.</p>
<p>10</p>	<p>Have any support / guidance / training requirements been identified? <i>(Has the EIA or consultation process shown a need for awareness raising amongst staff, or identified the need for Equalities or Welsh Language training of some sort?)</i></p> <p>Not at this time.</p>
<p>11</p>	<p>If any adverse impact has been identified, please outline any mitigation action.</p> <p>Medium Impact – Reduction in Book fund £85,000</p> <p>No individual customer groupings or communities will be adversely disadvantaged. The budget reduction proposed £85,000, represents 24% of the overall resource allocation and will be top sliced to ensure the minimum impact on the number and quality of materials acquired for the public. Some areas of customer need will be protected where possible including children, older residents, and learner's however it is hoped that by purchasing more titles in paperback format that the perceived</p>

reduction in choice will be minimal and that users will not receive a poorer service.

The County Borough Library Service will seek to achieve increased discounts from book suppliers.

The County Borough Library Service will increase its use of the South Wales Books4U inter-lending scheme between 12 local authorities.

Where requests are received for rare out of print non-fiction titles these will be sourced via the British Library. Council Member views will be sought on the option to re-introduce a customer request fee charge for these rare areas of stock.

Customers generally may experience longer waiting times for new or requested items though this should be manageable.

A review of the current proportion of the resource fund allocated to Audio Visual materials will take place, in particular DVD materials. Focusing on levels of loans over the last 2 years. Consideration will be given to reducing spend on this area so that additional budget can be released for traditional formats.

12 What wider use will you make of this Equality Impact Assessment?

(What use will you make of this document i.e. as a consultation response, appendix to approval reports, publicity etc. in addition to the mandatory action shown below?)

EIA included in the Report to Education for Life Scrutiny December 2018.

Copies of this Equality Impact Assessment will be made available for public inspection and feedback in all 18 static Library locations.

13	<p>If any adverse impact has been identified, please outline any mitigation actions.</p> <p>See section above.</p>
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14	<p>An equality impact assessment may have four possible outcomes, through more than one may apply to a single proposal. Please indicate the relevant outcome(s) of the impact assessment below.</p> <p style="text-align: right;">Please tick as appropriate:</p> <p>No major change – the impact assessment demonstrated that the proposal was robust; there was no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <input checked="" type="checkbox"/></p> <p>Adjust the proposal – the impact assessment identified potential problems or missed opportunities. The proposal was adjusted to remove barriers or better promote equality. <input type="checkbox"/></p> <p>Continue the proposal – the impact assessment identified the potential problems or missed opportunities to promote equality. The justification(s) for continuing with it have been clearly set out. (The justification must be included in the impact assessment and must be in line with the duty to have due regard. Compelling reasons will be needed for the most important relevant proposals.) <input type="checkbox"/></p> <p>Stop and remove the proposal – the impact assessment identified actual or potential unlawful discrimination. The proposal was stopped and removed, or changed. <input type="checkbox"/></p>
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Completed by:	Gareth H Evans
Date:	10.10.2018
Position:	Senior Manager Libraries
Name of Head of Service:	Sue Richards Head of Education Planning and Strategy