

Budget Proposals 2013/14: Major Decision: Business Unit: Residents & Visitors Services (RVS)

Combined Impact Assessment: Full assessment (Part 2)

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Full Impact Assessment has been developed as a tool to enable business units to fully consider the impact of proposed major decisions on the community. As a council we need to ensure that we are able to deliver the savings that we need to make from the 1st April and be able to justify our decisions through any legal challenge.

This full assessment, combined with the initial review, will evidence that you have fully considered the impact of your proposed changes and carried out appropriate consultation on those changes with the key stakeholders. The Combined Impact Assessment will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Name: Sue Cheriton

Position: Executive Head Residents & Visitor Services

Business Unit: Residents & Visitor Services

Department: Libraries

Date Commenced: November 2012

Date: January 2013

Summary from Overall Proposal

Proposals – Outline	Savings 2013/14		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/13 If earlier or later state date	Risks / impact of proposals <ul style="list-style-type: none"> • Potential risks • Impact on community • Knock on impact to other agencies 	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<ul style="list-style-type: none"> • Resources fund reductions 		50		1/4/13	<ul style="list-style-type: none"> • Resources fund reductions will mean that fewer books, DVDs, CDs, spoken word items and online resources will be purchased. In the last 2 years this will mean that the resources fund has been reduced by 25%. • There will be fewer new items for customers to choose from. • Existing stock will become out of date and its physical condition will deteriorate as normal shelf life will need to be extended. • There will be a loss of income through reduced acquisition and provision of income generation items such as DVDs and CDs. • There will be a slower response to requests for stock items not immediately available on library shelves 			x

Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	Clearly set out the purpose of the proposal	<p>Torbay libraries purchase a range of books and media in a wide range of formats to meet individual needs. Items are purchased in line with Torbay Libraries Stock Policy Statement.</p> <p>The proposal is to reduce the amount spent on these materials in order to meet budget reduction requirements.</p> <p>Within the resources fund monies are set aside for subscription to the RNIB talking book service for blind or visually impaired customers. This allocation will not be affected by the general reduction to the resources fund.</p>
2.	Who is intended to benefit / who will be affected?	All customers will be affected by this reduction. This may impact adversely on people with protected characteristics if the services they use are disproportionately affected.
3.	What is the intended outcome?	The reduction of resources fund allocation in order to meet general budget reductions without impacting adversely on any particular groups.

Section 2: Equalities, Consultation and Engagement

Torbay Council has a moral obligation as well as a duty under the Equality Act 2010 to eliminate discrimination, promote good relations and advance equality of opportunity between people who share a protected characteristic and people who do not.

The **Equalities, Consultation and Engagement** section ensures that, as a council, we take into account the Public Sector Equality Duty at an early stage and provide evidence to ensure that we fully consider the impact of our decisions/proposals on the Torbay community.

Evidence, Consultation and Engagement

No	Question	Details
4.	Have you considered the available	Statistics collated by CIPFA show that Torbay ranked 6 highest of 15 comparator authorities for £ spend per 1000 population on materials (resources). The 2011/12 'actuals' figure saw Torbay spend £1672 per 1000 population with the average spend within the comparator group totalling £1529.

No	Question	Details												
	evidence?													
5.	How have you consulted on the proposal?	This proposal formed part of the Public Budget Consultation which took place throughout December 2012/January 2013												
6.	Outline the key findings	<p data-bbox="553 384 936 414"><u>Torbay Budget Consultation:</u></p> <p data-bbox="553 456 1084 486">Q6.5) Do you support this proposal?</p> <table border="1" data-bbox="1115 525 1579 700"> <thead> <tr> <th></th> <th>Number</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>220</td> <td>73.8%</td> </tr> <tr> <td>No</td> <td>78</td> <td>26.2%</td> </tr> <tr> <td>Total</td> <td>298</td> <td>100.0%</td> </tr> </tbody> </table> <p data-bbox="553 742 1659 772">The majority of respondents (73.8%) supported the proposal to reduce the book fund</p> <p data-bbox="553 813 2130 908">Respondents who said no, they did not support the proposal were asked to say why they didn't support it. Key issues from these responses with examples of comments regarding the proposal are outlined in the Torbay Budget Consultation report.</p> <p data-bbox="553 949 1583 979">Please see Torbay Budget Consultation Report 2013 – 14 for more information</p>		Number	Percent	Yes	220	73.8%	No	78	26.2%	Total	298	100.0%
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Yes	220	73.8%												
No	78	26.2%												
Total	298	100.0%												
7.	What amendments may be required as a result of the consultation?	To be considered following ratification at Full Council												

Positive and Negative Equality Impacts

No	Question	Details		
8.	Identify the potential positive and negative impacts on specific groups	<p>All customers, regardless of any protected characteristic, could be affected by this reduction. This may impact adversely on people with protected characteristics if the services they use are disproportionately affected.</p> <p>Subscriptions to RNIB Talking Book service will not be part of the overall reductions.</p>		
		Positive Impact	Negative Impact	Neutral Impact
	All groups in society generally		Reduction in the number of stock items that are purchased resulting in fewer items to choose from.	Library services will plan to ensure that the reductions do not adversely affect any particular group – this will also form part of ongoing monitoring
	Older or younger people		<p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from.</p> <p>Reduction in numbers of large print materials which are popular with the elderly who may need larger font sizes.</p> <p>Reduction in educational and leisure reading materials for early years readers, school children and students</p> <p>Reduction in reading materials for non English speaking children</p>	Subscriptions to RNIB Talking Book service will not be part of the overall reductions.
	People with caring responsibilities		Reduction in the number of stock items that are purchased resulting in fewer items to choose from.	
	People with a		Reduction in the number of stock items	Subscriptions to RNIB Talking Book

No	Question	Details	
	disability		<p>that are purchased resulting in fewer items to choose from.</p> <p>Disabled customers who have difficulty reading standard print sizes or holding a book could be affected by reductions in purchase of large print items or spoken word materials.</p> <p>Reduction in purchase of items that attract concessions for disabled customers such as music CDs</p> <p>service will not be part of the overall reductions.</p>
	Women or men		<p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from.</p>
	People who are black or from a minority ethnic background (BME)		<p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from.</p> <p>Reduction in the number of stock items that are purchased, including books in other languages</p>
	Religion or belief (including lack of belief)		<p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from.</p>
	People who are lesbian, gay or bisexual		<p>Reduction in the number of stock items that are purchased resulting in fewer items to choose from.</p>

No	Question	Details	
	People who are transgendered		Reduction in the number of stock items that are purchased Reduction in the number of stock items that are purchased resulting in fewer items to choose from.
	People who are in a marriage or civil partnership		Reduction in the number of stock items that are purchased resulting in fewer items to choose from.
	Women who are pregnant / on maternity leave		Reduction in the number of stock items that are purchased resulting in fewer items to choose from.
	Socio-economic (including child poverty)		Reduction in the number of stock items that are purchased resulting in fewer items to choose from. This could, for example, affect children in families whose first language is not English.
9.	Is there scope for your proposal to eliminate discrimination, promote equality of opportunity and/or foster good relations?	<p>Library Services will</p> <ul style="list-style-type: none"> • plan to ensure that the reductions do not affect adversely any particular group listed above • continue to use stock management and profiling tools (Engage) to ensure that stock is managed as a Bay wide resource and circulated from library to library to ensure that choice remains fresh and relevant to community need • endeavour to meet customer requests for specific titles • Record and act upon feedback received about quality and range of materials available in libraries • Ensure that key staff who are responsible for services to specific customer groups continue to engage with customers and other agencies in order to gauge satisfaction levels and respond if problems occur. 	

Section 3: Steps required to manage the potential impacts identified

No	Action	Details
10.	Summarise any positive impacts and how they will be realised most effectively?	People who are eligible to the RNIB talking book service will not be affected by these reductions. As long as use of the service by subscribers is for the purpose intended, subscriptions will continue to be paid by Libraries.
11.	Summarise any negative impacts and how these will be managed?	<p>There will be a general reduction in choice of new materials and this will impact on all customers, regardless of whether they have a protected characteristic. Libraries will ensure that value for money in stock purchasing matters is a key principle.</p> <p>Stock selection practices will remain under scrutiny to ensure the right type of stock, in the right quantities, is being purchased from the remaining resources</p> <p>We will plan to ensure that no particular customer group is impacted unfairly.</p> <p>Feedback from customers/customer groups will be monitored</p>

Section 4: Recommended course of action

No	Action	Details
12.	<p>State a recommended course of action</p> <p>[please refer to action plan]</p>	<p>Outcome 2: Adjustments to remove barriers – Action to remove the barriers identified in relation to equalities have been taken or actions identified to better promote equality.</p> <p>Involve stock team and other relevant staff, including those with responsibility for particular customer groups (e.g. young people, elderly, disabled) in the planning and subsequent monitoring of next year's resources fund allocation.</p> <p>It is recommended that this proposal is implemented.</p>

Section 5: Monitoring and Action Plan

No	Action	Details
13.	Outline plans to monitor the actual impact of your proposals	<p>Monthly monitoring to ensure resources are being spent according to budget and fairly.</p> <p>Monitoring of feedback from customers about stock choice and quality to identify if particular groups are being affected adversely, so corrective action can be taken.</p> <p>Regular analysis of stock profiles to ensure that holdings are appropriate for customer needs.</p> <p>Monitoring of reservations for items not in stock to ensure that particular groups are not being affected adversely.</p> <p>Monthly Stock Team meetings will continue to discuss stock related items and identify areas of concern.</p> <p>Staff with responsibility for particular customer groups will continue to advise senior managers if issues arise.</p>

Action plan

No.	Action	Reason for action / contingency	Resources	Responsibility	Deadline date
1	Devise plan for the reduction in resources fund expenditure that ensures that impact is reduced on those with protected characteristics	To limit impact of reductions upon those with protected characteristics	Staff	Nick Niles, Liz Kent and Stock/ICT team, Young People' s Services Librarian/Inclusion Services Librarian	31.3.13
2	Build in monitoring processes and ensure all staff are aware of their responsibilities	To limit impact of reductions upon those with protected characteristics	Staff	Nick Niles/Liz Kent and Stock/ICT team, Young People' s Services Librarian/Inclusion	31.3.13

				Services Librarian	
3	Implement proposal		Staff	Nick Niles	1 April 2013