

Savings Proposals 2015/16: Equality Impact Assessment (EIA) – Churston Library - DRAFT

Officer Name:	Nick Niles	Position:	Libraries Manager - Operations
Business Unit:	Residents and Visitor Services	Directorate:	Place
Date Started :	June 2014	Date of current version:	June 2014

The council and its partners are facing a significant challenge in the savings it needs to make over the next couple of years. This Equality Impact Assessment (EIA) has been developed as a tool to enable business units to fully consider the impact of their proposals on the community. As a council we need to ensure that we are able to deliver the savings that we need to make while mitigating against any negative or adverse impacts on particular groups across our communities.

This EIA will evidence that the Council have fully considered the impact of the proposed changes and has carried out appropriate consultation on those changes with the key stakeholders. This EIA and the evidence provided within it will allow Councillors to make informed decisions as part of the decision-making process regarding the council's budget.

Executive Lead / Head Sign off *(when final version)*:

Executive Lead(s)		Executive Head:	
Date:		Date:	

Summary from Overall Savings Proposals:

Proposals – Outline	Savings for 2015/16		Implementation Cost Include brief outline + year incurred	Delivery When will this proposal realise income / savings	Risks / impact of proposals <ul style="list-style-type: none"> • Potential risks • Impact on community • Knock on impact to other agencies • If statutory service please state relevant legislation section and Act together with any statutory guidance issued. 	Type of decision		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
<p>Removal of Churston library from Torbay Council's library service provision. Churston library could be</p> <ul style="list-style-type: none"> • handed over to the community for future delivery as part of redevelopment of the existing library and adjoining site • Handed over to the community for future delivery from existing site • Closed 		105,000	<p>Associated redundancy costs and pension strain if applicable</p> <p>Project costs – capital and staffing</p> <p>Support for community in setting up for service delivery.</p>	April 2015	<p>Risk of legal challenge if service is considered not to be comprehensive (Public Libraries and Museums Act 1964).</p> <p>Opportunities for the future of the site will need to consider the feasibility of development, the capacity to deliver the project and the ability/willingness of the community to take on service delivery at no cost to the Council, together with the potential consequent impact upon the range and quality of services that may be offered.</p> <p>A needs assessment has been undertaken regarding the library service – details of which will be provided to aid decision making.</p> <p>It is proposed that transitional funding is applied for 15/16 to enable alternative community solution to be explored (£105k) - this is subject to agreement.</p>			X

Section 1: Purpose of the proposal/strategy/decision

No	Question	Details
1.	<p>Clearly set out the proposal and what is the intended outcome.</p>	<p>This proposal seeks to establish a community run neighbourhood library in Churston as an enhancement to Torbay Council’s overall library service provision in its remaining service points – this proposal will also consider the following:</p> <ul style="list-style-type: none"> • redevelopment of the existing library and adjoining site • library handed over to the community for future delivery from existing site <p>This proposal will reduce costs for Torbay Council, while at the same time establishing a community run neighbourhood library in Churston which will operate outside of Torbay Council’s overall library service provision in its remaining service points.</p> <p>The model is based upon transferring the responsibility for running the library from the local authority to local community groups run by volunteers. A number of variations on the model are in place across the country.</p> <p>This proposal will also consider re-development of the existing site.</p> <p>It is proposed that transitional funding is applied for 15/16 to enable alternative community solution to be explored (£105k) - this is subject to agreement.</p>
2.	<p>Who is intended to benefit / who will be affected?</p>	<p>The proposal offers the opportunity for customers to be directly involved in, and influence, their local library service provision.</p> <p>Library customers may be able to benefit from continued access to library services when a library building may otherwise have closed.</p> <p>Volunteers may have the opportunity to benefit from gaining a range of new skills through training and development, and increased personal interaction with others.</p>

No	Question	Details
		<p>Staff assigned to Churston library (permanent and casual staff) may be affected adversely as jobs may be lost.</p> <p>Library managerial and support staff may see a reduction in their working hours as there will be a reduced number of libraries within Torbay's statutory provision.</p>

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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																											
3.	Have you considered the available evidence?	<ul style="list-style-type: none"> • Around 65.5% of active borrowers are female. • Over half the number of active borrowers are aged 56+. • A breakdown of age and gender is shown in the table below. <table border="1"> <thead> <tr> <th>Age range</th> <th>Churston (%)</th> <th>Gender % M/F</th> </tr> </thead> <tbody> <tr> <td>0 - 15</td> <td>22.63</td> <td>42.7 / 57.3</td> </tr> <tr> <td>16 - 25</td> <td>3.42</td> <td>37.3 / 62.7</td> </tr> <tr> <td>26 - 35</td> <td>3.47</td> <td>17.7 / 82.3</td> </tr> <tr> <td>36 - 45</td> <td>7.79</td> <td>20.3 / 79.7</td> </tr> <tr> <td>46 - 55</td> <td>8.74</td> <td>28.5 / 71.5</td> </tr> <tr> <td>56 - 65</td> <td>14.62</td> <td>28.5 / 71.5</td> </tr> <tr> <td>66 - 75</td> <td>22.8</td> <td>35.7 / 64.3</td> </tr> <tr> <td>76+</td> <td>16.47</td> <td>40.1 / 59.9</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Libraries offer a concessionary membership for customers who are registered sick or chronically disabled. A total of 33 	Age range	Churston (%)	Gender % M/F	0 - 15	22.63	42.7 / 57.3	16 - 25	3.42	37.3 / 62.7	26 - 35	3.47	17.7 / 82.3	36 - 45	7.79	20.3 / 79.7	46 - 55	8.74	28.5 / 71.5	56 - 65	14.62	28.5 / 71.5	66 - 75	22.8	35.7 / 64.3	76+	16.47	40.1 / 59.9
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		<p>customers have this category of membership (32 adults, 1 child). There are also 21 customers registered as housebound for whom a relative or carer will borrow and return library items.</p> <ul style="list-style-type: none"> The following table shows the average frequency of visits by active borrowers by age group together with the frequency range. <table border="1" data-bbox="1016 459 1684 967"> <thead> <tr> <th data-bbox="1016 459 1205 608">Age range</th> <th data-bbox="1205 459 1563 608">Average (mean) number of visits to return/borrow/renew items</th> <th data-bbox="1563 459 1684 608">Range of visits</th> </tr> </thead> <tbody> <tr> <td data-bbox="1016 608 1205 651">0 - 15</td> <td data-bbox="1205 608 1563 651">5</td> <td data-bbox="1563 608 1684 651">1 - 45</td> </tr> <tr> <td data-bbox="1016 651 1205 694">16 - 25</td> <td data-bbox="1205 651 1563 694">4</td> <td data-bbox="1563 651 1684 694">1 - 20</td> </tr> <tr> <td data-bbox="1016 694 1205 737">26 - 35</td> <td data-bbox="1205 694 1563 737">5</td> <td data-bbox="1563 694 1684 737">1 - 30</td> </tr> <tr> <td data-bbox="1016 737 1205 780">36 - 45</td> <td data-bbox="1205 737 1563 780">6</td> <td data-bbox="1563 737 1684 780">1 - 38</td> </tr> <tr> <td data-bbox="1016 780 1205 823">46 - 55</td> <td data-bbox="1205 780 1563 823">9</td> <td data-bbox="1563 780 1684 823">1 - 41</td> </tr> <tr> <td data-bbox="1016 823 1205 866">56 - 65</td> <td data-bbox="1205 823 1563 866">9</td> <td data-bbox="1563 823 1684 866">1 - 73</td> </tr> <tr> <td data-bbox="1016 866 1205 909">66 - 75</td> <td data-bbox="1205 866 1563 909">12</td> <td data-bbox="1563 866 1684 909">1 - 91</td> </tr> <tr> <td data-bbox="1016 909 1205 967">76+</td> <td data-bbox="1205 909 1563 967">13</td> <td data-bbox="1563 909 1684 967">1 - 77</td> </tr> </tbody> </table> <ul style="list-style-type: none"> A map showing the distribution of active borrowers, and areas of deprivation, can be found on the Councils website. In 2013/14, visitor numbers were highest on Thursdays (21.96%) followed by Friday (20.4%), Monday (19.62%), Wednesday (12.89%), Tuesday (12.75%) and Saturday (12.35%). Tuesday, Wednesday and Saturday are half day opening for Churston. However, in terms of visitors per opening hour, the busiest days were Wednesday (40.88 visits per hour), Tuesday (39.64), Saturday (38.39), Monday (30.24), Friday (25.59) and Thursday (28.1). Business levels per quarter are very consistent ranging from 23.36% – 26.78% of the total. The period from October – December was the quietest of the four, partly affected by the Christmas closure which, inevitably, depressed that return. Consultation findings will be analysed to understand local opinion and perception against usage statistics. 	Age range	Average (mean) number of visits to return/borrow/renew items	Range of visits	0 - 15	5	1 - 45	16 - 25	4	1 - 20	26 - 35	5	1 - 30	36 - 45	6	1 - 38	46 - 55	9	1 - 41	56 - 65	9	1 - 73	66 - 75	12	1 - 91	76+	13	1 - 77
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No	Question	Details
4.	How will / have you* consulted on the proposal?	<p>Two libraries consultations have been undertaken recently –</p> <ol style="list-style-type: none"> 1. A 'Review of Library Services' consultation was undertaken from the 11th December 2013 to the 16th January 2014. A copy of the consultation report will be made available online. 2. A needs assessment has most recently been undertaken initial general consultation involved questionnaires available from Churston library (and other libraries) and an online survey made available on council web pages. Surveys were also sent to local schools and to Torbay Council's Viewpoint Panel, The consultation caravan visited the 3 towns and Churston library during March, consulting specifically on the use of libraries and subsidised transport. A copy of the needs assessment will be made available online. <p>Consultation will now be undertaken during July/August regarding the proposals outlined on page 2.</p>
5.	Outline the key findings	<p>TO BE COMPLETED ONCE CONSULTATION UNDERTAKEN: <i>Include feedback on your proposal including where you have consulted on any alternative options. Also include response rates, number of attendees to events / focus groups, outline of specific interest groups consulted. Use bullet points to summarise the key conclusions.</i></p>
6.	What amendments may be required as a result of the consultation?	<p>TO BE COMPLETED ONCE CONSULTATION UNDERTAKEN: <i>Has feedback from the consultation and engagement process identified any changes required to the proposal? Have you had to alter your decision and look at alternative options?</i></p>

Positive and Negative Equality Impacts *TO BE UPDATED ONCE CONSULTATION UNDERTAKEN*

No	Question	Details		
7.	Identify the potential positive and negative impacts on specific groups			
		Positive Impact	Negative Impact	Neutral Impact
	Older or younger people		<p>Possible reduced or no access to immediately local library services.</p> <p>Potential loss of locally accessible service. Older people, children and young people may be more significantly affected as they will need to travel further to access another library.</p> <p>Potential loss of free and adjoining car park.</p>	
	People with caring responsibilities		<p>Potential loss of locally accessible service. Carers may need to travel further to access another library on behalf of the person cared for.</p> <p>Potential loss of free and adjoining car park.</p>	
	People with a disability		<p>Potential loss of locally accessible service. People with mobility and other issues may need to travel further to access another library.</p>	

No	Question	Details		
			Potential loss of free and adjoining car park.	
	Women or men			No differential impact
	People who are black or from a minority ethnic background (BME)			No differential Impact
	Religion or belief (including lack of belief)			No differential Impact
	People who are lesbian, gay or bisexual			No differential Impact
	People who are transgendered			No differential Impact
	People who are in a marriage or civil partnership			No differential Impact
	Women who are pregnant / on maternity leave			No differential Impact
	Socio-economic impacts (Including impact on child poverty issues and deprivation)			No differential Impact
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			No differential Impact
8a.	Cumulative Impacts – Council wide (proposed changes elsewhere which might worsen the impacts identified above)	Potential increased pressure on remaining libraries if volunteer offer or development unsuccessful. Increased demand for housebound service which is currently in the stages of being established.		

No	Question	Details
8b.	Cumulative Impacts – Other public services (proposed changes elsewhere which might worsen the impacts identified above)	

Section 3: Mitigating action *TO BE UPDATED ONCE CONSULTATION UNDERTAKEN*

No	Action	Details
9.	Summarise any negative impacts and how these will be managed?	<p><i>Outline each negative impacts identified relating to equalities in question 7 and how each impact will be managed / monitored so that they are reduced / eliminated or mitigated. What ways can the negative impact be minimised?</i></p> <p>It is proposed that transitional funding is applied for 15/16 to enable alternative community solution to be explored (£105k) - this is subject to agreement.</p>

Section 4: Monitoring *TO BE UPDATED ONCE CONSULTATION UNDERTAKEN*

No	Action	Details
10.	Outline plans to monitor the actual impact of your proposals	<i>The full impact of decisions will only be known once it is introduced. Identify arrangements for reviewing the actual impact of proposals once they have been implemented, including dates and methods.</i>

Section 5: Recommended course of action – *TO BE COMPLETED WHEN ALL SECTIONS COMPLETE AND EIA FINALISED*

No	Action	Outcome	Tick ✓	Reasons/justification for recommended action
11.	<p>State a recommended course of action <i>Clearly identify an option and justify reasons for this decision. The following four outcomes are possible from an assessment (and more than one may apply to a single proposal). Please select from the 4 outcomes and justify the reasons for your decision</i></p>	<p>Outcome 1: No major change required - EIA has not identified any potential for adverse impact in relation to equalities and all opportunities to promote equality have been taken</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>Outcome 3: Continue with proposal - Despite having identified some <u>potential</u> for adverse impact / missed opportunities in relation to equalities or to promote equality. Full justification required, especially in relation to equalities, in line with the duty to have ‘due regard’.</p>		
		<p>Outcome 4: Stop and rethink – EIA has identified actual or potential unlawful discrimination in relation to equalities or adverse impact has been identified</p>		