

Equality Impact Assessment (EIA) Tool

Document Control

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Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
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Glossary of Terms

Term	Description
FTE	Full Time Equivalent
DCMS	Department of Culture, Media and Sport
LGBTQ+	Lesbian, Gay, Bisexual, Trans, Queer or Questioning plus Intersex, Asexual and More Identities
IT	Information Technology
eBooks	Electronic Books
eAudio	Electronic Audio-book
EIA	Equality Impact Assessment

Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

This will see the community library service network reduced to a statutory minimum to be determined by a comprehensive consultation and engagement process in line with DCMS statutory guidance <https://www.gov.uk/government/publications/guidance-on-libraries-as-a-statutory-service/libraries-as-a-statutory-service>

In this model it is likely that the majority of community libraries will have a reduced service provision as a result and is also probable that there will be a reduction in a number of staff posts. At this stage the full detail of the libraries and staff affected is not available. Following consultation and analysis of the feedback the EIA will be updated with specific detail.

Bookstart, Nottingham Prison Service Library and Home Library Service will be unaffected.

1. b. Information used to analyse the equalities implications

Background

The council has a statutory duty to deliver a library service that is comprehensive and efficient and meets the needs of its citizens.

In 2021 Nottingham City Library Service undertook a review to help understand the need for library services across the city to determine what a 'comprehensive and efficient' library offer should be for Nottingham.

The needs assessment involved analysing a range of socio economic and demographic information and library performance data alongside public consultation findings and sector best practice examples.

In order to deliver this saving, there needs to be a consultation process if there are material changes to the delivery of the Council's statutory library service in order to avoid a challenge to the proposals and possible judicial review.

Based on the current operating network, the number of visits across the library network when comparing pre-pandemic (2019/20) to post pandemic (2022/23) is down by 35%, excluding Central and Sherwood libraries. Book issues, however, show that libraries have recovered well and are currently only 3% down from pre-pandemic levels. Libraries continue to invest in the development of the online offer which has seen an increase in e-resource issues with eBooks up by 92% and eAudio up by 398% from pre-pandemic levels.

The proposals will have an impact on future service use and sustainability of the network. A Consultation and engagement programme will take place with all library users to look at which activities can be moved to different times/libraries or alternative community spaces and/or which will have to be lost from the service. See excel link below for all adult and children activities taking place across the library network for 2022-2023 and 2023 to date. Following the consultation the EIA will be updated to reflect feedback around impact on these activities.



EIA Libraries Review
Appendix 1.xlsx

Library Staff Demographics

Gender

Female – 71%

Male – 29%

Ethnic Origin

Asian – 3%

Black - 5%
Mixed - 5%
Unknown – 11%
White – 74%
Prefer Not to State – 2%

Disabled Status
Disabled – 6%
Not Disabled – 73%
Unknown – 19%
Prefer not to state – 2%

Age Group
24 and Under – 8%
25-35 – 15%
35-44 – 19%
45-54 – 23%
55 and over – 35%

Sexual Orientation
LGBTQ+ - 13%
Heterosexual – 45%
Prefer Not to State – 6%
Unknown – 36%

The overall staff impact is currently unknown at this point. Once the consultation and analysis of feedback has been undertaken the EIA will be updated to reflect any disproportionate impact of staff from protected characteristic grouping.

Demographic and deprivation profile of the City

In assessing the equalities impact of this proposal we have used the latest 2021 city profile demographic and deprivation indices information outlined in attached link

<https://www.nottinghaminsight.org.uk/document-library/district-profile-nottingham-city/>

1. c. Who will be affected and how?

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive	Negative	None	Reasons for your assessment (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangements for future monitoring of equality impact (Including any action plans)
NCC staff	People from different protected characteristic groups	X	X	X	Potential redesign of library service may result in staff changes, new roles, responsibilities and contracted hours which could disproportionally impact different protected characteristic groups staff e.g. ethnic minorities, older	Staff Consultation Implications on number of staff impacted is yet to be determined. Consultation with Staff will take place on detailed proposal as they are developed for specific libraries and once a finalised operational change to sites has been reached. Trade Unions will be engaged with the process. Support will be available at every stage of the	Continued review of workforce data reported

					<p>people or women working in affected libraries.</p>	<p>process such as the employee assistance programme, a free, confidential support service and signposting to career support such as Futures.</p> <p>Consultation with staff will follow established method of consultation and the Council's and any statutory Human Resources Policies in relation to redeployment and any voluntary & compulsory redundancies</p> <p>The equality Impact Assessment will be updated with appropriate revision from the consultation and any impacts to existing members of staff</p> <p>The EIA will be updated to reflect any changes following consultation.</p>	
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	Men			X			
	Women		X		<p>A change in local library provision may have a negative effect on women, particularly women with young children. E.g. any loss to services such as tots time which are seen as a valuable resource and lifeline providing support and engagement. There will be many new mums without cars, for whom the library within walking distance is a big support.</p>	<p>Consultation and engagement programme will take place with all library users in Feb -June 2024.</p> <p>Exploring a range of options which could include community spaces. The library programme for each community library will be rearranged to mitigate the biggest impacts. Central library will also review sessions available to lessen impacts of rotation.</p> <p>The resulting library network opening hours will be assessed to maximise access and any activities which may have been displaced providing people with options to</p>	<p>Data of service users will continue to be captured and monitored to track age and gender demographics and library activity attendance.</p>

						<p>travel to their nearest open library when their local one is closed.</p> <p>The Bookstart programme offers free books to all children before they start school. There will be no change to this service as a result of this proposal</p> <p>The EIA will be updated to reflect any changes following consultation.</p>	
	Trans			X			
	Disabled people/ carers			X	The remaining statutory service will have appropriate disabled access		
	Pregnancy and maternity			X			
	Marriage/Civil Partnership			X			

	People of different faiths/ beliefs and those with none			X			
	Lesbian/ Gay/ Bisexual people			X			
Citizens/ Community Service users	Older		x		Library use is still popular with adults aged 60+.	<p>Consultation and engagement programme will take place with all library users in Feb-June 2024.</p> <p>A Home Library Service is also available for those citizens, less mobile and unable to access their nearest library.</p> <p>The EIA will be updated to reflect any changes following consultation.</p>	Data of service users will continue to be captured and monitored to track age and gender demographics and library use including book issues and IT use.
Citizens/ Community Service users	Younger		x		A range of activities take place in most libraries to support children and families, including Tots Time, homework clubs and	<p>Consultation and engagement programme will take place with all library users in Feb-June 2024.</p> <p>Exploring a range of options which could</p>	Data of service users will continue to be captured and monitored to track age and gender demographics and library use

					<p>Summer Reading Challenge. Reduction in library opening hours will lead to a reduction/ cancellation in these groups and activities.</p>	<p>include community spaces. The library programme for each community library will be rearranged to mitigate the biggest impacts. Central library will also review sessions available to lessen impacts of rotation.</p> <p>The resulting library network opening hours will be assessed to maximise access and any activities which may have been displaced providing people with options to travel to their nearest open library when their local one is closed.</p> <p>There will continuation and growth of digital and online services offered by the library service including access to e-learning</p>	<p>including book issues and IT use.</p>
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						<p>resources and e-books as well as online events and free activities.</p> <p>The Bookstart programme offers free books to all children before they start school. There will be no change to this service as a result of this proposal.</p> <p>The EIA will be updated to reflect any changes following consultation.</p>	
<p>Citizens/ Community Service users</p>	<p>Other (e.g. looked after children, cohesion/ good relations, vulnerable children/ adults), socio-economic background.</p> <p><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></p>		x		<p>Any potential closure of the local library for the most vulnerable will impact their ability to access warm spaces, IT facilities and signposting as well as activities such as work and homework clubs.</p>	<p>Consultation and engagement programme will take place with all library users in Feb-June 2024.</p> <p>Exploring a range of options which could include community spaces. The library programme for each community library will be rearranged to</p>	<p>Data of service users will continue to be captured and monitored to track age and gender demographics and library use including book issues and IT use.</p>

						<p>mitigate the biggest impacts. Central library will also review sessions available to lessen impacts of rotation.</p> <p>The resulting library network opening hours will be assessed to maximise access and any activities which may have been displaced providing people with options to travel to their nearest open library when their local one is closed.</p> <p>There will continue to be specialist outreach services such as home delivery service and multilingual materials for the most vulnerable and isolated adults and young people and families including the home library service.</p>	
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						The EIA will be updated to reflect any changes following consultation.	
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1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):

There may be a cumulative effect on literacy and learning inequalities in local areas of high deprivation from the removal of daily access to key community facilities. Any significant change to a library service due to its statutory nature needs to undertake a comprehensive consultation and engagement programme, in line with DCMS statutory guidance, with its citizens to mitigate against judicial review.

Section 2 – Equality outcome

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan

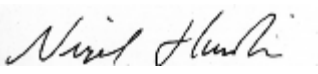
Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.	Conduct community consultations to understand specific needs and concerns of affected populations.	Nigel Hawkins	March – June 2024	July 2024
Advance equality of opportunity between those who share a protected characteristic and those who don't				

Foster good relations between those who share a protected characteristic and those who don't				
(Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)	<p>Ensure digital access for those unable to physically visit a library and continue specialist outreach services.</p> <p>Explore opportunities to collaboration with community organisations and spaces to create alternative access points for library services and host displaced activities.</p> <p>Explore options around developing and supporting community programmes that promote literacy, education and information access outside of traditional library settings</p>	Nigel Hawkins	March – June 2024	July 2024

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

<p>The assessment must be approved by the manager responsible for the service /proposal. Approving Manager details (name, role, contact details): Nigel Hawkins, Head of Culture and Libraries, nigel.hawkins@nottinghamcity.gov.uk</p>	<p>Date sent for advice: 15.12.2023</p>
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Approving Manager Signature: 	Date of final approval: 19.12.2023
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For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)
Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk