

Equality Impact Assessment (EIA) Tool

Document Control

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Name	Title role	Date
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Glossary of Terms

Term	Description
Wi-Fi	Wireless networking technology which allows devices such as computers, mobile devices and other equipment such as printers to interface with the internet
BSL	British Sign Language
DCMS	Department of Digital, Culture, Media and Sport
iPad	Tablet Computer

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

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

The equality impact assessment is on the planned library transformation consultation and engagement programme to ensure as many citizens, staff and stakeholders as possible can engage with the library consultation process and make their voices heard. Hosting a library consultation with a focus on equality is essential for ensuring that library services and resources are accessible, inclusive and responsive to the needs of all the community members. By actively engaging with diverse stakeholders and prioritising equality in decision-making processes libraries can play a crucial role in promoting social justice and fostering a sense of belonging within communities.

The library consultation will involve an online survey, webpage with links to survey and proposals, and 3 face to face public sessions as well as one online public meeting. The face to face public sessions will be held at 3 different city locations (Bilborough, Bulwell and City Centre), 1 in the afternoon, 2 in the evening and will provide the opportunity for citizens to come and speak to Nottingham City Council staff and make their thoughts and feelings known about the proposal. In addition to the information available online there will be a consultation ‘hub’ in every library which will have clear signage with the ‘shape the vision’ branding and a dedicated iPad (tablet computer) so library users can complete the survey as quickly and easily as possible. There will be paper copy information packs about the proposal in all hubs. These paper copies will include details of the proposal, the current and proposed opening hours, what the current library offer is and what is

being safeguarded and details of the public meetings dates, times and locations as well as accessibility. All library staff are briefed on the consultation and will be able to provide support on how to complete the questionnaire online (including changing the language of the survey) answering questions and providing paper copies of the survey if citizens would prefer to complete a paper copy than use the digital survey. Library staff will also be able to help the citizen complete the survey if necessary.

There will also be meetings specifically for staff and stakeholders to get encourage engagement and get views on the proposal.

The consultation will be on the Nottingham City Council website and has a dedicated webpage. There will be posters in all libraries. There will be social media posts each with a different focus over the 12 weeks of the consultation on all the main social media channels and there will be a consultation edition of the library newsletter.

Take up of the survey will be monitored using the functionality of Microsoft forms – this will show us if any groups are underrepresented in responses to the survey based on how people respond to the equality questions. Social media posts can then be created to target those groups. There is also the option to do leaflet drops in specific neighbourhoods if there is a particularly low response in some areas of the city.

There is a press release that will go to media outlets on the day on the consultation launch. We anticipate that the consultation will be widely reported in the media which will in turn generate further engagement with the survey.

The consultation and engagement team have worked with sport and culture on developing the public meetings and the online questionnaire and will continue to be engaged during the 12 weeks of the consultation.

1. b. Information used to analyse the equalities implications

Nottingham City Council has a statutory duty to deliver a library service that is comprehensive and efficient and provides a service to everyone who lives, works or studies in Nottingham. This is delivered through a network of 14* community libraries: Aspley, Basford, Bilborough, Bulwell Riverside, Clifton, The Dales,

Hyson Green, The Meadows, Radford & Lenton, Sherwood, Southglade Park, St Ann' Valley, Strelley Road and Wollaton, and a central library.

Nottingham City Council needs to make budget savings over the next 2 years of £1.5m across the library service. This equates to 38% of the overall library budget. As such, difficult decisions will have to be made. In order to deliver this saving, there has to be a consultation process as there will be material changes made to the delivery of the Council's statutory library service. A more detailed consultation on the library budget saving was agreed as part of the full council budget decision in March 2024 and follows DCMS best practice guidance to minimise community challenge and possible judicial review on proposals being put forward.

The consultation will run from Tuesday 28th May 2024 for a period of 12 weeks.

The initial budget consultation held in December 2023 – January 2024 for the 2024/ 2025 budget savings proposals <https://www.nottinghamcity.gov.uk/engage-nottingham-hub/closed-consultations/202425-budget-savings-proposals/> included amongst many proposals for savings across the Council the budget proposal 'Review of Library Services'. This elicited 5341 responses from members of the public, Nottingham City Council employees and official responses of organisations. 110 different organisations responded. These included national organisations such as Arts Council England, Citizens Advice and the National Probation Service and a wide range of Nottingham cultural, social, sporting, religious and charity organisations including LeftLion, Nottingham Playhouse, 'Friends of' library groups and the Indian Community Centre. Excluding the organisations, the following statistics were available.

56% of responders were female,

33% male

11% did not respond or responded prefer not to say

52% of responders were between 16-44 years of ages

32% were between 45-74 years of ages

1% were under 16, 6% were over 75 and 9% either didn't respond or preferred not to say

14% of responders identified as disabled

71% identified as not disabled

16% didn't respond or preferred not to say

There was a wide array of ethnicities/ nationalities identified by responders

The largest response, 67%, were from those who identified as White – English, Welsh, Scottish, Northern Irish or British.

The second largest response, 14%, was from those who didn't respond or prefer not to say

Similarly, a wide range of sexual identities were selected by the responders outside of the options presented.

5% identify as bisexual

5% as gay man or gay woman/ lesbian

68% as heterosexual

22% preferred not to say or left the answer blank

1% as other

Religion also provided a broad response:

Agnostic 12%

Atheist 18%

Buddhist 1%

Christian 31%

Hindu 1%

Jewish Less than 1%

Muslim 2%

None 12%

Pagan 1%

Sikh 1%

Other 2%

Prefer not to say or didn't respond 19%

*12 community libraries are currently open, Aspley is temporarily closed due to urgent health and safety issues with the building. Sherwood Library has been rebuilt and the re-opening is planned for Summer 2024.

1. c. Who will be affected and how?

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive X	Negative X	None X	Reasons for your assessment (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangement s for future monitoring of equality impact (Including any action plans)
Citizens	People from different ethnic groups		x		Citizens who do not speak English, or are unconfident in reading/ writing in English due to it not being their first language may struggle to complete the library consultation survey	The survey will be publicised using the methods listed in section 1a. The online form is designed to be anonymous and we ask as part of the how to complete this survey guidance that people don't provide identifying information about themselves. It can be accessed in 84 different languages due to the functionality of the software used. There is a video on the consultation landing page www.nottinghamcitylibraries.co.uk/shape-the-vision explaining how the language option can be changed to their preferred one. A paper copy in the preferred language can also be secured for any of Nottingham City Libraries by asking a member of staff or	The number of completed surveys in languages other than English and what those languages are will be monitored to look at how future marketing can be done in those languages alongside

						visiting the designated hub in each library.	English going forward
Citizens	Men	x			Adults with work, study, young children or caring responsibilities may struggle to attend consultation meetings due to timings.	Three consultation meetings will be held at three different locations across the city. Two will be held in the evening (6:30pm-8:30pm) and one in the day time (2:30pm – 4:30pm) to try and ensure access. An online meeting in the early evening (5:30-7:30pm) will also be held. The details of the sessions will be on the website when it goes live at the start of the consultation and included in a hard copy pack with all the consultation details at every library.	Additional online meetings could potentially be planned for July to accommodate demand. Demand will be assessed by number of attendees at the meetings and comments/ feedback made to staff at the meetings and throughout the consultation in libraries. All comments/ feedback will be noted by staff present at the public events. Different times

							can also be considered based on any feedback.
Citizens	Women	x			Adults with work, study, young children or caring responsibilities may struggle to attend consultation meetings due to timings.	Three consultation meetings will be held at three different locations across the city. Two will be held in the evening (6:30pm-8:30pm) and one in the daytime (2:30pm – 4:30pm) to try and ensure access. An online meeting in the early evening (5:30-7:30pm) will also be held. The details of the sessions will be on the website when it goes live at the start of the consultation and included in a hard copy online pack with all the consultation details at every library.	Additional online meetings could potentially be planned for July to accommodate demand. Demand will be assessed by number of attendees at the meetings and comments/ feedback made to staff at the meetings and throughout the consultation in libraries. All comments/ feedback will be noted by staff present at the public

							events. Different times can also be considered based on any feedback.
Citizens	Trans	x			Adults with work, study, young children or caring responsibilities may struggle to attend consultation meetings due to timings.	Three consultation meetings will be held at three different locations across the city. Two will be held in the evening (6:30pm-8:30pm) and one in the daytime (2:30pm – 4:30pm) to try and ensure access. An online meeting in the early evening (5:30-7:30pm) will also be held. The details of the sessions will be on the website when it goes live at the start of the consultation and included in a hard copy online pack with all the consultation details at every library.	Additional online meetings could potentially be planned for July to accommodate demand. Demand will be assessed by number of attendees at the meetings and comments/ feedback made to staff at the meetings and throughout the consultation in libraries. All comments/ feedback will be noted by

							staff present at the public events. Different times can also be considered based on any feedback.
Citizens	Disabled people/ carers	x			<p>Disabled adults/ carers may struggle to attend consultation meetings due to timings.</p> <p>Adults with mobility issues may struggle to access venues or to stand for long periods of time.</p> <p>Deaf adults may struggle to understand what is being</p>	<p>Three consultation meetings will be held at three different locations across the city. Two will be held in the evening (6:30pm-8:30pm) and one in the daytime (2:30pm – 4:30pm) to try and ensure access. An online meeting in the early evening (5:30-7:30pm) will also be held. The details of the sessions will be on the website when it goes live at the start of the consultation and included in a hard copy online pack with all the consultation details at every library.</p> <p>All locations have been chosen for their ease of access – ramps/ lifts are available and all are on major bus and tram transport routes. There is also disabled parking available on site at Harvey Haddon Leisure Centre and</p>	<p>Additional online meetings could potentially be planned for July to accommodate demand. Demand will be assessed by number of attendees at the meetings and comments/ feedback made to staff at the meetings and throughout the consultation in libraries. All comments/</p>

					<p>said at the consultation meetings.</p> <p>Adults with learning difficulties may struggle to complete the survey</p>	<p>Bulwell Riverside. Seats will be provided.</p> <p>A British sign language interpreter will be working at the 1st public meeting.</p> <p>The survey is written in plain accessible language and a large print version of survey will be available. Library staff will be present to assist anyone who needs help to complete the survey.</p>	<p>feedback will be noted by staff present at the public events.</p> <p>Different times can also be considered based on any feedback.</p>
Citizens	Pregnancy and maternity	x			<p>Pregnant adults may be uncomfortable at busy public meetings.</p> <p>Breast feeding mothers may need to feed children.</p>	<p>Seating will be available at all meetings</p> <p>All chosen meeting venues have a designated breast-feeding area.</p> <p>There will be an online meeting for those who prefer not to attend in person meetings.</p>	
Citizens	Marriage/Civil Partnership			X			

Citizens	People of different faiths/ beliefs and those with none			X			
Citizens	Lesbian/ Gay/ Bisexual people			X			
Citizens	Older	x			Older people may struggle to access the survey online. Older people may be uncomfortable at busy public meetings.	There will be a support hub in every Nottingham City library where librarians will be on hand to provide support or to provide paper copies of the survey to those who prefer to complete a hard copy. These areas will be branded with the 'shape the vision' logo and have clear signage and posters. Large print versions of the survey will also be available. Seats will be available at all public meetings.	
Citizens	Younger	x			Some children may find the consultation	A simplified children's version of the survey will be available online and in libraries and copies will be provided to	

					survey too complex	all schools so children can make their views known.	
Citizens	Care Experience (Please refer to the guidance notes for further information)		x		<p>Vulnerable young people and adults may struggle to understand or access the survey</p> <p>Socio/economic hardships may prevent people from accessing public meetings or completing the survey online due to lack of online devices or connectivity.</p>	<p>The survey is written in plain accessible language. Library staff will be present to assist anyone who needs help to complete the survey.</p> <p>The public meetings are planned for three different locations around the city and all are on major transport routes. If economic factors prevent travelling to an in-person meeting, there is an online meeting. If citizens don't have digital access, they will be able to use the free Wi-Fi and/or computers at any Nottingham city library to complete the survey online. The consultation 'hubs' will be visible in every library with clear signage and staff available to answer questions and point people where to go to engage.</p>	<p>Unfortunately, the libraries will be closed during the online public meeting.</p> <p>However if feedback is received from citizens either via library staff or through online channels about access to the online meeting the team will look to add another online meeting to the schedule before the end of the consultation to be held when libraries are open.</p>

<p>Citizens</p>	<p>Other (e.g. 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>		<p>x</p>		<p>Vulnerable Adults may struggle to understand or access the survey</p> <p>Socio/ economic hardships may prevent people from accessing public meetings or completing the survey online due to lack of online devices or connectivity.</p>	<p>The survey is written in plain accessible language. Library staff will be present to assist anyone who needs help to complete the survey. and support will be available in every library to complete the survey.</p> <p>The public meetings are planned for three different locations around the city and all are on major transport routes. If economic factors prevent travelling to an in-person meeting, there is an online meeting. If citizens don't have digital access, they will be able to use the free Wi-Fi and/or computers at any Nottingham city library to complete the survey online. The consultation 'hubs' will be visible in every library with clear signage and staff available to answer questions and point people where to go to engage.</p>	<p>Unfortunately, the libraries will be closed during the online public meeting.</p> <p>However if feedback is received from citizens either via library staff or through online channels about access to the online meeting the team will look to add another online meeting to the schedule before the end of the consultation to be held when libraries are open.</p>

1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):

During the consultation period the take-up of the survey will be monitored. The functionality of the software means that all data will be live and can be regularly monitored and reviewed by Nottingham City Council staff. If there are areas or specific groups where there is very low take-up, tools such as leaflet drops or social media posts will be used to encourage completion of the survey by those groups.

Any insights gained during this process will inform the development of policies and initiatives that promote equality within the library system and will inform the equality impact assessment on the final library transformation decision.

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

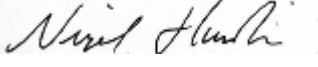
Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.	Alternative language options for the survey as well as large print and a children’s version. BSL interpreter at public meetings. Disability access (ramps, lift etc) at all public meeting venues. Seating at all venues and areas for breastfeeding.	Nigel Hawkins	15/05/2024	07/08/2024

Advance equality of opportunity between those who share a protected characteristic and those who don't	Surveys available online and paper copies. All libraries will have a designated consultation area to encourage input into the process including paper copies, explanations regarding translation and computer/ Wi-Fi facilities.	Nigel Hawkins	15/05/2024	07/08/2024
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)				

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):</p> <p>Nigel Hawkins Head of Culture and Libraries Nigel.hawkins@nottinghamcity.gov.uk</p>	<p>Date sent for advice:</p> <p>07.04.2024</p>
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Approving Manager Signature: 	Date of final approval: 15/05/2024
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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