City of Wolverhampton
Equality Analysis Template

Directorate: Place **Service Area:** Libraries	**Lead Officer**: Charlotte Johns, Head of Service City Economy **Date completed:** 29 June 2017
Service / Function / Policy / Procedure to be assessed: Libraries Transformation Strategy	
Is this: New / Proposed ☒☐ Existing/Review ☐ Changing ☐ **(Please tick appropriate box)**	**Review date:**

Part A – Initial Equality Analysis to determine if a full Equality Analysis is required.

What are the aims and objectives/purpose of this service, function, policy or procedure?

To implement our 10 year strategy (2017 – 2027) that transforms libraries in the City of Wolverhampton and delivers our vision of 'modern, vibrant, sustainable libraries' and our strategic aims which are:

1. Promoting learning and improving skills
2. Supporting reading and literacy
3. Widening access to quality information
4. Broadening access to culture
5. Increasing the use of digital services
6. Promoting and enabling health and wellbeing

Please indicate its relevance to any of the equality duties (below) by selecting Yes or No?

	Yes	No
Eliminating unlawful discrimination, victimisation and harassment	Yes	
Advancing equality of opportunity	Yes	
Fostering good community relations	Yes	

If not relevant to any of the three equality duties and this is agreed by your Head of Service, the Equality Analysis is now complete - please send a copy to the Equality & Diversity Team. **If any of the three equality duties are relevant**, a Full Equality Analysis will need to be undertaken (PART B below).

PART B: Full Equality Analysis.

Step 1 – Identifying outcomes and delivery mechanisms (in relation to what you are assessing)

What outcomes are sought and for whom?	The strategy seeks to deliver against the following outcomes:
	
	• Improved skills, learning and life chances for local people
	• Improved health and wellbeing for local people
	• Local people's lives are enriched with improved access to culture, literature and quality information
	• Increased civic and community participation through:
	    – Visiting and engaging in activities in libraries
	    – Volunteering

Are there any associated policies, functions, services or procedures?	Libraries contribute to the delivery of Vision 2030 and the council's Corporate Plan. There are specific links to health and wellbeing, learning and skills, employability and enterprise and creative and cultural economy areas. Our strategy is proposed to be delivered through: • Providing professional well trained staff • Increasing volunteering opportunities • Working with the local community to extend opening hours • Providing a high quality book offer • Providing access to the latest technology • Increasing events and activities in libraries • Improving physical library spaces • Making libraries more sustainable The Libraries Strategy also proposes a commitment to delivering the Society for Chief Librarian's six steps promise for blind and partially sighted library users, and the Children and Young People's promise.
If partners (including external partners) are	The Home Library Service is currently delivered by Dudley Metropolitan Borough Council. Some libraries are co-located as part of Community Hubs. One library is co-located in a Care Home and staffed by volunteers.

involved in delivering the service, who are they?	Libraries in the Black Country work closely together as part of the 'Black Country Libraries in Partnership' (BCLiP) group, which includes the sharing of best practice and joint procurement initiatives to maximise value for money for local people. The new Library Management System has been procured jointly. The implementation of a new Library Management System will be delivered and supported by Capita.

Step 2 – What does the information you have collected, or that you have available, tell you?

What evidence/data already exists about the service and its users? (in terms of its impact on the 'equality strands', i.e. race, disability, gender, gender identity, age, religion or belief, sexual orientation, maternity/pregnancy, marriage/civil partnership and other socially excluded communities or groups) and **what does the data tell you?** e.g. are there any significant gaps?

The current Library Management System holds limited data on the protected characteristics – mainly age and gender. By the end of November 2017 a new Library Management System will be implemented will collect information on all protected characteristics, so this can be used to monitor any issues in relation to equalities and inform future planning in the service.

Over 500 people participated in the engagement phase (October 2016) through externally facilitated workshops, an online survey, email and social media. Equalities monitoring information was captured from particpants, and during the engagement phase where were knew there was underpresentation, we undertook further work to ensure views from these groups were captured. This included extra workshops with the LGBT network and Ethinic Minority Council. Equalities data, before the extra work was undertaken, can be seen in the Engagement Analysis Report produced by the University of Wolverhampton.

In February – May 2017 the council undertook a formal consultation exercise on a draft libraries strategy. Over 830 people participated in the consultation through an online survey or attendance at a consultation event. During consultation, emails were sent to Equalities and Diversity forum groups inviting individuals to take part in the consultation. Due to the small sample size, it is not possible to analyse responses to the consultation questions by equalities strand in a meaningful way. However, the lack of equalities data provided is something that will be addressed via the new Library Management System to increase equalities information held on libraries users. This will enable better analysis to be undertaken going forward. Where decisions are taken on a library by library basis, this information will be referred to as part of the work.

The evidence base for libraries includes a 'needs assessment' which includes data on young and old people within the demographics of each library based on 2011 census data.

Has there been any consultation with, or input from, customers / service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please list which specific groups or communities you are going to consult with and when.

The engagement exercise in October 2016 and consultation in February – May 2017 have both been the main form of input into the development of the strategy to date.

Over 500 people participated in the engagement phase (October 2016) through externally facilitated workshops, an online survey, email and social media. Extra workshops were undertaken to ensure that any underrepresentation was managed and that engagement took place across all protected characteristics.

Over 830 people participated in the formal consultation exercise through an online survey, paper based survey, face to face meetings and targeted communications to a number of key stakeholders across all the protect characteristics to ensure a representative response. Equalities monitoring happened throughout the consultation window to ensure that any under representation was addressed.

The key findings from consultation were:

- 76.2% of people agreed with the proposed vision statement of a 'modern, vibrant and sustainable library service for the city of Wolverhampton'
- The six proposed strategic aims were approved by more than 4/5 of respondents, with the most support for 'promoting learning and improving skills' and 'supporting reading and literacy'
- More than half of people were in agreement with all aspects of the proposed way of delivering the strategy
- There was support for promoting the use of new technologies in particular extending the use of tablets, touch screen, 3D printers and hiring e-readers
- Many people wish to see libraries open for longer. The strategy proposes this is done through co-location with other services and working with the community
- 81.3% of people agreed with the idea to 'hold and promote events and activities

These key themes were consistently brought up across all protected characteristics (including the extra workshops that were undertaken with underrepresented groups).

Are there any complaints, compliments, satisfaction surveys or customer feedback that could help inform this assessment? If yes, what do these tell you?

Customer feedback was established as part of consultation exercise.

Step 3 – Identifying the negative impact.

a. **Is there any negative impact on individuals or groups in the community?**

Barriers:

What are the potential or known barriers/impacts for the different 'equality strands' set out below? Consider:

- **Where** you provide your service, e.g. the facilities/premises;
- **Who** provides it, e.g. are staff trained and representative of the local population/users?
- **How** it is provided, e.g. do people come to you or do you go to them? Do any rules or requirements prevent certain people accessing the service?
- **When** it is provided, e.g. opening hours?
- **What** is provided, e.g. does the service meet everyone's needs? How do you know?

* Some barriers are justified, e.g. for health or safety reasons, or might actually be designed to promote equality, e.g. single sex swimming/exercise sessions, or cannot be removed without excessive cost. If you believe any of the barriers identified to be justified then please indicate which they are and why.

Solutions:

What can be done to minimise or remove these barriers to make sure everyone has equal access to the service or to reduce adverse impact? Consider:

- Other arrangements that can be made to ensure people's diverse needs are met;
- How your actions might help to promote good relations between communities;
- How you might prevent any unintentional future discrimination.

Equality Themes	Positive Impacts	Negative Impacts identified	Solutions (ways in which you could mitigate the negative impact)
Age (including children, young people and older people)	The libraries strategy includes maintaining library provision in all of the 16 locations. This provides assurance to communities that there are a number of libraries they can access 'as is'.

People wish to see libraries open for longer through co-location with other services and working with the community to extend opening hours.

If it is possible to provide other public services alongside libraries this would mean that more services, staff and members of the community would be nearby to provide help to people if needed.

Furthermore, increased partnership working improves the offer for all people, and community led models could help increase social value.

The strategy proposes promoting the use of new digital technologies alongside old technologies such as CDs and DVDs. New technologies could have a positive impact on older age groups who tend to be less digitally literate. | Should working with the community or other services during the life of this strategy mean that a library moves location, there is a risk that some people may have to travel slightly further to their local library. There could be an impact on young people, or older people. Children for example would be less likely to travel further unsupervised. Cost to travel could also be prohibitive for certain groups. We know from a travel survey conducted in our libraries in October/November 2016 that the most popular mode of travel to libraries is walking, followed by car. If libraries move then there is a risk that people may have to walk further which would be prohibitive. However it is unlikely that any move of a library during the strategy period would be a significant distance, and the aim of moving a library would be to improve accessibility not reduce it. Whilst some people may be adversely affected by a relocation, others may have their access improved. Consultation and equalities monitoring for any potential relocations will be developed as and when required, taking into account specific communities geographies as needed.

There is a risk that if events and activites are held during the day that some age | During the consultation on our strategy, there was some concern about ceasing older forms of technology such as CDs and DVDs, particularly for older groups. However there was strong support for promoting the use of new technologies, and so we will ensure the needs of communities who wish to use older technologies continue to be met alongside developing new forms of technology.

During the consultation PC fees and charges were consulted upon. Despite the most popular response being to limit time to 1 hour free then charge, the strategy proposes that we have 2 hours free access, before there are charges. This will help support people who additional support on PCs which takes time.

Events and activities should be scheduled across the whole week to enable access by as many age groups as possible.

Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other |

	The strategy proposes to invest in quality book stock including audio and large print that could have a positive impact on older people who have sight issues.

Improving the quality of physical library spaces could have a positive impact on all ages, to ensure buildings are welcoming, fit for purpose and feel safe.

Increasing the amount of events and activities could have a positive impact on the lives of all age groups.

Increasing the amount of volunteering opportunities may have a positive impact on older age groups e.g. retired, who are more likely to be able to take up opportunities, in addition to those who are out of work or wishing to retrain.

The Libraries Strategy also proposes a commitment to delivering the Society for Chief Librarian's Children and Young People's promise, which would demonstrate best practice library provision for this age group. | groups are more likely to be excluded from attending – such as working age, school age.

Fees and charges – people were asked via consultation whether they would be prepared to pay a fee for the use of PC. PC usage is currently free of charge. A decision has been made for PCs to remain free of charge for 2 hours followed by £1 per hour after this. Books will remain free as specified by law.

This could have a negative impact on certain age groups that tend to use PCs more (anecdotally, younger age groups particularly those that claim benefits). | services to see how we can extend opening hours.

Ensure that libraries are located in places where there are good public transport links and car parking facilities nearby.

Ensure Home Library Service referals for those people who are unable to travel further and meet the criteria for the Home Library Service.

Ensure support is clearly promoted in self service only periods.

Equalities monitoring on usage will also ensure breadth of stock is not affected. |
| **Disability** (including carers) | The libraries strategy includes maintaining library provision in all of the 16 locations across the city. This | Should working with the community or other services during the life of this strategy mean that a library moves | During the consultation on our strategy, there was some concern about ceasing older forms of |

provides assurance to communities that there are a number of libraries they can access 'as is'.

People wish to see libraries open for longer through co-location with other services and working with the community to extend opening hours. This has been achieved at Long Knowle library where additional hours have been provided. 2016 data shows that 18.5% of respondents to a travel survey said that they had a disability higher than the service average of 11.6%.

If it is possible to provide other public services alongside libraries this would mean that more services, staff and members of the community would be nearby to provide help to people if needed.

Furthermore, increased partnership working improves the offer for all people, and community led models could help increase social value.

The strategy also proposes to increase digital literacy – this could have a positive impact on disabled groups who may be more likely to need to access support from public services which are increasingly using 'digital by design' approaches.

location, there is a risk that some people may have to travel slightly further to their local library. There could be an impact on disabled people who are unable to travel further. Cost to travel could also be prohibitive for certain groups. We know from a travel survey conducted in our libraries in October/November 2016 that the most popular mode of travel to libraries is walking, followed by car. If libraries move then there is a risk that people may have to travel further which would be prohibitive. However it is unlikely that any move of a library during the strategy period would be a significant distance, and the aim of moving a library would be to improve accessibility not reduce it. Whilst some people may be adversely affected by a relocation, others may have their access improved. Consultation and equalities monitoring for any potential relocations will be developed as and when required, taking into account specific communities geographies as needed.

There is a risk that if events and activites are held in locations that are difficult to access or have limited facilities such as no hearing loop, that disabled people are disadvantaged.

Fees and charges – people were asked via consultation whether they would be prepared to pay a fee for the use of PC.

technology such as CDs and DVDs, particularly for older groups or people with certain disabilities. However there was strong support for promoting the use of new technologies, and so we will ensure the needs of communities who wish to use older technologies continue to be met alongside developing new forms of technology.

During the consultation PC fees and charges were consulted upon. Despite the most popular response being to limit time to 1 hour free then charge, the strategy proposes that we have 2 hours free access, before there are charges. This will help support people who additional support on PCs which takes time.

Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other services to see how we can extend opening hours.

Ensure that libraries are located in places where there are good public transport links and car parking facilities, including disabled car parking, nearby.

Ensure Home Library Service

	The strategy proposes promoting the use of new digital technologies alongside old technologies such as CDs and DVDs. New technologies could have a positive impact on groups with disabilities by making new technologies more accessible. Improving the quality of physical library spaces could have a positive impact on disabled people, to ensure buildings are welcoming, fit for purpose and feel safe and are fully accessible. Increasing the amount of events and activities could have a positive impact on the lives of disabled people. Increasing the amount of volunteering opportunities may have a positive impact on disabled groups. The Libraries Strategy also proposes a commitment to delivering the Society for Chief Librarian's six steps promise for blind and partially sighted library users, which demonstrates best library practice for this disability group.	PC usage is currently free of charge. A decision has been made for PCs to remain free of charge for 2 hours followed by £1 per hour after this. Books will remain free. This could have a negative impact on certain disability groups that may be unable to access the PCs.	referalls for those people who are unable to travel further and meet the criteria for the Home Library Service. Ensure how library users can access additional support is clearly promoted in self service only periods. Equalities monitoring on usage will also ensure breadth of stock is not affected.
Gender (men and women)	The libraries strategy includes maintaining library provision in all of the 16 locations. This provides assurance to communities that there are a number of libraries they can	Should working with the community or other services during the life of this strategy mean that a library moves location, there is a risk that some people may have to travel slightly further to their	Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other services to see how we can extend

	access 'as is'. People wish to see libraries open for longer through co-location with other services and working with the community to extend opening hours. If it is possible to provide other public services alongside libraries this would mean that more services, staff and members of the community would be nearby to provide help to people if needed. Furthermore, increased partnership working improves the offer for all people, and community led models could help increase social value. The strategy proposes promoting the use of new digital technologies alongside old technologies such as CDs and DVDs. New technologies could have a positive impact on groups with disabilities by making new technologies more accessible. The proposal to stop investing in old technology and invest in quality book stock including audio and large print could have a positive impact on all genders. Improving the quality of physical library spaces could have a particular positive	local library. There could be an impact on women who are more likely to bring children to the library, and are unable to travel further. Cost to travel could also be prohibitive for certain groups. We know from a travel survey conducted in our libraries in October/November 2016 that the most popular mode of travel to libraries is walking, followed by car. If libraries move then there is a risk that people may have to travel further which would be prohibitive. However it is unlikely that any move of a library during the strategy period would be a significant distance, and the aim of moving a library would be to improve accessibility not reduce it. Whilst some people may be adversely affected by a relocation, others may have their access improved. Consultation and equalities monitoring for any potential relocations will be developed as and when required, taking into account specific communities geographies as needed.	opening hours. Ensure that libraries are located in places where there are good public transport links and car parking facilities, including disabled car parking, nearby. Ensure how library users can access additional support is clearly promoted in self service only periods. Equalities monitoring on usage will also ensure breadth of stock is not affected.

	impact on women, so that all library buildings are welcoming and feel safe. Increasing the amount of events and activities could have a positive impact on both genders. Events for younger children are particularly well attended by women, and so increasing these could have a positive effect on women.		
Race (including Gypsies &Travellers and Asylum Seekers)	The libraries strategy includes maintaining library provision in all of the 16 locations. This provides assurance to communities that there are a number of libraries they can access 'as is'. People wish to see libraries open for longer through co-location with other services and working with the community to extend opening hours. If it is possible to provide other public services alongside libraries this would mean that more services, staff and members of the community would be nearby to provide help to people if needed. Furthermore, increased partnership working improves the offer for all people, and community led models could help increase social value. The strategy proposes promoting the	Should working with the community or other services during the life of this strategy mean that a library moves location, there is a risk that some people may have to travel slightly further to their local library. There could be an impact on some communities, who feel unable to travel to a different locale. We know from a travel survey conducted in our libraries in October/November 2016 that the most popular mode of travel to libraries is walking, followed by car. If libraries move then there is a risk that people may have to walk further which would be prohibitive. However it is unlikely that any move of a library during the strategy period would be a significant distance, and the aim of moving a library would be to improve accessibility not reduce it. Whilst some people may be adversely affected by a relocation, others may have their access improved. Consultation and equalities monitoring for any potential relocations will be developed as and when required, taking into account specific communities	Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other services to see how we can extend opening hours. Ensure that libraries are located in places where there are good public transport links and car parking facilities nearby. Ensure Home Library Service referalls for those people who are unable to travel further and meet the criteria for the Home Library Service. Equalities monitoring on usage will also ensure breadth of stock is not affected.

		geographies as needed.	
	use of new digital technologies alongside old technologies such as CDs and DVDs. New technologies could have a positive impact on different communities in the city. Improving the quality of physical library spaces could have a positive impact on all races, to ensure buildings are welcoming, fit for purpose and feel safe. Increasing the amount of events and activities could have a positive impact on the lives of all people, and have the potential to promote community cohesion. Fostering good relations could be evidenced by support for Black History Month in libraries.		
Religion or belief (including people of no religion or belief)	The libraries strategy includes maintaining library provision in all of the 16 locations. This provides assurance to communities that there are a number of libraries they can access 'as is'. People wish to see libraries open for longer through co-location with other services and working with the community to extend opening hours. If it is possible to provide other public services alongside libraries this would mean that more services, staff and	Depending on location, there may be an issue with some people feeling comfortable with accessing services, for example, should a library be co-located within a religious building. There are no such plans for Wolverhampton libraries.	Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other services to see how we can extend opening hours. Equalities monitoring on usage will also ensure breadth of stock is not affected.

	members of the community would be nearby to provide help to people if needed. Furthermore, increased partnership working improves the offer for all people, and community led models could help increase social value. Improving the quality of physical library spaces could have a positive impact on all, to ensure buildings are welcoming, fit for purpose and feel safe.		
Gender Re-assignment (those that are going through transition: male to female or female to male)	The libraries strategy includes maintaining library provision in all of the 16 locations. This provides assurance to communities that there are a number of libraries they can access 'as is'. People wish to see libraries open for longer through co-location with other services and working with the community to extend opening hours. If it is possible to provide other public services alongside libraries this would mean that more services, staff and members of the community would be nearby to provide help to people if needed. Furthermore, increased partnership working improves the offer for all people, and community led models	Should working with the community or other services during the life of this strategy mean that a library moves location, there is a risk that some people may have to travel slightly further to their local library. There could be an impact on some communities, who feel unable to travel to a different locale. We know from a travel survey conducted in our libraries in October/November 2016 that the most popular mode of travel to libraries is walking, followed by car. If libraries move then there is a risk that people may have to walk further which would be prohibitive. However it is unlikely that any move of a library during the strategy period would be a significant distance, and the aim of moving a library would be to improve accessibility not reduce it. Whilst some people may be adversely affected by a relocation, others may have their access improved. Consultation and equalities	Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other services to see how we can extend opening hours. Ensure Home Library Service referalls for those people who are unable to travel further and meet the criteria for the Home Library Service. Equalities monitoring on usage will also ensure breadth of stock is not affected.

	could help increase social value. Improving the quality of physical library spaces could have a positive impact on all, to ensure buildings are welcoming and feel safe.	monitoring for any potential relocations will be developed as and when required, taking into account specific communities geographies as needed.	
Pregnancy and Maternity	The libraries strategy includes maintaining library provision in all of the 16 locations. This provides assurance to communities that there are a number of libraries they can access 'as is'. People wish to see libraries open for longer through co-location with other services and working with the community to extend opening hours. If it is possible to provide other public services alongside libraries this would mean that more services, staff and members of the community would be nearby to provide help to people if needed. Furthermore, increased partnership working improves the offer for all people, and community led models could help increase social value. Improving the quality of physical library spaces could have a positive impact on all, to ensure buildings are welcoming, fit for purpose and feel safe.	Should working with the community or other services during the life of this strategy mean that a library moves location, there is a risk that some people may have to travel slightly further to their local library. There could be an impact on some communities, who feel unable to travel to a different locale. We know from a travel survey conducted in our libraries in October/November 2016 that the most popular mode of travel to libraries is walking, followed by car. If libraries move then there is a risk that people may have to walk further which would be prohibitive. However it is unlikely that any move of a library during the strategy period would be a significant distance, and the aim of moving a library would be to improve accessibility not reduce it. Whilst some people may be adversely affected by a relocation, others may have their access improved. Consultation and equalities monitoring for any potential relocations will be developed as and when required, taking into account specific communities geographies as needed.	Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other services to see how we can extend opening hours. Ensure Home Library Service referalls for those people who are unable to travel further and meet the criteria for the Home Library Service. Equalities monitoring on usage will also ensure breadth of stock is not affected.

Sexual orientation (including gay, lesbian, bisexual and heterosexual)	The proposed libraries strategy includes maintaining library provision in all of the 16 locations. This provides assurance to communities that there are a number of libraries they can access 'as is'. The consultation includes asking how communities or other services could work with the library service to extend opening hours and improve access and convenience across all age groups. This directly links to feedback received in engagement. If it is possible to provide other public services alongside libraries this would mean that more services, staff and members of the community would be nearby to provide help to people if needed. Furthermore, increased partnership working improves the offer for all people, and community led models could help increase social value. Improving the quality of physical library spaces could have a positive impact on all, to ensure buildings are welcoming and feel safe. Increasing the amount of events and	Should working with the community or other services during the life of this strategy mean that a library moves location, there is a risk that some people may have to travel slightly further to their local library. There could be an impact on some communities, who feel unable to travel to a different locale. We know from a travel survey conducted in our libraries in October/November 2016 that the most popular mode of travel to libraries is walking, followed by car. If libraries move then there is a risk that people may have to walk further which would be prohibitive. However it is unlikely that any move of a library during the strategy period would be a significant distance, and the aim of moving a library would be to improve accessibility not reduce it. Whilst some people may be adversely affected by a relocation, others may have their access improved. Consultation and equalities monitoring for any potential relocations will be developed as and when required, taking into account specific communities geographies as needed.	Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other services to see how we can extend opening hours. Ensure Home Library Service referalls for those people who are unable to travel further and meet the criteria for the Home Library Service. Equalities monitoring on usage will also ensure breadth of stock is not affected.

	activities could have a positive impact on LGBT communities where there are activities supporting things such as LGBT History month (February) and Pride.		
Marriage and Civil Partnership	The libraries strategy includes maintaining library provision in all of the 16 locations. This provides assurance to communities that there are a number of libraries they can access 'as is'.

The consultation includes asking how communities or other services could work with the library service to extend opening hours and improve access and convenience across all age groups. This directly links to feedback received in engagement.

If it is possible to provide other public services alongside libraries this would mean that more services, staff and members of the community would be nearby to provide help to people if needed.

Furthermore, increased partnership working improves the offer for all people, and community led models could help increase social value.

Improving the quality of physical library spaces could have a positive impact on all, to ensure buildings are welcoming | Should working with the community or other services during the life of this strategy mean that a library moves location, there is a risk that some people may have to travel slightly further to their local library. There could be an impact on some communities, who feel unable to travel to a different locale. We know from a travel survey conducted in our libraries in October/November 2016 that the most popular mode of travel to libraries is walking, followed by car. If libraries move then there is a risk that people may have to walk further which would be prohibitive. However it is unlikely that any move of a library during the strategy period would be a significant distance, and the aim of moving a library would be to improve accessibility not reduce it. Whilst some people may be adversely affected by a relocation, others may have their access improved. Consultation and equalities monitoring for any potential relocations will be developed as and when required, taking into account specific communities geographies as needed. | Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other services to see how we can extend opening hours.

Ensure Home Library Service referalls for those people who are unable to travel further and meet the criteria for the Home Library Service.

Equalities monitoring on usage will also ensure breadth of stock is not affected. |

	and feel safe.		
Human Rights	Increased partnership working improves the offer for all people, and community led models could help increase social value.	Should working with the community or other services during the life of this strategy mean that a library moves location, there is a risk that some people may have to travel slightly further to their local library. There could be an impact on some communities, who feel unable to travel to a different locale. We know from a travel survey conducted in our libraries in October/November 2016 that the most popular mode of travel to libraries is walking, followed by car. If libraries move then there is a risk that people may have to walk further which would be prohibitive. However it is unlikely that any move of a library during the strategy period would be a significant distance, and the aim of moving a library would be to improve accessibility not reduce it. Whilst some people may be adversely affected by a relocation, others may have their access improved. Consultation and equalities monitoring for any potential relocations will be developed as and when required, taking into account specific communities geographies as needed.	Opening hours will be extended following comments made at consultation. Libraries services will be working with community and other services to see how we can extend opening hours.

Ensure Home Library Service referalls for those people who are unable to travel further and meet the criteria for the Home Library Service.

Equalities monitoring on usage will also ensure breadth of stock is not affected. |

Step 4 – Changes or mitigating actions proposed or adopted

Having undertaken the assessment are there any changes necessary to the existing service, policy, function or procedure? What changes or mitigating actions are proposed?

Equalities data needs to be improved in the library service, and this has been addressed in the attached action plan. Equalities data will continue to be used to improve the service. For the 10 year strategy the focus is on improving library services and extending provision which will have a positive impact across all protected characteristics.

- The strategy maintains 16 libraries in the city. Whilst some are stand alone and only open for a limited amount of time, the strategy proposes that the provision will be extended wherever possible. This is in addition to current staffed library provision where it is in place.
- Improving the offer in all remaining libraries – the libraries transformation strategy has been developed so that the service that all people receive is a better one, with a wider and better offer for all protected characteristics.

Where there are particular decisions in relation to the library service in the future, such as any potential move of a library further equality analyses will be undertaken.

Step 5 – Monitoring

How are you going to monitor the existing service, function, policy or procedure ?

Formal consultation on the draft libraries strategy took place February – May 2017, and then ongoing monitoring will take place through data on the Library Management System which is due to be implemented Autumn 2017.

Part C - Action Plan

Barrier/s or improvement/s identified	Action Required	Lead Officer	Timescale
Consultation analysis	Ensure that analysis of consultation findings includes a breakdown by protected characteristic.	Charlotte Johns	May - June 2017 Complete
Update equalities analysis	Update equalities anlaysis with information gained as part of consultation	Charlotte Johns	June 2017 Complete
Update Library Offer	Amend library offer as a result of additional equality data and analysis	Charlotte Johns	June - July 2017 Complete
Following any decisions	Monitor take up of service via relevant protected charactersitics to check actual equality outcomes are similar to those expected.	Charlotte Johns	Autumn 2017
Update equalities analysis	Update equalities anlaysis with equality monitoring information gained after any re-configuration of service.	Charlotte Johns	Autumn/Winter 2017
Update Library Offer	Amend Library offer as a result of additional equality data and analysis	Charlotte Johns	Winter 2017/Spring 2018

Equality Analysis approved by:

Head of Service:	Date:
C Johns	29 June 2017

Please send an electronic copy of the Equality Analysis to the Equality & Diversity Team:

Notes and methodology

- Travel survey - A paper based travel survey was handed out by library staff at all 16 library locations, including self-serve/volunteer run libraries from Monday 31 October until Sunday 6 November 2016. Caution should be taken due to a small sample size, but the survey provides some intelligence in relation to equalities and transport data.
- Travel times were calculated using Google Maps on 14 December 2016.