



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Education & Children’s Services
Section	Cultural Services
Title of the activity etc.	Management of Library Service
Aims of the activity	<p>Aberdeenshire currently delivers its library service through 36 library facilities. Many of these facilities are very small, and open for only a few hours per week. In addition four mobile libraries provide an extended service for an hour or a few hours in settlements not served by buildings.</p> <p>The service is planning to innovate and provide flexible opening hours and venues to better meet needs of the community – e.g. by introducing Media Vending Machines – providing secure access to over 250 items from a location that suits the community.</p> <p>Increasing access to library and information services via the use of innovative and sustainable models to expand our “service outlets” (including but not limited to partnership with large supermarkets, hotels, doctors surgeries, community run facilities)</p> <p>Library professionals will be focused on delivering reading/literacy and information support through utilisation of partner buildings or online.</p> <p>It is also proposed to extend the access to book/resources by replacing some of the expensive and environmentally unsustainable mobile libraries with more efficient vehicles, servicing partner outlets (as piloted in Braemar, May 2015)</p> <p>These new ways of working are expected to enable significant efficiencies in service delivery</p> <p>It is proposed to review the management of arts, libraries, heritage management and staffing, this will deliver a more integrated and efficient service, focussing more closely on corporate priorities such as place and literacy.</p>
Author(s) & Title(s)	John Harding, Head of Lifelong Learning & Leisure

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	<p>Annual performance data, Statutory Performance Indicators benchmarking data including satisfaction surveys and cost per user available nationally through COSLA</p> <p>Feedback from activities, events and holiday programmes.</p> <p>Data is collected monthly and reported quarterly</p>

Internal consultation with staff and other services affected.	<p>Staff contribute to equalities discussion through monthly management meetings. There is also a series of service wide meetings of the Lifelong Learning forum.</p> <p>Links to Area Community Planning Groups and Area Management Teams.</p> <p>Specific survey work.</p> <p>Staff survey</p>
External consultation (partner organisations, community groups, and councils).	<p>Large-scale stakeholder engagement exercise in 2012 to develop a new Cultural Strategy.</p> <p>Budget simulator online tool</p> <p>Senior officers participate in project groups (for example regional health forum).</p> <p>Consultation with voluntary organisations.</p> <p>Consultation with national development agencies.</p>
External data (census, available statistics).	<p>SIMD information</p> <p>HMIe Reports (which are now starting to include Culture and Sport)</p> <p>Benchmarking with other authorities.</p> <p>CiPFA national data.</p> <p>SOLACE/COSLA data.</p>
Other (general information as appropriate).	<p>National cultural organisation, VOCAL, organises annual conference and regular meetings to share information.</p>

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	<p>Data on levels of need for specific groups ie groups of social and economic disadvantage which do not currently access services but would benefit from doing so. Eg people experiencing mental health difficulties who express a need for access to cultural activities for therapeutic purposes</p> <p>Consistent data on social and geographic background of activity users.</p>

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	Liaison with Corporate Equalities team	ongoing
	Making best use of available data, such as SIMD	ongoing

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Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting “yes” in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger			Yes	
Age – Older			Yes	
Disability			Yes	
Race – (includes Gypsy Travellers)				Yes
Religion or Belief				Yes
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)				Yes
Gender reassignment – (includes Transgender)				Yes
Marriage and Civil Partnership				Yes

Stage 6: What are the positive and negative impacts?

Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with	Gender – for those of working age there will be improved access to service as a result of introducing new, more flexible options	

protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Older – flexibility of venue/ opening times would improve accessibility alongside other activity, albeit there will need to be detailed consideration of impact in each location.	
	Disability - flexibility of venue/ opening times would improve accessibility alongside other activity, albeit this will need to be considered in each specific location	Disability - reduction in number of dedicated, standalone facilities in some communities

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	During the development of the strategies for culture some of the protected groups were specifically consulted as part of the engagement process. In other instances, professional staff with experience of positive work with protected groups feed their knowledge in to the policy process. As detailed policy development work is undertaken, specific consultation will be put in place.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	If appropriate, alternate venues for service delivery will be identified to improve accessibility in terms of DDA	
	If appropriate, alternate venues will be identified to enable continuity of activity such as Book Bug and Rhyme Time	

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Stage 9: What steps can be taken to promote good relations between various groups?

<p>These should be included in the action plan.</p>	<p>In general terms cultural services is a positive resource for promoting equalities. As specific proposals are developed more detailed assessment work will be undertaken, and mitigation considered</p> <p>Use existing consultation mechanisms – community councils, ward forums.</p> <p>Undertake major engagement exercise to identify how our services can be as accessible as possible to our population (inclusive of protected groups).</p>
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

<p>The development of specific proposals provides opportunities for more effective dialogue with protected groups and development of specific activities to advancing equality.</p>

Stage 11: What equality monitoring arrangements will be put in place?

<p>These should be included in any action plan (for example customer satisfaction questionnaires).</p>	<p>The services are developing qualitative measurement activities, and will undertake meaningful engagement in developing policies. How Good is our Culture and Sport self evaluation framework will be used to monitor the equalities impacts of activities and projects. Illuminating practice planning and evaluation will be used to inform the monitoring process to illustrate impacts specifically and inform self evaluation processes.</p>
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Stage 12: What is the outcome of the Assessment?

<p>Please complete the appropriate box/boxes</p>	1	No negative impacts have been identified –please explain.
	All characteristics	
	2	Negative Impacts have been identified, these can be mitigated – please explain. * Please fill in Stage 13 if this option is chosen.
	The changes in provision will be focussed on providing a range of services which can be targeted most effectively to have maximum impact on promoting literacy and supporting community information sharing. Specific proposals will be developed as part of the review which will require individual assessment, and mitigation of any negative impacts will be identified.	

	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

All characteristics

The changes in provision will be focussed on providing a range of services which can be targeted most effectively to have maximum impact on promoting literacy and supporting community information sharing. Specific proposals will be developed as part of the review which require individual EIAs.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Education and Children's Services		
	2) Title of Policy/Activity	Management of Library Service		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: John Harding Position: Head of Lifelong Learning & Leisure Date: Jan 2017 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Maria Walker Position: Director of ECS Date: Jan 2017	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.	Date:		
	7) EIA author sends a copy of the finalised form to: eia@abdshire	Date:		
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Liaison with Corporate Equalities team				Better understanding of the needs of the community and protected groups.	Within staff costs
Making best use of available data, such as SIMD				Better understanding of the needs of the community and protected groups.	Within staff costs
Undertake engagement exercise with protected groups as part of the policy development process				Better understanding of the needs of the community and protected groups.	Within staff costs
Use existing consultation mechanisms – community councils, ward forums.				Better understanding of the needs of the community and protected groups.	Within staff costs
Agree new access and programming policies				Programming and access policies that maximise access for community and protected groups.	Within staff costs