

Croydon Council

Equality Analysis Form

Stage 1 Initial Risk Assessment - Decide whether a full equality analysis is needed

At this stage, you will review existing information such as national or local research, surveys, feedback from customers, monitoring information and also use the local knowledge that you, your team and staff delivering a service have to identify if the proposed change could affect service users from equality groups that share a “protected characteristic” differently. You will also need to assess if the proposed change will have a broader impact in relation to promoting social inclusion, community cohesion and integration and opportunities to deliver “social value”.

Please note that the term ‘change’ is used here as shorthand for what requires an equality analysis. In practice, the term “change” needs to be understood broadly to embrace the following:

- Policies, strategies and plans
- Projects and programmes
- Commissioning (including re-commissioning and de-commissioning)
- Service Review
- Budgets
- Staff structures (including outsourcing)
- Business transformation programmes
- Organisational change programmes
- Processes (for example thresholds, eligibility, entitlements, and access criteria)

You will also have to consider whether the proposed change will promote equality of opportunity; eliminate discrimination or foster good relations between different groups or lead to inequality and disadvantage. These are the requirements that are set out in the Equality Act 2010.

1.1 Analysing the proposed change

1.1.1 What is the name of the change?

Library Plan 2019 - 28

1.1.2 Why are you carrying out this change?

Please describe the broad aims and objectives of the change. For example, why are you considering a change to a policy or cutting a service etc.

When Carillion Plc went into liquidation in January 2018, the council took the decision to insource the library service. Whilst this change was undertaken as an emergency measure, to ensure the un-disrupted continuation of the service to the public, we have now stabilised the service and set out a plan to develop a modern efficient library service to deliver Croydon’s ambitions and priorities. Under the Carillion contract the service was not developed, the buildings were not maintained to an acceptable standard for public use and the technology has become old and outdated.

1.1.3 What stage is your change at now?

See **Appendix 1** for the main stages at which equality analyses needs to be started or updated.

Library plan developed and being presented to cabinet/full council for approval.

Please note that an equality analysis must be completed before any decisions are made. If you are not at the beginning stage of your decision making process, you must inform your Director that you have not yet completed an equality analysis.

1.2 Who could be affected by the change and how

1.2.1 Who are your internal and external stakeholders?

For example, groups of council staff, members, groups of service users, service providers, trade unions, community groups and the wider community.

Circa 110 staff; Library members; Potential library users – all residents; Community groups; other council services e.g. museums and archives, culture, gateway.

1.2.2 What will be the main outcomes or benefits from making this change for customers / residents, staff, the wider community and other stakeholders?

- Modern, innovative welcoming spaces which will attract new customers and encourage people to stay and participate in activities, events, learning and general community interaction;
- Provide information and services that meet the need of people locally;
- Attract more young people and those of working age, who traditionally, are less likely to use libraries;
- Improved high speed networks;
- Updated, modern hardware e.g. laptops and tablets;
- Improved disability access;
- Increase the number of physical and digital books and resources available
- Increased access to the service outside of staffed hours;
- Access to council services locally; and
- Provide a programme of events that encourages creativity and celebrates culture

1.2.3 Does your proposed change relate to a service area where there are known or potential equalities issues?

Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response If you don't know, you may be able to find more information on the Croydon Observatory (<http://www.croydonobservatory.org/>)

Our libraries will help residents find the information and support they require within their local community and will play an important role in the council's Gateway approach – connecting residents with relevant local services.

We will support education and pathways into employment by expanding our homework clubs, job clubs and digital zones, helping residents to engage with the changing working and learning environment.

We will develop and improve our volunteer programme and our partnerships with the voluntary and community sector to encourage more people of all ages to get involved and shape their local service.

1.2.4 Does your proposed change relate to a service area where there are already local or national equality indicators?
 You can find out from the Equality Strategy (<http://intranet.croydon.net/corpdept/equalities-cohesion/equalities/docs/equalitiesstrategy12-16.pdf>). Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response

The proposed change relates to a service area where there are already local or national equality indicators. It will help the Council meet the equality objectives below;

- To increase the rate of employment for disabled people, young people, over 50s and lone parents who are furthest away from the job market
- To reduce social isolation among disabled people and older people
- To improve the proportion of people from different backgrounds who get on well together
- To improve attainment levels for white working class and Black Caribbean heritages, those in receipt of Free School Meals and Looked After Children, particularly at Key Stage 2 including those living in six most deprived wards

1.2.5 Analyse and identify the likely advantage or disadvantage associated with the change that will be delivered for stakeholders (customers, residents, staff etc.) from different groups that share a “protected characteristic”

Please see Appendix 2 (section 1) for a full description of groups.

	Likely Advantage 😊	Likely Disadvantage ☹️
Disability	Improved accessibility; adaptive technology (new software packages to enable ease of access); Improved access via consortium stock to other formats, (boosting existing collections of large print and spoken word); improved signposting to specialist services, e.g. RNIB Braille collections	None
Race/ Ethnicity	Improved access to stock in other languages (and dual-language materials) via consortium stock	None
Gender	Access to the library service outside of staffed hours will give better access for working age females	None
Transgender	<u>Current LGBTQ stock will be boosted by access to additional consortium stock</u> None	None
Age	The plan seeks to attract more	None

	teenagers and working age residents; we also offer IT sessions targeted at older people	
Religion /Belief	None	None
Sexual Orientation	Current LGBTQ stock will be boosted by access to additional consortium stock	None
Pregnancy and Maternity	None	None
Social inclusion issues	By providing more access to community space, a comprehensive programme of activities and improved volunteering programme this plan aims to address some social inclusion issues	None
Community Cohesion Issues	By providing more access to community space, a comprehensive programme of activities and improved volunteering programme this plan aims to address some community cohesion issues	None
Delivering Social Value	As above	None

1.2.6	In addition to the above are there any other factors that might shape the equality and inclusion outcomes that you need to consider? For example, geographical / area based issues, strengths or weaknesses in partnership working, programme planning or policy implementation
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Highest usage of libraries nationally is amongst females over 65 and primary school children. A full analysis of Croydon library usage has been carried out. 33% of 5-9 year olds use libraries; there is an almost 2:1 ratio of female to male and less than 15% of working age population use Croydon libraries. Full analysis can be found in the RedQuadrant report on request.

The library plan is based around delivering the services that communities need locally by engaging with local communities around their specific needs. Working in partnership with other services including gateway, Adult Social Care and Children's services the offer will be developed.

1.2.7	Would your proposed change affect any protected groups more significantly than non-protected groups? Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response. For a list of protected groups, see Appendix.....
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Yes, as described above for age – working age and teenagers; gender - males in particular; and those with disabilities; in a positive way.

1.2.8 As set out in the Equality Act, is your proposed change likely to help or hinder the Council in advancing equality of opportunity between people who belong to any protected groups and those who do not?

In practice, this means recognising that targeted work should be undertaken to address the needs of those groups that may have faced historic disadvantage. This could include a focus on addressing disproportionate experience of poor health, inadequate housing, vulnerability to crime or poor educational outcomes *etc.*

Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response.

Yes, the proposed change is likely to help the Council in advancing equality of opportunity between people who belong to any protected groups and those who do not.

The libraries plan aims to involve the community in tailoring their local library offer in terms of books, resources and activities; enabling all users to participate.

1.2.9 As set out in the Equality Act, is the proposed change likely to help or hinder the Council in eliminating unlawful discrimination, harassment and victimisation in relation to any of the groups that share a protected characteristic?

In practice, this means that the Council should give advance consideration to issues of potential discrimination before making any policy or funding decisions. This will require actively examining current and proposed policies and practices and taking mitigating actions to ensure that they are not discriminatory or otherwise unlawful under the Act

Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response.

Yes, the proposed change is likely to help the Council in eliminating unlawful discrimination, harassment and victimisation in relation to any of the groups that share a protected characteristic as it will provide better access to the service. Also, the libraries promote awareness, acceptance and understanding in the community through regular events and activities.

1.2.10 As set out in the Equality Act, is your proposed change likely to help or hinder the Council in fostering good relations between people who belong to any protected groups and those who do not?

In practice, this means taking action to increase integration, reduce levels of admitted discrimination such as bullying and harassment, hate crime, increase diversity in civic and political participation *etc.*

Please answer either "Yes", "Don't know" or "No" and give a brief reason for your response

Yes, the proposed change will help the council in fostering good relations between people who belong to any protected groups and those who do not.

Libraries play a role in promoting awareness, acceptance and understanding through regular

events and activities, e.g. LGBTQ History Month, Black History Month, International Women's Day, etc. The libraries plan also aims to involve all members of the community in tailoring their local library offer in terms of books, resources and activities.

1.3 Decision on the equality analysis

If you answer "yes" or "don't know" to ANY of the questions in section 1.2, you should undertake a full equality analysis. This is because either you already know that your change or review could have a different / significant impact on groups that share a protected characteristic (compared to non-protected groups) or because you don't know whether it will (and it might).

Decision	Guidance	Response
No, further equality analysis is not required	<p>Please state why not and outline the information that you used to make this decision. Statements such as 'no relevance to equality' (without any supporting information) or 'no information is available' could leave the council vulnerable to legal challenge.</p> <p>You must include this statement in any report used in decision making, such as a Cabinet report</p>	<p>The changes proposed will not have any negative impact on any individual or group with a protected characteristic (compared to non-protected groups). There will be some positive impacts as described above.</p> <p>A full needs analysis has been carried out in the development of this plan and can be found in the RedQuadrant report, available on request.</p>
Yes, further equality analysis is required	<p>Please state why and outline the information that you used to make this decision. Also indicate</p> <ul style="list-style-type: none"> • When you expect to start your full equality analysis • The deadline by which it needs to be completed (for example, the date of submission to Cabinet) • Where and when you expect to publish this analysis (for example, on the council website). <p>You must include this statement in any report used in decision making, such as a Cabinet report.</p>	
Officers that must approve this decision	<p>Name and position</p> <p>Kirsteen Roe, Director of council homes, districts and regeneration</p>	Date
Report author	Wendy Crosson-Smith, Library Transformation Programme Manager	14/02/19
Director	Kirsteen Roe, Director – Council homes, districts and regeneration	07/03/19

1.4 Feedback on Equality Analysis (Stage 1)

Please seek feedback from the corporate equality and inclusion team and your departmental lead for equality (the Strategy and Planning Manager / Officer)

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Name of Officer	Yvonne Okiyo	
Date received by Officer	18.2.19	Please send an acknowledgement
Should a full equality analysis be carried out?	No	This will not have a different / significant impact on groups that share a protected characteristic (compared to non-protected groups)

Stage 2 Use of evidence and consultation to identify and analyse the impact of the change

Use of data, research and consultation to identify and analyse the probable impact of the proposed change

This stage focuses on the use of existing data, research, consultation, satisfaction surveys and monitoring data to predict the likely impact of proposed change on customers from diverse communities or groups that may share a protected characteristic.

Please see Appendix 2 (section 2) for further information.

2.1	<p>Please list the documents that you have considered as a part of the equality analysis review to enable a reasonable assessment of the impact to be made and summarise the key findings.</p> <p>This section should include consultation data and desk top research (both local and national quantitative and qualitative data) and a summary of the key findings.</p>
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2.2	<p>Please complete the table below to describe what the analysis, consultation, data collection and research that you have conducted indicates about the probable impact on customers or staff from various groups that share a protected characteristic.</p>
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Group's with a "Protected characteristic" and broader community issues	Description of potential advantageous impact	Description of potential disadvantageous impact	Evidence Source

Stage 3 Improvement plan

Actions to address any potential disadvantageous impact related to the proposed change

This stage focuses on describing in more detail the likely disadvantageous impact of the proposed change for specific groups that may share a protected characteristic and how you intend to address the probable risks that you have identified stages 1 and 2.

3.1 Please use the section below to define the steps you will take to minimise or mitigate any likely adverse impact of the proposed change on specific groups that may share a protected characteristic.

Equality Group (Protected Characteristic)	Potential disadvantage or negative impact e	Action required to address issue or minimise adverse impact	Action Owner	Date for completing action

3.2 How will you ensure that the above actions are integrated into relevant annual department or team service plans and the improvements are monitored?

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3.3	How will you share information on the findings of the equality analysis with customers, staff and other stakeholders?
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Section 4 Decision on the proposed change

4.1	Based on the information in sections 1-3 of the equality analysis, what decision are you going to take?
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Decision	Definition	Yes / No
We will not make any major amendments to the proposed change because it already includes all appropriate actions.	Our assessment shows that there is no potential for discrimination, harassment or victimisation and that our proposed change already includes all appropriate actions to advance equality and foster good relations between groups.	
We will adjust the proposed change.	We have identified opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the proposed change. We are going to take action to make sure these opportunities are realised.	
We will continue with the proposed change as planned because it will be within the law.	We have identified opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the proposed change. However, we are not planning to implement them as we are satisfied that our project will not lead to unlawful discrimination and there are justifiable reasons to continue as planned.	
We will stop the proposed change.	The proposed change would have adverse effects on one or more protected groups that are not justified and cannot be lessened. It would lead to unlawful discrimination and must not go ahead.	

4.2	Does this equality analysis have to be considered at a scheduled meeting? If so, please give the name and date of the meeting.
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4.3 When and where will this equality analysis be published?

An equality analysis should be published alongside the policy or decision it is part of. As well as this, the equality assessment could be made available externally at various points of delivering the change. This will often mean publishing your equality analysis before the change is finalised, thereby enabling people to engage with you on your findings.

4.4 When will you update this equality analysis?

Please state at what stage of your proposed change you will do this and when you expect this update to take place. If you are not planning to update this analysis, say why not

4.5 Please seek formal sign of the decision from Director for this equality analysis?

This confirms that the information in sections 1-4 of the equality analysis is accurate, Comprehensive and up-o-date.

Officers that must approve this decision	Name and position	Date
Head of Service / Lead on equality analysis		
Director		

Email this completed form to equalityandinclusion@croydon.gov.uk, together with an email trail showing that the director is satisfied with it.