Equality and Human Rights Impact Assessment - the Form

There are separate guidance notes to accompany this form – “Equality and Human Rights Impact Assessment – the Guide.” Please use these guidance notes as you complete this form. Throughout the form, proposal refers to policy, strategy, plan, procedure or report.

STEP 1: Identify essential information


2. Name of proposal. ECS-1 C9 Closure of 8 community libraries over 5 years

3. Officers completing this form.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Service</th>
<th>Directorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiona Clark</td>
<td>Library &amp; Information Services Manager</td>
<td>Library &amp; Information Services</td>
<td>Education, Culture &amp; Sport</td>
</tr>
<tr>
<td>Helen Adair</td>
<td>Children’s Services Manager</td>
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<tr>
<td>Susan Bell</td>
<td>Information Services Manager</td>
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<tr>
<td>John Grant</td>
<td>Lending Services Manager</td>
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4. Date of Impact Assessment. 1 November 2010
5. When is the proposal next due for review? 1 year

6. Committee Name. Finance & Resources

7. Date the Committee is due to meet. 2nd December 2010

8. Identify the Lead Council Service and who else is involved in the delivery of this proposal. (for example other Council services or partner agencies)

Library & Information Service is lead service within the Communities, Culture & Sport team.
Other services required to deliver this proposal may include Human Resources, IT and Legal Services also Asset Management, Building Services and Facilities Management will have some involvement.

9. Please summarise this Equality and Human Rights Impact Assessment, (EHRIA). This must include any practical actions you intend to take / have taken to reduce, justify or remove any adverse negative impacts (if necessary continue on blank sheet of paper). Please return to this question after completing EHRIA.

The impact assessment indicates that the proposal will potentially have a detrimental effect on communities across the city with the withdrawal of a number of local community libraries and library services. This will affect all members of the community who access library services as they will have to either travel to their next nearest community library, the Central library or utilise any citywide library outreach services which may be available in their local community.

The Library & Information Service will strive to maintain a Home Service, delivering to older and disabled people in their own homes, or in sheltered housing and other residences. We will look at developing, where possible additional out-reach services including author visits, book groups, creative writing workshops, information roadshows, children’s story times, Bookbug early years gifting rhyme and story sessions, and family history taster sessions in community facilities. We will also continue to develop online access to information sources, online databases including newspaper archives and introduce downloadable audio books and e-books.

In conjunction with the development of Community Learning Hubs and Learning Partnerships we would seek to ensure that a library is included in any future new school or community facility build, to provide facilities to deliver 21st Century library services including 12+ PC learning centres, space for community exhibitions, author visits and writing workshops, children’s activities including Bookbug sessions, school visits and library taster sessions on using information sources, family history research or employment information.

The Council has undertaken a high level EHRIA on the year 1 staffing implications of the policy options. This information is available on the Council's web-site.
10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick all that apply.

- [ ] Full EHRIA will be attached to the committee report as an appendix
- [√] Summary of EHRIA to be published on Council website within relevant service pages

**STEP 2: Outline the aims of the proposal**

11. What are the main aims of the proposal?

Closure of up to 8 community libraries, with 8 libraries plus the Central library remaining. This proposal reflects the development of Community Learning Hubs and Learning partnerships across the city and is dependent on the following decisions: to reduce the number of secondary schools; the investment decision on the remaining schools; any planned investment in community facilities; exploring the potential of school library and librarian undertaking wider community role based on the recently built Bucksburn model.

12. Who will benefit most from the proposal?

City Council will see financial benefit

13. Tell us if and how the proposal will increase equality of opportunity by permitting positive action to redress disadvantage?

By concentrating resources in 8 community libraries across the city in buildings which will be fit for purpose and utilising opportunities to locate within new school or community builds, it will give increased opportunities to deliver high quality services. Space to site 12+ PC learning centres, host exhibitions, author visits, Bookbug and storytime sessions and facilitate school and nursery visits. Provision of a wider range of stock for identified disadvantaged groups, assistive technologies and localised provision for Home Service users.

14. What impact will the proposal have on promoting good relations and wider community cohesion?

Potential to initially have a negative impact particularly regarding Council reputation within local communities. Over time with the development of new fit-for-purpose community libraries, this may change.

**STEP 3: Gather and consider evidence**

15. What evidence is there to identify any potential positive or negative impacts in terms of consultation, research officer knowledge and experience, equality monitoring data, user feedback and other?
Library and Information Service (L&IS) service Key Performance Indicators (KPIs) and Statutory Performance Indicators (SPIs) collected reflect usage in respect to visitor figures, issue statistics, enquiry statistics and PC usage at community libraries.

Surveys including city voice on library use 2007 & 2008, library service specific and household surveys.

Comments collected and collated by library services on a daily basis. Comments and petitions collected during the 2010/11 budget consultation exercise. National research on use of libraries including the following: Consultation on opening hours 2006/7

Current consultation on budget proposals is in place city-wide to inform staff, elected members, public and stakeholders. This will result in additional evidence to demonstrate impacts.

Profiles of branch libraries, census, evidence of use, statistics, performance indicators and community profiles used. Benchmarking undertaken through Library & Information Services Continuous Improvement Group. Information available benchmarking Library & Information Services against other authorities.

STEP 4: Assess likely impacts on equality strands

16. Which, if any, equality target groups and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box.

(Positive +, neutral 0, - negative)

<table>
<thead>
<tr>
<th>Equality Target Group</th>
<th>Race*</th>
<th>Disability</th>
<th>Gender**</th>
<th>LGB***</th>
<th>Younger</th>
<th>Older</th>
<th>Others e.g. poverty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race*</td>
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<td>Disability</td>
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* Race includes Gypsies/Travellers

** Gender includes women, men, Transgender

*** LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on the groups you have highlighted above? Detail the impacts and describe the groups affected.

<table>
<thead>
<tr>
<th>Positive impacts (describe groups affected)</th>
<th>Negative Impacts (describe groups affected)</th>
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</thead>
<tbody>
<tr>
<td>All groups will see a positive impact if</td>
<td>All groups will be affected by this proposal, in</td>
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<td>investment is made in building new</td>
<td>particular the elderly, disabled and those</td>
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<td>libraries within community schools and</td>
<td>socially disadvantaged, or with low or no</td>
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<tr>
<td>other facilities providing space and</td>
<td>income because of further travel requirements</td>
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<td>resources for 21st century usage.</td>
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</table>
STEP 5: Apply the three key assessment tests for compliance assurance

18. Does this policy/procedure have the potential to interfere with an individual’s rights as set out in the Human Rights Act 1998? State which rights might be affected by ticking the appropriate box(es) and how. **If you answer “no”, go to question 22. No**

- Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment
- Article 6 – Right to a fair and public hearing
- Article 8 – Right to respect for private and family life, home and correspondence
- Article 10 – freedom of expression
- Other article not listed above

No

How?

Legality

19. Where there is a potential negative impact is there a legal basis in the relevant domestic law?

Legitimate aim

20. Is the aim of the policy a legitimate aim being served in terms of the relevant equality legislation or the Human Rights Act?

Proportionality

21. Is the impact of the policy proportionate to the legitimate aim being pursued? Is it the minimum necessary interference to achieve the legitimate aim?

STEP 6: Monitor and review

22. How will you monitor the implementation of the proposal? (For example, customer satisfaction questionnaires)

Customer feedback, consultation exercises, surveys and general usage monitoring.
23. How will the results of this impact assessment and any further monitoring be used to develop the proposal?

This impact assessment is part of the budget consultation currently being undertaken on a number of options as part of the Council’s Priority Based Budgeting Report, October 2010

STEP 7 SIGN OFF

The final stage of the EHRIA is formally to sign off the document as being a complete, rigorous and robust assessment.

Person(s) completing the impact assessment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Signature</th>
</tr>
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<tbody>
<tr>
<td>Fiona Clark</td>
<td>25 November 2010</td>
<td></td>
</tr>
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</table>

Quality check: document has been checked by

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<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Charlie Penman</td>
<td>25 November 2010</td>
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Head of Service (Sign-off)

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<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Patricia Cassidy</td>
<td>25 November 2010</td>
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</tbody>
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Now –

Please send a copy of your completed EHRIA together with the proposal to:

Head of Service
Customer Service and Performance
Aberdeen City Council
St. Nicholas House, Broad Street
Aberdeen, AB10 1GZ