

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review
Service
Directorate

Connecting Communities (Phase 1) - Review of Play Centres - Proposal 1
Children's Services Transformation
People

About the person completing this form

Name
Role
Email
Telephone
Date section 1a completed

Adrian Coles
Programme Delivery Manager
Adrian.Coles@coventry.gov.uk
024 7683 3551
13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This Equality and Consultation Analysis looks specifically at **proposal 1** within the Connecting Communities programme which is to stop providing play activities at Edgewick and Eagle Street Play Centres and to explore the option for them to be used for nursery provision for two, three and four year olds.

In the context of significant financial pressure it is not a priority for the Council to provide, nor pay for, play centre activities. The Council can save a total of £165,000 annual revenue costs of £125,000 (direct costs of which £115,000 are staff costs) plus £40,000 property costs by stopping play centre activities.

Alternative positive uses for the building will be explored including an alternative use for the buildings for a nursery provider to deliver provision from these buildings. Alternative local play activities that users of the play centres could benefit from will also be explored and the outcome of this will feed into final decisions about the play centres. It is recognised that there may or may not be a charge for these activities.

Section 2 below explores areas of positive and negative impact against each characteristic in detail. However, to summarise, the closure of the play centres could have a potentially negative impact in relation to:

- Age – as the service users are children;
- Race – as high numbers of ethnic minority children attend the centres; and
- Deprivation – as the centres are located in highly deprived areas their closure is likely to affect families currently experiencing high levels of deprivation.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions																								
Age	<p>Children aged 5 to 12 years old attend the play centres. As at 31st August 2015, a total of 173 children were registered at the two play centres. A total of 80 children use the centres very regularly (5 or more sessions per week) and approximately 20-40 children attend each session.</p> <p>(Note: at the end of every quarter the registration list is review and children who have not attended in that time period are taken off the list).</p>	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: Ceasing play activities would mean that up to 173 children do not have the opportunity for after-school and Saturday play activities that are free of charge at the play centres.</p> <p>Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored.</p>																								
Disability	Information about whether children who attend the play centres have disabilities is not currently collected.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>State your reasons / evidence for negative impact.</p> <p>Mitigations: Currently unknown</p>																								
Gender	Of the 173 children registered, 92 are boys and 81 are girls.	<p>Positive impacts: As above for age</p> <p>Negative impacts: As above for age.</p> <p>State your reasons / evidence for negative impact.</p> <p>Mitigations: As above for age</p>																								
Gender Reassignment	Not applicable due to 5-12 year old age range.	<p>Positive impacts: Not applicable</p> <p>Negative impacts: Not applicable</p> <p>Mitigations: Not applicable</p>																								
Marriage/Civil Partnership	Not applicable due to 5-12 year old age range.	<p>Positive impacts: Not applicable</p> <p>Negative impacts: Not applicable</p> <p>Mitigations: Not applicable</p>																								
Pregnancy/Maternity	Not applicable due to 5-12 year old age range.	<p>Positive impacts: Not applicable</p> <p>Negative impacts: Not applicable</p> <p>Mitigations: Not applicable</p>																								
Race	<p>The ethnic origin of the 173 children registered was recorded as follows:</p> <table border="1"> <tbody> <tr><td>Pakistani</td><td>44</td></tr> <tr><td>White/British</td><td>45</td></tr> <tr><td>African</td><td>35</td></tr> <tr><td>Arabic</td><td>11</td></tr> <tr><td>Indian</td><td>8</td></tr> <tr><td>Caribbean</td><td>7</td></tr> <tr><td>Asian/Other</td><td>3</td></tr> <tr><td>Bangladeshi</td><td>3</td></tr> <tr><td>Mixed/Other</td><td>6</td></tr> <tr><td>White/Other</td><td>6</td></tr> <tr><td>African/Caribbean</td><td>2</td></tr> <tr><td>Iraqi</td><td>3</td></tr> </tbody> </table>	Pakistani	44	White/British	45	African	35	Arabic	11	Indian	8	Caribbean	7	Asian/Other	3	Bangladeshi	3	Mixed/Other	6	White/Other	6	African/Caribbean	2	Iraqi	3	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: The impact on children of non-white ethnic origin is disproportionately higher than the Coventry child population.</p> <p>Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored.</p>
Pakistani	44																									
White/British	45																									
African	35																									
Arabic	11																									
Indian	8																									
Caribbean	7																									
Asian/Other	3																									
Bangladeshi	3																									
Mixed/Other	6																									
White/Other	6																									
African/Caribbean	2																									
Iraqi	3																									
Religion/Belief	Information about whether children who attend the play centres have religion/belief is not currently collected.	<p>Positive impacts: Unknown</p> <p>Negative impacts: Unknown</p> <p>Mitigations: Unknown</p>																								


Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Sexual Orientation	Information is unknown about the sexual orientation of the children who attend the play centres.	Positive impacts: Not known Negative impacts: Not known Mitigations: Not known
Looked After Children	2 of the 173 children registered is looked after	Positive impacts: State your reasons for positive impact, if any. Negative impacts: As above for age characteristic State your reasons / evidence for negative impact. . Mitigations: As above for age characteristic
Carers	Information is unknown	Positive impacts: Not applicable Negative impacts: Not applicable Mitigations: Not applicable
Deprivation (e.g. income, educational attainment, worklessness)	Foleshill is an area of high deprivation. It can be inferred that it is likely that children attending the play centres are from families experiencing higher deprivation	Positive impacts: As above for age characteristic Negative impacts: There could be a negative impact on deprivation if the changes impact on the childcare arrangements for parents who work. Mitigations: Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups will be explored.

3. Have you considered social value requirements as part of this project/review?

Please note that this question only applies if you are intending to outsource / commission the service / project under review. Please refer to the Council’s [Social Value Policy](#) for further information.

Impact on the workforce

4. How many staff belong to the protected characteristics?

 Contact the HR Change Management Team (Marion O’Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

The centres are staffed by 9 people – 1 Manager over both play centres with 4 staff at Eagle Street and 4 staff at Edgewick (grades 2 and 3). All staff employed are female. Staffing is 4.42 full time equivalents. Staff hours and grades are show below.

Grade	G6	G3	G3	G2	G2	G2	G2	G2	G2
Hours	37	22	22	16	15.5	13	13	13	12

5. What are the likely impacts of this project / review on different groups of staff?

The impact would be that all posts outlined above would be deleted and as a result staff would be subjected to the normal council management of change process outlined in its Security of Employment Agreement .

6. Do you plan to undertake formal consultation as part of this project?

Yes No

7. Has a report to elected members been prepared in relation to this work?

Yes No

Web link to the report: Insert link to the report (usually <http://moderngov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive’s Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

Guidance

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About the project

Project or review

Connecting Communities (Phase 1) – Arena Park Library Proposal 2

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

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Telephone

02476831579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Libraries and Information Service. There are currently 17 libraries in Coventry. Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 2** within the Connecting Communities programme which is to end delivery of library services from the Arena Library facility (and not renew the lease) and to enter into discussions to relocate reduced library provision at an alternative community location in Holbrooks.

In 2014/15 there were 139,142 visits to Arena Park library. It was the fifth highest library visited, although the number of visits has decreased by 8% from the previous year (2013/14)

Impact on service users**2. What are the possible impacts of this project / review on the following groups?**

Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use the Arena Park Library. There are 8,617 registered members (who registered for the Library and Information Service at Arena Park as at 3rd September 2015) Although any member of the Library and Information Service can use Arena Park Library.</p>	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: These proposals would impact on children, adults and older people who use Arena Park Library</p> <p>Mitigations: Alternative library provision is available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Council also wants to enter into discussions to relocate reduced library provision at an alternative community location in the Holbrooks area which is close to the current location of Arena Park Library. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic Disability	Commentary / Analysis	Impacts / Mitigating actions
	<p>Some of the people that currently use Arena Park Library may have a disability. The Library and Information Service does not hold full records on library users with disabilities. The Library and Information Service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 1175 library users with either a hearing impairment and/or visual impairment who are members of the Library and Information Service</p>	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: People with a disability would need to use an alternative library building in the city and may need to re-plan their travel journey. This may involve longer travel times which could result in extra costs for petrol or travelling via public transport and this could be a barrier for accessing alternative library provision</p> <p>Mitigations: Alternative library provision is available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Council also wants to enter into discussions to relocate reduced library provision at an alternative community location in the Holbrooks area which is close to the current location of Arena Park Library. The Coventry Home Library Service is available for people who are housebound and potentially available to children, adults or older people with limited mobility to access alternative community libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their gender.</p> <p>Although it is anecdotally known that a high proportion of women attend the range of activities available at Arena Park Library aimed at pre-school aged children.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Alternative library provision is available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Council also wants to enter into discussions to relocate reduced library provision at an alternative community location in the Holbrooks area which is close to the current location of Arena Park Library. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>
Gender Reassignment	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Marriage/Civil Partnership	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their marital status.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>No information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>However the Library and Information service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to attend activities aimed at babies/pre-school aged children.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Alternative library provision is available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Council also wants to enter into discussions to relocate reduced library provision at an alternative community location in the Holbrooks area which is close to the current location of Arena Park Library. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Race	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry’s inhabitants come from ethnic minority communities compared to 20% for England as a whole. Arena Park Library is located in the Longford ward of the city, and according to the Census 2011 74.5% of people living in the ward identify as White British and 25.5% of people identify themselves as being from other ethnic groups. It must be noted that library catchment areas are wider and cross ward boundaries. The Library and Information service is anecdotally aware that some people who use Arena Park Library are from different groups of people who may be defined by their race, colour, nationality (including citizenship) ethnic or national origin.</p> <p>Arena Park Library does have books available in other languages for example, Bengali, Gujarati, Hindi, Polish, Punjabi, Tamil and Urdu.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Alternative library provision is available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Council also wants to enter into discussions to relocate reduced library provision at an alternative community location in the Holbrooks area which is close to the current location of Arena Park Library. The Library and Information Service Diversity Team will continue to work in libraries across the city, using language skills and cultural understanding to provide a range of stock and events reflecting the needs of people in the city. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Religion/Belief	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. However the Library and Information service is anecdotally aware that some people who use the service have different religions or beliefs.</p>	<p>Positive impacts: Currently unknown Negative impacts: Currently unknown Mitigations: Alternative library provision is available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Council also wants to enter into discussions to relocate reduced library provision at an alternative community location in the Holbrooks area which is close to the current location of Arena Park Library. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Sexual Orientation	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p>	<p>Positive impacts: Currently unknown Negative impacts: Currently unknown Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions</p>
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Arena Park Library run activities for children and young people, some of whom maybe looked after children.</p>	<p>Positive impacts: Currently unknown. Negative impacts: Currently unknown. Mitigations: Alternative library provision is available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Council also wants to enter into discussions to relocate reduced library provision at an alternative community location in the Holbrooks area which is close to the current location of Arena Park Library. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic Carers	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for.</p>	<p>Positive impacts: Currently unknown. Negative impacts: Currently unknown. Mitigations: Alternative library provision is available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Council also wants to enter into discussions to relocate reduced library provision at an alternative community location in the Holbrooks area which is close to the current location of Arena Park Library. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
<p>Deprivation (e.g. income, educational attainment, worklessness)</p>	<p>The proposal affects a library in areas of deprivation in the city. The Indices of Deprivation are made up of seven domains, Income, Employment, Health, Education, Crime, Barriers to housing and services and Living environment. Based on the overall Indices of Deprivation (2015) 44% of people who live within the Arena Park Library catchment area live in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England.</p> <p>In August 2013, Longford Ward, where Arena Park Library is located had an above City average unemployment rate, (7.1% compared to 5.4%) and 5.9% are claiming JSA.</p> <p>Public computer use is high as people come to libraries to look for work and apply for benefits. In 2014/15 computer usage at Arena Park Library was the 4th highest across the Library and Information Service.</p>	<p>Positive impacts: Currently unknown. Negative impacts: Currently unknown. Mitigations: Alternative library provision is available at Bell Green, Foleshill and Jubilee Crescent Libraries. The Council also wants to enter into discussions to relocate reduced library provision at an alternative community location in the Holbrooks area which is close to the current location of Arena Park Library. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people</p>

3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce**4. How many staff belong to the protected characteristics?**

Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Characteristics of staff group

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments.

The current staffing establishment of the Library and Information Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts) The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The proposal to close Arena Park Library would potentially affect 5.81 FTE contracts and these staffing reductions would be made from across the service. It is proposed that where possible the impact of posts being deleted would be managed through voluntary redundancy/ early retirement, ending a number of temporary posts and the deletion of several vacant posts. Staff displaced from a library that is closing will, if possible, be relocated or redeployed to other parts of the Service in line with the City Council Security of Employment Policy. When proposing changes to staffing hours and location the service would consider the protected characteristics applicable to many of the current staff.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted Library and Information Service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes

The majority of staff are paid on a Grade 2 salary. Changing work location in the city may increase travel costs for employees.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare.

6. Do you plan to undertake formal consultation as part of this project?

Yes

No

7. Has a report to elected members been prepared in relation to this work?

Yes

No

Web link to the report:

Insert link to the report (usually <http://moderngov.coventry.gov.uk/>....).

Next steps

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About the project

Project or review

Connecting Communities (Phase 1) – Willenhall Library Proposal 3

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

Name

Peter Barnett / Gemma Tate

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Telephone

02476831579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Libraries and Information Service. There are currently 17 libraries in Coventry. Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 3** within the Connecting Communities programme which is to end delivery of library services (and not renew the lease) from the current Willenhall Library facility to continue discussions with the Haggard Centre about a more cost effective community library being located within the Centre.

Willenhall Library was the third busiest for visitors, and had the sixth most book issues in 2014/15. The number of visits has increased by 5% from the previous year (2013/14)

Impact on service users**2. What are the possible impacts of this project / review on the following groups?**

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Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use the Willenhall Library. There are 3,408 registered members (who registered for the library service at Willenhall as at 3rd September 2015) Although any member of the library service can use Willenhall Library.</p>	<p>Positive impacts: Providing access to library services from community buildings increases access to a wider range of community facilities thus potentially reducing social isolation for older people</p> <p>Negative impacts: These proposals would impact on children, adults and older people who currently use Willenhall Library</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to existing library building of 0.2 miles thus minimising the need for extra travel for families with children and for older people. There is alternative library provision that people can visit, the nearest alternative libraries based on a driving time of less than 15 minutes are Stoke Aldermoor, Stoke, Cheylesmore, Central, Hillfields and Finham. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic Disability	Commentary / Analysis	Impacts / Mitigating actions
	<p>Some of the people that currently use Willenhall Library may have a disability. The library service does not hold full records on library users with disabilities. The library service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 1175 library users with either a hearing impairment and/or visual impairment who are members of the library service</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: These proposals would impact on disabled people who currently use Willenhall Library</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children, for older people and disabled people. There is alternative library provision that people can visit, the nearest alternative libraries based on a driving time of less than 15 minutes are Stoke Aldermoor, Stoke, Cheylesmore, Central, Hillfields and Finham. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their gender.</p> <p>Although it is anecdotally known that a high proportion of women attend the range of activities available at Willenhall Library aimed at pre-school aged children.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children, for older people and disabled people. There is alternative library provision that people can visit, the nearest alternative libraries based on a driving time of less than 15 minutes are Stoke Aldermoor, Stoke, Cheylesmore, Central, Hillfields and Finham. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>
Gender Reassignment	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Marriage/Civil Partnership	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their marital status.</p>	<p>Positive impacts: Currently Unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. However the Library and Information service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to attend activities aimed at babies/pre-school aged children.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children, for older people and disabled people. There is alternative library provision available that people can visit, the nearest alternative libraries based on a driving time of less than 15 minutes are Stoke Aldermoor, Stoke, Cheylesmore, Central, Hillfields and Finham. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic Race	Commentary / Analysis	Impacts / Mitigating actions
	<p>Currently Unknown - No information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry's inhabitants come from ethnic minority communities compared to 20% for England as a whole. Willenhall Library is located in the Binley and Willenhall Ward of the city, and according to the Census 2011 77.9% of people living in the ward identify as White British and 22.1% of people identify themselves as being from other ethnic groups. It must be noted that library catchment areas are wider and cross ward boundaries. The Library and Information service is anecdotally aware that some people who use Willenhall Library are from different groups of people who may be defined by their race, colour, nationality (including citizenship) ethnic or national origin. Willenhall Library does have books available in other languages.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: There is alternative library provision available that people can visit; the nearest alternative libraries based on a driving time of less than 15 minutes are Stoke Aldermoor, Stoke, Cheylesmore, Central, Hillfields and Finham. The Library and Information Service Diversity Team will continue to work in libraries across the city, using language skills and cultural understanding to provide a range of stock and events reflecting the needs of people in the city. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Religion/Belief	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>However the Library and Information service is anecdotally aware that some people who use the service have different religions or beliefs.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: There is alternative library provision available that people can visit; the nearest alternative libraries based on a driving time of less than 15 minutes are Stoke Aldermoor, Stoke, Cheylesmore, Central, Hillfields and Finham. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Sexual Orientation	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
<p>Looked After Children</p>	<p>No information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Willenhall Library run activities for children and young people, some of whom maybe looked after children.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children, for older people and disabled people. There is alternative library provision available that people can visit; the nearest alternative libraries based on a driving time of less than 15 minutes are Stoke Aldermoor, Stoke, Cheylesmore, Central, Hillfields and Finham. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service to support children and adults with their educational attainment. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	<p>No information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>The Library service and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children, for older people and disabled people. There is alternative library provision available that people can visit; the nearest alternative libraries based on a driving time of less than 15 minutes are Stoke Aldermoor, Stoke, Cheylesmore, Central, Hillfields and Finham. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service. The Library service will continue to work with the Carers Trust Heart of England to find new ways of supporting carers in the city. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	<p>The proposal affects libraries in areas of deprivation in the city. The Indices of Deprivation are made up of seven domains, Income, Employment, Health, Education, Crime, Barriers to housing and services and Living environment. Based on the overall Indices of Deprivation (2015) 60% of people who live within the Willenhall Library catchment area live in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England.</p> <p>In August 2013, 7.5% of people living in Binley & Willenhall Ward were claiming JSA compared to only 5.4% of the City as a whole. Binley & Willenhall Ward ranks highest out of all of the Wards for total claimants of JSA who are aged 16-24 (2.4%).</p> <p>Public computer use is high in these areas as people come to libraries to look for work and apply for benefits.</p> <p>In 2014/15 computer usage at Willenhall Library was the 6th highest across the Library and Information Service.</p>	<p>Positive impacts: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Proposals have taken into account the proximity of community centre space to the existing library building of 0.2miles thus minimising the need for extra travel for families with children, for older people and disabled people. There is alternative library provision available that people can visit; the nearest alternative libraries based on a driving time of less than 15 minutes are Stoke Aldermoor, Stoke, Cheylesmore, Central, Hillfields and Finham. The library service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service to support children and adults with their educational attainment. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>


3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce

4. How many staff belong to the protected characteristics?

 Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Characteristics of staff group

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments.

The current staffing establishment of the Library Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts) The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The specific proposal to potentially relocate Willenhall Library to an alternative community location would not have any initial staffing implications, as staff currently working at Willenhall Library would initially transfer to the new location. There might be implications in respect of shift patterns.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted library service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes

The majority of staff are paid on G2. Changing work location in the city may increase in extra travel costs for employees.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare

6. Do you plan to undertake formal consultation as part of this project?

Yes No

7. Has a report to elected members been prepared in relation to this work?

Yes No

Web link to the report: Insert link to the report (usually <http://modern.gov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review

Connecting Communities (Phase 1) – Mobile Library Service Proposal 4

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

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Telephone

02476831579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Libraries and Information Service. There are currently 17 libraries in Coventry. Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 4** within the Connecting Communities programme which is to end the mobile library service.

The mobile library service visits each of the 64 existing stops every week (Monday to Saturday). Once registered with the Library and Information Service people can use any library, including the mobile service. There were 13,503 visits across the 64 stops in 2014/15. The number of visits to the mobile library has decreased by 8.5% when compared to visits made in 2013/14.

The service scheduled opening hours is 38.8 hours a week (excluding driving time). The length of time at a stop can vary but can range from 10 minutes up to 1.5 hours, with the majority of stops lasting for 30 minutes.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use the mobile library service. There are 794 registered users; approximately 65% of those are children (who registered for the Library and Information Service at the mobile service as at 3rd September 2015) Although any member of the Library and Information Service can use the mobile library.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: These proposals would impact on children, adults and older people who use the mobile library service.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic Disability	Commentary / Analysis	Impacts / Mitigating actions
	<p>Some of the people that currently use the mobile library may have a disability. The Library and Information Service does not hold full records on library users with disabilities. The Library and Information Service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 1175 library users with either a hearing impairment and/or visual impairment who are members of the Library and Information Service</p>	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: People with a disability would need to use an alternative library building in the city and may need to re-plan their travel journey. This may involve longer travel times which could result in extra costs for petrol or travelling via public transport and this could be a barrier for accessing alternative library provision</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Coventry Home Library Service is available for people who are housebound and potentially available to children, adults or older people with limited mobility to access alternative community libraries. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender	No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their gender.	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Gender Reassignment	No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Marriage/Civil Partnership	No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their marital status.	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>However the Library and Information Service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to obtain books and other materials aimed at babies/pre-school aged children.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Coventry Home Library Service is available for people who are housebound and potentially available to children, adults or older people with limited mobility to access alternative community libraries. The Library and Information service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry’s inhabitants come from ethnic minority communities compared to 20% for England as a whole. The Library and Information service is anecdotally aware that some people who use mobile library service are from different groups of people who may be defined by their race, colour, nationality (including citizenship) ethnic or national origin.</p> <p>The mobile library does have some limited material in other languages.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Religion/Belief	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>However the Library and Information service is anecdotally aware that some people who use the service have different religions or beliefs.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Sexual Orientation	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic

Looked After Children

Commentary / Analysis

No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. The mobile library has books and other materials available for children and young people, some of whom maybe looked after children.

Impacts / Mitigating actions

Positive impacts: Currently unknown.
Negative impacts: Currently unknown.
Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information service. The Library and Information Service will continue to work with the Carers Trust Heart of England to find new ways of supporting carers in the city. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	The mobile library service operates city wide and therefore visits areas of the city with differing degrees of deprivation.	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Coventry is a compact city and alternative building based provision will be available for people who currently use the mobile library service. The majority of stops are a mile or less from a library building. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions</p>


3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce

4. How many staff belong to the protected characteristics?

 Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Characteristics of staff group

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments.

The current staffing establishment of the Library and Information Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts) The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The proposal to end the mobile library service would potentially affect 4.0 FTE contracts and these staffing reductions would be made from across the service. It is proposed that where possible the impact of posts being deleted would be managed through voluntary redundancy/ early retirement, ending a number of temporary posts and the deletion of several vacant posts. Staff displaced from a library that is closing will, if possible, be relocated or redeployed to other parts of the Service in line with the City Council Security of Employment Policy. When proposing changes to staffing hours and location the service would consider the protected characteristics applicable to many of the current staff.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted Library and Information service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes

The majority of staff are paid on Grade 2 salary. Changing work location in the city may increase travel costs for employees.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare.

6. Do you plan to undertake formal consultation as part of this project?

Yes No

7. Has a report to elected members been prepared in relation to this work?

Yes No

Web link to the report: Insert link to the report (usually <http://moderngov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review

Connecting Communities (Phase 1) – Library Media Fund – Proposal 5

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

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Telephone

024 7683 1579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Libraries and Information Service. There are currently 17 libraries in Coventry. Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 5** within the Connecting Communities programme which is to cut the library media budget of £658,000 by £100,000 in 2016/17.

The Library and Information service has a media fund which is used for the purchase of new books, including books in large print and talking books, DVDs, newspapers and magazines, and material in other languages. The media fund also provides the Libraries 24/7 offer enabling people to access online reference resources e.g. Encyclopaedia Britannica, and online downloads e.g. E-books, E-audiobooks, E-magazines and online newspapers.

There is no statutory obligation to spend the current media fund budget in full. The Public Libraries and Museums Act (1964) only refers to the need for the library authority to "have regard to the desirability of securing, by the keeping of adequate stocks, by arrangements with other library authorities, and by any other appropriate means, that facilities are available for the borrowing of, or reference to, books and other printed matter, and


pictures, gramophone records, films and other materials, sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children”.

The proposed reduction to the media budget will not impact on the City Council’s ability to fulfil this requirement.

In 2014/15 there were a total of 976,797 book issues, excluding downloads of e books, e-audiobooks and e-magazines across the Library and Information Service. For 2014/15 this was a -8.04% decrease in book issues when compared to 2013/14.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?

 Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under ‘Mitigating Actions’ outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	This proposal would affect children, adults and older people who currently use the Library and Information Service to access new books, DVD’s, newspapers, magazines and material in other languages.	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: The reduction in the media fund budget means that fewer books and other materials would be purchased. This would potentially result in people waiting longer to access items.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability	<p>The media fund purchases materials in a number of different formats and collections which are targeted at people with disability e.g. books in large print, stories on tape, Books on Prescription Collection for mental ill health and dementia (issues of this collection are a Marmot indicator), Pictures to Share (Dementia collection). The Library and Information Service supplies most residential care homes in the city with books for residents who are unable to access a library. The media fund provides a subscription to Calibre and RNIB for people who are visually impaired in the city.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: This could result in slightly less material being available for people with disabilities and longer waiting times to access them.</p> <p>Mitigations: The Coventry Home Library Service will continue to deliver materials to the homes of people who are housebound and potentially available to children, adults or older people with disabilities. Spend would be prioritised to meet user needs and Council priorities. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their gender.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Gender Reassignment	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Marriage/Civil Partnership	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their marital status.</p>	<p>Positive impacts: Currently unknown.</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. However the Library and Information service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to obtain books and other materials aimed at babies/pre-school aged children.</p>	<p>Positive impacts: Currently unknown Negative impacts: The reduction in the media fund budget means that fewer books and other materials would be purchased. This would potentially result in people waiting longer to access items Mitigations: Spend would be prioritised to meet user needs and Council priorities. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Race	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry’s inhabitants come from ethnic minority communities compared to 20% for England as a whole.</p> <p>The Library and Information service is anecdotally aware that some people who use the service are from different groups of people who may be defined by their race, colour, nationality (including citizenship), ethnic or national origin.</p>	<p>Positive impacts: Currently Unknown Negative impacts: The reduction in the media fund budget means that fewer books and other materials would be purchased. This may include fewer items being available in other languages. This would potentially result in people waiting longer to access items Mitigations: Spend would be prioritised to meet user needs and Council priorities. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions</p>
Religion/Belief	<p>The Library and Information service does have books and other material available in other languages.</p> <p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>However the Library and Information service is anecdotally aware that some people who use the service have different religions or beliefs.</p>	<p>Positive impacts: Currently unknown. Negative impacts: Currently unknown. Mitigations: Spend would be prioritised to meet user needs and Council priorities. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Sexual Orientation	No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions</p>
Looked After Children	No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Children and young people are members of the Library and Information Service, some of whom maybe looked after children.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Carers	No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Deprivation (e.g. income, educational attainment, worklessness)	<p>The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for.</p> <p>This proposal affects the whole Library and Information Service. A reduction in the media budget would mean less material is available to library users.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: The reduction in the media fund budget means that fewer books and other materials would be purchased. This may include fewer items being available to support educational attainment of adults and children in the city. This would potentially result in people waiting longer to access items</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions</p>

3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce

4. How many staff belong to the protected characteristics?



Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

N/A – No staff are impacted by this proposal to reduce the media fund budget.

5. What are the likely impacts of this project / review on different groups of staff?

N/A – No staff are impacted by this proposal to reduce the media fund budget.

6. Do you plan to undertake formal consultation as part of this project?

Yes No

7. Has a report to elected members been prepared in relation to this work?

Yes No

Web link to the report: Insert link to the report (usually <http://moderngov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review

Connecting Communities Phase 1 – Central Library Opening Hours - Proposal 6

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

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Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Libraries and Information Service. There are currently 17 libraries in Coventry. Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 6** within the Connecting Communities programme which is for Central Library to continue to open seven days per week, but to close one hour earlier on weekdays – closing at 7pm instead of 8pm.

Central Library is the largest of the City's library spaces and holds the largest collection of books, CDs, DVDs and other resources. The Central Library receives on average over 1,000 visits per day. It is the busiest library for visitors, and had the most book issues in 2014/15.

There is no data available about the number of visitors to Central library between 7 and 8pm, but we know that book issues are lower than at other times of day.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use the Central Library. There are 26,490 registered members (who registered for the Library and Information Service at Central Library as at 3rd September 2015) Although any member of the Library and Information Service can use Central Library.</p>	<p>Positive impacts: The Central Library remains operational 7 days a week for use by Coventry residents.</p> <p>Negative impacts: These proposals would impact on children, adults and older people who use Central Library</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; therefore the potential impact will be reduced. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability	<p>Some of the people that currently use Central Library may have a disability. The Library and Information Service does not hold full records on library users with disabilities. The Library and Information Service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 1175 library users with either a hearing impairment and/or visual impairment who are members of the Library and Information Service.</p> <p>The reduction in opening hours would also affect access to the changing places facility which is a specialist toilet, shower and changing room for disabled people and located on the 1st floor of Central Library.</p> <p>Central Library is also one of the 'Safe Place' available people with learning disabilities if they need help whilst in the city centre.</p>	<p>Positive impacts: The Central Library remains operational 7 days a week for use by Coventry residents.</p> <p>Negative impacts: Access to the changing places facility will be reduced by 5 hours per week as a result of this proposal.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; therefore the potential impact will be reduced. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>
Gender	<p>Currently unknown as no statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their gender.</p> <p>Although it is anecdotally known that a high proportion of women attend the range of activities available at Central Library aimed at pre-school aged children.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; therefore the potential impact will be reduced. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	Currently unknown as no statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown.</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Marriage/Civil Partnership	Currently unknown as no statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their marital status.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Pregnancy/Maternity	<p>Currently unknown as no information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>However the Library and Information service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use Central Library to attend activities aimed at babies/pre-school aged children.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; therefore the potential impact will be reduced. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>Currently unknown as no information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Coventry is a diverse city and from the 2011 Census we know that 33% of Coventry’s inhabitants come from ethnic minority communities compared to 20% for England as a whole.</p> <p>Central Library is located in St Michael’s Ward which is ethnically diverse Ward with over half of the population stating they are White (51.0%) and being the highest ranking Ward for the proportion of people stating they are in the Black ethnic group (14.0% compared to the city wide figure of 5.6%). Also, 27.0% are in the Asian ethnic group, 3.7% are in the Mixed ethnic group and 4.3% are in the Other ethnic group – all higher than the city overall.</p> <p>Central Library does have books and other materials in other languages.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; therefore the potential impact will be reduced. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>
Religion/Belief	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>However the Library and Information Service is anecdotally aware that some people who use the service have different religions or beliefs.</p>	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: Currently Unknown</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; therefore the potential impact will be reduced. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Sexual Orientation	No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: Currently Unknown</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Looked After Children	No information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Central Library run activities for children and young people, some of whom maybe looked after children.	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: Currently Unknown</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; therefore the potential impact will be reduced. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment..</p>
Carers	<p>No information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for.</p>	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: Currently Unknown</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; therefore the potential impact will be reduced. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	<p>In August 2013, just over half of residents in St. Michael’s Ward (51.2%) are economically active (in or seeking employment) which ranks the lowest out of all of the Wards. People who are economically inactive include students, unpaid carers, retired people and people who are suffering from a long-term illness. However it must be noted that a high proportion of residents who live in St Michael’s Ward are students.</p> <p>In August 2013 the percentage of people claiming JSA is higher in St. Michael’s Ward than in the City as a whole (6.2% compared to 4.4%).</p>	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: : Currently Unknown</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; therefore the potential impact will be reduced. The Library and Information Service will promote the wide range of services that are available for people to access from their own home 24/7 e.g. renew and reserve books, access online reference and information services to support children and adults with their educational attainment.</p>


3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce

4. How many staff belong to the protected characteristics?

 Contact the HR Change Management Team (Marion O’Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Characteristics of staff group

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments.

The current staffing establishment of the Library and Information Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts) The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The proposal to change the opening hours at Central Library would potentially affect 1.89 FTE contracts and these staffing reductions would be made from across the service. It is proposed that where possible the impact of posts being deleted would be managed through voluntary redundancy/ early retirement, ending a number of temporary posts and the deletion of several vacant posts. Staff displaced from a library that is closing will, if possible, be relocated or redeployed to other parts of the Service in line with the City Council Security of Employment Policy. When proposing changes to staffing hours and location the service would consider the protected characteristics applicable to many of the current staff.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted Library and Information Service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes

The majority of staff are paid on Grade 2 salary. Changing work location in the city may increase travel costs for employees.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare.

6. Do you plan to undertake formal consultation as part of this project?

Yes

No

7. Has a report to elected members been prepared in relation to this work?

Yes

No

Web link to the report: Insert link to the report (usually <http://modern.gov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive's Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review

Connecting Communities Phase 1 – Community Library Opening Hours – Proposal 7

Service

Coventry Libraries, Advice, Health and Information Service

Directorate

People

About the person completing this form

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

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Peter.Barnett@coventry.gov.uk

Telephone

02476831579

Date section 1a completed

13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme at phase one are libraries, youth centres and services, children's centres, play centres, community centres, public conveniences and adult education.

This equality and consultation analysis looks at one of six proposals specifically relating to the Coventry Library and Information Service. There are currently 17 libraries in Coventry. Central Library and 16 community libraries across the city. There is also a mobile library service.

The proposals look at the options available to reshape the Coventry Libraries and Information Service to deliver quality services within the financial resources available.

The Library and Information Service seeks to target services to meet the needs of the most vulnerable in the city. The review of the service looks at new ways of working in collaboration with other organisations to deliver services within local communities.

This Equality and Consultation Analysis looks specifically at **proposal 7** within the Connecting Communities programme which is to standardise opening hours across all community libraries. All community libraries will be closed on Wednesdays and Sundays. This will mean Caludon Castle, Earlsdon and Foleshill libraries closing on Wednesdays and Bell Green, Earlsdon, Foleshill, Stoke and Tile Hill closing on Sundays.

Impact on service users**2. What are the possible impacts of this project / review on the following groups?**

Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under 'Mitigating Actions' outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>This proposal would affect children, adults and older people who currently use Bell Green, Caudon Castle, Earldon, Foleshill, Stoke and Tile Hill libraries.</p> <p>A total of 29,480 members (as at 3rd September 2015) are registered with the Library and Information Service at across the six community libraries potentially affected by a change in their opening hours, with Foleshill having the most registered library users. A registered user is where the person first registered to become a member of the Library and Information Service. This does not mean that the registered users always visit one particular library and members of the library can visit any library in the city.</p>	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: These proposals would impact on children, adults and older people who currently use these six community libraries on a Wednesday or a Sunday. For some children, older people or disabled people it may be more difficult for them to travel to the city centre independently to utilise Central Library facilities which will remain open on Wednesdays and Sundays</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability	<p>Some of the people that currently use Bell Green, Cauldon Castle, Earldon, Foleshill, Stoke and Tile Hill libraries may have a disability. The Library and Information Service does not hold full records on library users with disabilities. The Library and Information Service does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users. As at 03.09.15 there were 1175 library users with either a hearing impairment and/or visual impairment who are members of the Library and Information Service.</p>	<p>Positive impacts: Currently Unknown Negative impacts: These proposals would impact on disabled people who currently use these six community libraries on a Wednesday or a Sunday. For disabled people it may be more difficult for them to travel to the city centre independently to utilise Central Library facilities which will remain open on Wednesdays and Sundays Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment</p>
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their gender.</p> <p>Although it is anecdotally known that a high proportion of women attend the range of activities available at Bell Green, Cauldon Castle, Earldon, Foleshill, Stoke and Tile Hill libraries aimed at pre-school aged children.</p>	<p>Positive impacts: Currently unknown Negative impacts: Currently unknown Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Marriage/Civil Partnership	No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specially their marital status.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions.</p>
Pregnancy/Maternity	No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment</p>
	However the Library and Information service is anecdotally aware that some people who use the service are pregnant or are currently on maternity leave. For example some mothers on maternity leave will use the library to attend activities aimed at babies/pre-school aged children.	

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Bell Green Library is located in the Longford ward and according to the Census 2011 74.5% of people living in the ward identify as White British and 25.5% of people identify themselves as being from other ethnic groups. Cauldon Castle Library is located in the Wyken ward, and according to the Census 2011 three quarters of people living in the ward 78.7% of identify as White British and 21.3% of people identify themselves as being from other ethnic groups. Earlsdon Library is located in Earlsdon Ward of the city and according to the Census 2011 is less ethnically diverse than Coventry as a whole with 81.8% of people living in the ward identify as White British and 18.2% of people identify themselves as being from other ethnic groups. Foleshill Library is located in Foleshill Ward and according to the Census 2011 is one of the most ethnically diverse Wards in the City. The majority of Foleshill residents are in the Asian/Asian British ethnic group, 50.1%. This is the highest proportion in the City. About a third of residents are White (30.8%). Stoke Library is located in Upper Stoke Ward and according to the Census 2011 is more ethnically diverse than many other Wards with 68.9% of the population being White compared with 73.8% of the City as a whole. Mixed, Asian and Black and Other ethnic groups are slightly higher than the City wide figure. Tile Hill Library is located in Woodlands Ward and according to the 2011 Census ranks the highest of all of the Wards for the proportion of residents that say they are in the White ethnic group (93.4%).</p>	<p>Positive impacts: Currently unknown Negative impacts: Currently unknown Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Religion/Belief	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. However the Library and Information service is anecdotally aware that some people who use the service have different religions or beliefs.</p>	<p>Positive impacts: Currently unknown Negative impacts: Currently unknown Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment</p>
Sexual Orientation	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p>	<p>Positive impacts: Currently unknown Negative impacts: Currently unknown Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions</p>
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. Library and Information Service run activities for children and young people, some of whom maybe looked after children.</p>	<p>Positive impacts: Currently unknown Negative impacts: Currently unknown Mitigations: Currently unknown. More information will potentially be obtained during the formal consultation process which would inform any mitigating actions</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	<p>No statistical information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service.</p> <p>The Library and Information Service is aware that a number of carers use the service both for themselves and to gather materials for the people for whom they care for.</p>	<p>Positive impacts: Currently unknown</p> <p>Negative impacts: Currently unknown</p> <p>Mitigations: It is anticipated that majority of people who use libraries on these days would be able to access them on other days of the week. Central Library will remain open on Wednesday and Sunday. A key objective for the Library and Information Service is to promote the digital offer and the range of library services that are available 24/7 for people to access from their own home rather than from a specific library. For example, renew and reserve books, access online reference and information services to support children with educational attainment</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	<p>The proposal affects libraries in areas of deprivation in the city. The Indices of Deprivation are made up of seven domains, Income, Employment, Health, Education, Crime, Barriers to housing and services and Living environment. Based on the overall Indices of Deprivation (2015) 79% of people who live within the Foleshill Library catchment area live in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England. 50% of people who live within the Bell Green Library catchment area live in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England</p> <p>Both these areas are significantly higher than the Coventry average of 33%. The Foleshill Library catchment area has significant levels of people (70% and over) living in neighbourhoods of 0-20% most deprived for income, employment, education and health related deprivation. Caludon Castle (12%), Earlsdon (0%), Stoke (13%) and Tile Hill (18%) are all library catchment areas that are within areas where the level of overall deprivation is lower with less neighbourhoods being within 0-20% most deprived banding of deprivation.</p> <p>Public computer use is high in some of these areas as people come to libraries to look for work and apply for benefits. Foleshill and Bell Green Libraries have the highest computer usage of the libraries affected by this proposal, this correlates with the indices of deprivation statistics.</p> <p>Although it must be noted that not everyone who lives in a deprived neighbourhood is deprived and that not all deprived people live in deprived areas.</p>	<p>Positive impacts: Currently Unknown</p> <p>Negative impacts: Currently Unknown</p> <p>Mitigations: The Central Library will continue to open on a Wednesday and Sunday, so alternative provision will be available. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people</p>

3. Have you considered social value requirements as part of this project/review?

The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental and social benefits of their approaches to procurement before the process starts.

The nature of this proposal deals does not involve commissioning services and therefore this duty does not apply here.

Impact on the workforce**4. How many staff belong to the protected characteristics?**

Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

Many staff work in part –time contracts. Many staff are female and choose to work in a particular location due to caring responsibilities or childcare commitments.

The current staffing establishment of the Library and Information Service is 118.8 full time equivalent (FTE) contracts. However many staff (two thirds of these are part time posts) The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

The proposal to change the opening hours at Central Library would potentially affect 5.05 FTE contracts and these staffing reductions would be made from across the service. It is proposed that where possible the impact of posts being deleted would be managed through voluntary redundancy/ early retirement, ending a number of temporary posts and the deletion of several vacant posts. Staff displaced from a library that is closing will, if possible, be relocated or redeployed to other parts of the Service in line with the City Council Security of Employment Policy. When proposing changes to staffing hours and location the service would consider the protected characteristics applicable to many of the current staff.

5. What are the likely impacts of this project / review on different groups of staff?

The proposal will impact upon all staff working in the Library and Information Service. New patterns of working hours will be developed to open the reformatted Library and Information Service.

Staff who work a low number of hours may be affected as the pattern of required hours of work changes

The majority of staff are paid on Grade 2 salary. Changing work location in the city may increase travel costs for employees.

Many staff work part time and have family responsibilities, paying for childcare. A change to the required hours of work may increase the amount of money paid for childcare.

6. Do you plan to undertake formal consultation as part of this project?

Yes

No

7. Has a report to elected members been prepared in relation to this work?

Yes

No

Web link to the report:

Insert link to the report (usually <http://moderngov.coventry.gov.uk/>....).**Next steps**

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

Guidance

Please read the [Equality and Consultation Analysis Guidance Note](#) for help in completing this form. For further information and support to complete this form, please contact – **equalities**: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112) or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939) in the Chief Executive’s Policy Team; or for **consultation**: Helen Shankster (Helen.Shankster@coventry.gov.uk 024 7683 4371) in the Insight Team.

About the project

Project or review	Connecting Communities (Phase 1) - Youth Commissioning Budget - Proposal 8
Service	IYSS Youth Service (Management by)
Directorate	People

About the person completing this form

Name	Peter Longden
Role	Neighbourhood Services Manager
Email	Peter.longden@coventry.gov.uk
Telephone	02476831414
Date section 1a completed	13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme are libraries, youth centres and services, children’s centres, play centres, community centres, public conveniences and adult education.


This Equality and Consultation Analysis looks specifically at **proposal 8** within the Connecting Communities programme which is to withdraw the Youth Service Commissioning Budget of £139,000 from 2016/17 onwards and work with the community and voluntary sector to explore the best way that youth services for young people should be delivered across Coventry.

This budget is time-limited, groups know that it is time-limited and the funding is not automatically repeated to groups. This ECA can only give a broad indication of impact. For 2015/16, £50,725 has been allocated to 8 groups (Coventry Community American Football Club, Ice Skating and Ice Hockey Community Club, Moat House Basketball, Boxing, Racquet Sports, Skateboarding Project, Stoke Aldermoor Football Project and Belgrade Theatre Project) and £5,700 has been allocated to a Community Interest Company feasibility study. It is estimated that a total of 140 young people will benefit from this.

If the remaining £82,575 were to be allocated on the same ratio of funding per young person, 383 young people would benefit. This figure of 383 young people is the estimated impact figure used for this ECA.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?

 Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under ‘Mitigating Actions’ outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
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Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	All participants in positive engagement activities are between 10 and 21 and it is anticipated that there will be a high proportion between 13 and 17.	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: Reducing resources for positive engagement activities will mean less open access youth work with this age group.</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. The Youth Service has strong partnerships with external providers of positive engagement activities who will be asked what they can contribute to mitigate the effect of the reduction.</p>
Disability	No data is available to illustrate the proportion of young people accessing positive engagement activities, but GOV.UK (January 2014) assess that 6% of children are disabled. Using this as a guide 23 young people involved would be disabled.	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: Fewer opportunities in localities accessed by disabled young people</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future work with partners such as Short Breaks and Coventry Blaze to identify what they can do to mitigate against the reduction</p>
Gender	Based on data from 2014/15, between 20% and 50% of participants are female depending on the activity. For example, the American Football youth community club is run by the coach of a local girls team increasing the number of females to roughly half.	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: Reducing budget for positive engagement activities will reduce opportunities available</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Work with partners, in particular those providing youth community sports clubs, to make the clubs sustainable and how female participants can be encouraged to take part.</p>
Gender Reassignment	No information is available for this characteristic	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Marriage/Civil Partnership	No information is available for this characteristic	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	No information is available for this characteristic	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: Some external providers are C-Card trained and a reduction in budget would mean a reduction in opportunities for C-Card in some key areas of the city.</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. The Youth Service has strong partnerships with external providers of positive engagement activities who will be asked what they can contribute to mitigate the effect of the reduction.</p>
Race	Activities are focused on Foleshill, Longford, Wyken, Holbrooks, Stoke Aldermoor, Stoke Heath, Wood End, city centre and the young African-Caribbean community were all areas and themes benefitting from the positive engagement activities project.	<p>Positive impacts: .</p> <p>Negative impacts: Reducing resources for positive engagement activities will adversely affect all groups but more significantly Asian/Asian British and Black/African/Caribbean/ Black British - Foleshill, St. Michael's, Holbrooks and Stoke Heath.</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Work within St. Michael's ward can continue as more of the reduced budget will be available for targeted youth support with more vulnerable young people. Detached youth workers could be deployed to support young people identified as at risk within the Early Help process. The Youth Service has strong partnerships with external providers of positive engagement activities who will be asked what they can contribute to mitigate the effect of the reduction.</p>
Religion/Belief	No information is available for this characteristic	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Sexual Orientation	No information is available for this characteristic	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	No information is available for this characteristic	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Carers	No information is available for this characteristic	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Deprivation (e.g. income, educational attainment, worklessness)	All wards benefitting from the positive engagement activities project have significant levels of deprivation.	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: Reducing resources for positive engagement activities will adversely affect support to young people needing assistance to overcome the effects of social deprivation.</p> <p>Mitigations: A key first step of mitigating impact across protected characteristics is the feasibility study to set up a Community Interest Company that would include many of the groups funded. This could enable them to be more self-sufficient in the future. Detached youth workers could be deployed to support young people identified as at risk within the Early Help process. The Youth Service has strong partnerships with external providers of positive engagement activities who will be asked what they can contribute to mitigate the effect of the reduction.</p>

Additional information

Detached Youth Workers are mentioned as part of mitigation. Coventry City Council employs two detached youth workers in the Youth Service as part of its Vulnerable Young People’s Service (VYPS), a part of the Youth Service specialising in interventions to prevent the risk of child sexual exploitation (CSE) and other vulnerabilities such as substance misuse and involvement in gangs (which make them more vulnerable to CSE) and provide interventions to support young people who are present a range of vulnerabilities.

The detached youth workers in this team have two main roles: the first is to gather intelligence from their deployment around the city of the risk to young people of CSE – this is particularly where the Youth Service doesn’t have youth centres and includes areas such as Edgwick Park where the prevalence of the risk of CSE has increased in recent months.

The second part of their role is to make direct interventions with young people particularly raising personnel safety awareness, awareness of CSE, building resilience and protective behaviours – this is carried out through conversations with young people where they congregate, planned group work activities that can take place anywhere where young people are, or while engaging young people in other activities such as sport or creative arts and media through which young people can express their opinions and concerns in a safe environment. Where there are serious concerns about a young person, they will be referred to other staff in the VYPS for more specialist support and interventions. The detached team also work closely with advice and information workers based with CAB and will also make referrals to Compass and other organisations and will play a ‘hand-holding’ role when young people make initial visits to other organisations.

3. Have you considered social value requirements as part of this project/review?

Please note that this question only applies if you are intending to outsource / commission the service / project under review. Please refer to the Council’s [Social Value Policy](#) for further information.

Impact on the workforce

4. How many staff belong to the protected characteristics?



Contact the HR Change Management Team (Marion O’Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

No information is available for this as the project involved delivery by external organisations.

5. What are the likely impacts of this project / review on different groups of staff?

No information is available for this as the project involved delivery by external organisations.

6. Do you plan to undertake formal consultation as part of this project?

Yes No

If no, why not?

7. Has a report to elected members been prepared in relation to this work?

Yes No

Web link to the report: Insert link to the report (usually <http://modern.gov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive’s Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.

Guidance

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About the project

Project or review	Connecting Communities (Phase 1) - Review of Public Conveniences - Proposal 9
Service	Property Services
Directorate	Place

About the person completing this form

Name	Vanessa Millar
Role	Project Support Officer
Email	Vanessa.Millar@coventry.gov.uk
Telephone	02476 831502
Date section 1a completed	13/11/2015

1. Provide brief details of the aims of the project / review

The proposed programme entails a redesign of Council services so they are delivered in partnership with local communities and neighbourhoods where there is most need. Council services included within the scope of this programme are libraries, youth centres and services, children’s centres, play centres, community centres, public conveniences and adult education.

This Equality and Consultation Analysis looks specifically at **proposal 9** within the Connecting Communities programme which will consider the possible impacts of decommissioning public conveniences in suburban locations across the city.

The proposal is to close six public conveniences located outside of the city centre. The two city centre public conveniences would remain open.

In the context of significant financial pressures, it is not a priority for the Council to provide, nor pay for, public conveniences. The Council could save approximately £50,000 by ceasing the provision of public conveniences in suburban locations.

Impact on service users

2. What are the possible impacts of this project / review on the following groups?



Assess the impact of this project / review on people with the following [protected characteristics](#); and agreed local priority groups. Please summarise local service level data as evidence of any impact and also consider other local and national data or evidence. Under ‘Mitigating Actions’ outline briefly what actions you plan to put in place to lessen any negative impact on protected groups. Delete any of the characteristics below which do not apply.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
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Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Age	<p>In general, this proposal would affect all children, adults and older people using the public conveniences.</p> <p>We do not hold any data on service users and associated protected characteristics.</p> <p>However, is generally perceived that public toilets are more likely to be used by older people, disabled people (and their carers), pregnant women and those with young children.</p> <p>Help the Aged’s ‘Nowhere to Go’, a study undertaken in 2006 outlining toilet provision in the UK, specifically referenced older people’s views on public toilet provision in their local area and respondents agreed that the lack of public toilets stopped them going out as often as they would like and meant some people felt isolated and felt that they couldn’t leave the house. This may also be true in the case of people with disabilities.</p> <p>Generally speaking, many children also need immediate and frequent access to a toilet, in addition to pregnant women who may need access to a toilet more often as would parents with babies who may need to change nappies.</p> <p>However, as mentioned above, there is no specific data to suggest that any of these groups are using public toilets in the six suburban locations outlined above.</p>	<p>Positive impacts: Over the course of the past 12 months there have been allegations and complaints of drugs use and sex workers at three of the suburban locations. If the decision was taken to close all public conveniences in suburban locations then reports of antisocial behaviour may be reduced. People, especially older people, link public toilets with antisocial behaviour, according to the Joseph Rowntree Foundation, which cites examples of drug-taking in public toilets. There is a perception that unattended public toilets are seen as threatening places, which puts people off using them, which can, in turn, invite more antisocial behaviour.</p> <p>Negative impacts: The closure of the public conveniences in suburban locations may affect the willingness of certain groups to access public spaces and their ability to socialise and access essential services. Older people, disabled people, pregnant women and those with young children all need easy access to toilet facilities. The lack of public toilets may stop some people from going out as much as they would like and mean that some people may feel isolated and unable to leave the house. This, in turn, would affect their well-being.</p> <p>Mitigations: There are a number of potential mitigations. 1) Seek local business/community sponsorship to keep toilet provision open and clean, 2) There is already an increased number of publicly accessible toilets in public buildings and quasi-public buildings (pubs, restaurants, churches etc.), 3) Collect/publish a directory of accessible toilets (however, this</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability	<p>See 'Age' section above.</p> <p>According to data obtained in 2011 (Census), 56,247 people or 17.7% of the population in Coventry had a limiting long-term health problem or disability.</p> <p>The lack of suitable provision can stop people from going out as often as they would like and may mean that some people feel isolated and feel that they couldn't leave the house.</p> <p>For instance, people with mobility problems may find it more difficult to make ad hoc use of other toilets and choose to stay at home instead. This may prevent them from taking part in everyday activities that others may take for granted.</p>	<p>mitigation would require some savings held back and someone commissioned to undertake the work), 4) Signage at each of the six suburban locations to direct people to nearest public toilet.</p> <p>.....</p> <p>Positive impacts: See 'Age' section above.</p> <p>Negative impacts: See 'Age' section above.</p> <p>Mitigations: See 'Age' section above.</p>
Gender	<p>See 'Age' section above.</p> <p>In 2013, there were estimated to be 329,800 people living in Coventry. Overall, more residents are male (50.03% or 165,000) than are female (49.97% or 164,800).</p> <p>However, females may be more disadvantaged – see 'Pregnancy/Maternity' section below.</p>	<p>Positive impacts: See 'Age' section above.</p> <p>Negative impacts: See 'Age' section above. Women, with or without young babies and children, may be reluctant to use facilities in pubs, therefore limiting the range of alternative provision that they could access in place of public toilets.</p> <p>Mitigations: See 'Age' section above.</p>
Gender Reassignment	<p>This review is not considered likely to have an adverse impact on this group.</p>	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Marriage/Civil Partnership	<p>This review is not considered likely to have an adverse impact on this group.</p>	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>See 'Age' section above.</p> <p>Pregnant women are more likely to need the toilet more frequently and may be disadvantaged if there were a lack of facilities.</p>	<p>Positive impacts: See 'Age' section above.</p> <p>Negative impacts: See 'Age' section above.</p> <p>Mitigations: See 'Age' section above.</p>
Race	<p>This review is not considered likely to have an adverse impact on this group.</p>	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Religion/Belief	<p>This review is not considered likely to have an adverse impact on this group.</p>	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Sexual Orientation	<p>This review is not considered likely to have an adverse impact on this group.</p>	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Looked After Children	<p>This review is not considered likely to have an adverse impact on this group.</p>	<p>Positive impacts: State your reasons for positive impact, if any.</p> <p>Negative impacts: State your reasons / evidence for negative impact.</p> <p>Mitigations: Set out the mitigation for negative impacts.</p>
Carers	<p>See 'Age' section above.</p> <p>See 'Disability' section above.</p> <p>Carers who look after older people, people with disabilities and young people may be disadvantaged.</p>	<p>Positive impacts: See 'Age' section above.</p> <p>Negative impacts: See 'Age' section above.</p> <p>Mitigations: See 'Age' section above.</p>
Deprivation (e.g. income, educational attainment, worklessness)	<p>See 'Age' section above.</p>	<p>Positive impacts: See 'Age' section above.</p> <p>Negative impacts: See 'Age' section above.</p> <p>Mitigations: See 'Age' section above.</p>

3. Have you considered social value requirements as part of this project/review?

N/A. Not intending to outsource/commission the service/project under review.

Impact on the workforce

4. How many staff belong to the protected characteristics?



Contact the HR Change Management Team (Marion O'Brien, Marion.O'Brien@coventry.gov.uk 024 7683 2454) for management information on the workforce affected by this project/review.

There is 1 FTE employed in this service area. The 1 FTE is male. Staff grade and hours worked are shown below:

Grade	G3
Hours	37

5. What are the likely impacts of this project / review on different groups of staff?

The impact would be that the 1 FTE post outlined above would be deleted. As a result, the staff member would be subjected to the normal Council management of change process outlined in its Security of Employment Agreement.

6. Do you plan to undertake formal consultation as part of this project?

Yes No

7. Has a report to elected members been prepared in relation to this work?

Yes No

Web link to the report: Insert link to the report (usually <http://modern.gov.coventry.gov.uk/>....).

Next steps

Please send this completed pre-consultation form to the Chief Executive's Policy Team: Jaspal Mann (Jaspal.Mann@coventry.gov.uk 024 7683 3112); or Wendy Ohandjanian (Wendy.Ohandjanian@coventry.gov.uk 024 7683 2939). This form will also be shared with Public Health, who will be in touch in relation to the impact of this project/review on health inequalities.