

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) - Review of Play Centres - Proposal 1
Service	Children's Services Transformation
Directorate	People

About the person completing this form

Name	Adrian Coles
Role	Programme Delivery Manager
Email	Adrian.Coles@coventry.gov.uk
Telephone	024 7683 3551
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 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 reviewed and children who have not attended in that time period are taken off the list).</p>	<p>Positive impacts: None</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. Local schools will also be encouraged to consider additional after-school provision – although these decisions are at the discretion of these individual schools.</p>
Disability	No information is available for this characteristic as the Play Centres do not collect this type of information about the users of the service. The Play Centres run activities for children and young people, some of these children and young people may have a disability. Therefore disabled children and young people who use the Play Centres will be affected by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Play Centres nor through the consultation process but all groups with protected characteristics will be affected if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. Local schools will also be encouraged to consider additional after-school provision – although these decisions are at the discretion of these individual schools..</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>Mitigations: As above for age</p>
Gender Reassignment	Not applicable due to 5-12 year old age range.	<p>Positive impacts: None</p> <p>Negative impacts: None</p> <p>Mitigations: N/A</p>
Marriage/Civil Partnership	Not applicable due to 5-12 year old age range.	<p>Positive impacts: None</p> <p>Negative impacts: None</p> <p>Mitigations: N/A</p>
Pregnancy/Maternity	Not applicable due to 5-12 year old age range.	<p>Positive impacts: None</p> <p>Negative impacts: None</p> <p>Mitigations: N/A</p>

Protected
characteristic

Commentary / Analysis

Impacts / Mitigating actions

Race

The ethnic origin of the 173 children registered was recorded as follows:

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

Positive impacts: None

Negative impacts: The impact on children of non-white ethnic origin is disproportionately higher than the Coventry child population.

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.

Religion/Belief

Information about whether children who attend the play centres have religion/belief is not currently collected.

Positive impacts: None

Negative impacts: The consultation highlighted that the play centres offer children the opportunity to play freely and integrate with children of all different ages, races, religions, genders and schools

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.

Sexual
Orientation

There is no statistical information available for this characteristic. However, LGBT people requiring services from Coventry City Council will be affected by this proposal.

Positive impacts: None

Negative impacts: The consultation has not identified any disproportionate impacts on LGBT people, but it does state that all groups with protected characteristics will be disproportionately affected by the reduced level of services that would be necessary if the proposal is implemented. Coventry City Council recognises that LGBT people will be negatively impacted

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

Looked After
Children

2 of the 173 children registered are looked after children.

Positive impacts: None

Negative impacts: No disproportionate impacts have been identified by the service or through the consultation process but all groups with protected characteristics will be affected if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.

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

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	No information is available for this characteristic as the service does not collect this type of information about the users of the service.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the service or through the consultation process but all groups with protected characteristics will be affected if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</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>
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.	<p>Positive impacts: As above for age characteristic</p> <p>Negative impacts: There could be a negative impact on deprivation if the changes impact on the childcare arrangements for parents who work.</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>

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.

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

A member of staff (G2 – 16 hours) has since left the service in November - staff establishment is now as below

The centres are staffed by 8 people – 1 Manager over both play centres with 4 staff at Eagle Street and 3 staff at Edgewick (grades 2 and 3). All staff employed are female. Staffing is 3.98 full time equivalents. Staff hours and grades are show below.

Grade	G6	G3	G3	G2	G2	G2	G2	G2
Hours	37	22	22	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.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Helen Hodge

Date section 1b completed

12/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overriding message in response to the consultation is that people are strongly opposed to the proposal and value the play centres. The key themes (across feedback from adults and children) underpinning this are as follows:

Keeping children safe: Should play activities cease the community feels that there is a lack of safe places for children to play and stay safe within the area with minimal alternatives for their children to engage in a range play based activities and opportunities.

Risk of children engaging in anti – social behaviour: Play centres provide play based activities for children from 5 – 12 years and provides opportunities for children to experience a range of activities that takes them outside of their home and school environment. The feeling within the community is that if such opportunities are removed then incidents of anti-social behaviour would increase across the area and a fear of children becoming socially isolated that could potentially result in increased incidents of radicalisation.

Community cohesion: It was felt that play centres play a part in uniting children from a range of nationalities, cultures and religion by providing a community venue for children to come together outside of the school environment.

The cost of affordable childcare is too high and not affordable for parents: The community felt that there are no real affordable options available to them as the cost of childcare to enable parents to attend work or training is too high.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal is for the Council to stop providing play activities at Edgewick Play Centre and Eagle Street Play Centre.

Firstly **children and young people**, with the main reasons cited as the play centres were a place where they could play freely and come together in safety, it was also felt that closure would lead to isolation for those children who have issues as the play centres are seen as places where children can express themselves freely. It was also felt that the closure would lead to children getting involved with the wrong people, anti-social behaviour, crime, and even becoming radicalised

Secondly **Race and Ethnicity** were identified as respondents felt the play centres offers children the opportunity to mix together with different cultures and backgrounds, and children from different ethnical backgrounds will have nowhere to play together safely.

Thirdly **Religion and Belief** were identified as respondents felt the play centres offers children the opportunity to play freely and integrate with children of all different ages, races, religions, genders and schools

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

The proposal remains the same, for the Council to stop providing play activities at Edgewick and Eagle Street Play Centres and for the Council to lease the buildings to third party operators to be used for nursery provision for two, three and four year olds instead by September 2016.

Potential nursery providers will be encouraged to consider their ability to provide activities for children at all times of the day but this would be at their own cost; although there may be opportunities for providers to apply for a broader range of funding to provide this type of activity. There would be no resource or commissioning commitment from the City Council in relation to this and decisions in this respect would be completely at the providers own risk.

In addition the role of the Childrens Centre also based in Foleshill, will be explored to identify the contribution that the Centre can make to support the mitigation of some of the perceived impacts of the Council ceasing to provide play activities e.g. provision of information and advice, contact point to raise safeguarding concerns.

Existing activities within the local area or elsewhere in Coventry that are available at no charge or low cost and/or community groups were explored, a list of other alternative options has been developed and this will be shared with all current service users as part of any implementation plan following any subsequent decision by Cabinet to close the play centres

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.

No changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented ☐

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

[Click here to enter date agreed.](#)

Cabinet Member: Cllr Kershaw

[Click here to enter date agreed.](#)

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed 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)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

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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

Email

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 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

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: None</p> <p>Negative impacts: These proposals would impact on children, adults and older people who use Arena Park Library. During the consultation respondents raised concerns about the negative impact on children and young people as the library was a place where they could learn, socialise, obtain help with or resources for school homework and have access to computers to help them do this. Some respondents felt older people will be negatively impacted because social isolation would increase if they couldn't use the library. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library and Information Service plan to create a 'Library Action Team' with peripatetic staff able to visit groups in the</p>

**Protected
characteristic**
Age continued

Commentary / Analysis

Impacts / Mitigating actions

Disability

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 91 library users with either a hearing impairment and/or visual impairment who are members of Arena Park Library

The above figures are only for one type of disability. However disabled people will be affected by this proposal.

community and deliver library services where they are most needed. The team would focus on meeting the needs of children and older people.

Positive impacts: None

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. During consultation respondents felt that the current location of Arena Park provided excellent accessibility and parking for disabled people and felt a move to an alternative community location would limit access to provision. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.

Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability Continued		this mitigation will only apply to those with access to the Internet. 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.
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. 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. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Women are likely to be disproportionately impacted due to a high proportion of women attending activities in the libraries aimed at pre school children. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender continued	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	services where they are most needed. The team would focus on meeting the needs of children and older people
Gender Reassignment		<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted..</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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
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 (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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 Pregnancy/Maternity	Commentary / Analysis	Impacts / Mitigating actions
	<p>No information is available for this characteristic as the Library and Information Service 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: None.</p> <p>Negative impacts: During consultation some respondents stated that pregnant women would be negatively affected by the proposal but they did not give reasons why they believed this to be the case. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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
Race	<p>No statistical information is available for this characteristic as the Library and Information Service 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. Arena Park Library does have books available in other languages for example, Bengali, Gujarati, Hindi, Polish, Punjabi, Tamil and Urdu.</p>	<p>Positive impacts: None</p> <p>Negative impacts: During the consultation process some respondents indicated that Asian people would be disproportionately affected by the proposal as Arena Park Library is seen as a safe place for Asian women to meet and Asian Elders use the library to meet which is important to those who use the library for this purpose. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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. Libraries across the City stock a variety of books in different languages</p>

Protected characteristic Race continued	Commentary / Analysis	Impacts / Mitigating actions to reflect local community need.
Religion/Belief	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and will therefore be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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 Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However LGBT people who use the Library and Information Service will be affected by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information Service 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. Therefore Looked After Children who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted..</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and therefore will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by a change in location of Arena Park Library if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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
Deprivation (e.g. income, educational attainment, worklessness)	<p>The proposal affects a library in an area of high deprivation within 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: None</p> <p>Negative impacts: During the consultation process concerns were raised about the new proposed library location. There was great concern that access to computers would be reduced, that staff would not be available to support people and that less books would be available. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Council will deliver a reduced library service from an alternative community location in Holbrooks from within the Holbrooks Community Care Association (HCCA) building, which is close to the current location of Arena Park Library. If the proposal is agreed the Council will work to ensure that similar IT provision is available. Alternative library provision is also available at Bell Green, Foleshill and Jubilee Crescent 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

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. Staff may need to work a different pattern of hours and potentially in a different location.

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**

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.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

11/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on **the ease of access of Arena Library** within the shopping park and good public transportation links. Therefore this was cited as the main reason people wanted the library to remain at its current location.

The **value of the library service as a focal point of the community** as places where people undertake educational activities, meet and socialise in groups. Respondents stressed the social importance of the Library and its positive impact upon their health and well-being.

Free access and help with ICT was noted as being a key service offered by the Library due to its important role in everyday life e.g. applying for jobs and undertaking homework. Respondents highlighted the importance of services aimed at **Children and Young People**.

A number of concerns were raised about the proposed **alternative location - HCCA** in particular its lack of car parking, poor public transport links and reduction in service.

There were **four main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to end delivery of services from Arena Park Library and enter into discussions to relocate a reduced library provision at an alternative community location in Holbrooks (Holbrooks Community Care Association).

Firstly **children and young people**, with the main reasons cited as the library was a place where they could learn, socialise, obtain help with or resources for school homework and have access to computers to help them do this. People stated that Sundays was a popular day for children and young people to use the community libraries that were currently open on a Sunday as it was a non-school day.

Secondly **older people** were identified as respondents felt the proposals would increase the level of social isolation for some older people, as many have made new friends and value the social interaction with other service users. They also value the accessibility of the library for those older people with limited mobility. They use the library to access books, the internet and to sit and read in a warm friendly environment.

Thirdly **people with Disabilities**, were identified as the current location of Arena Park Library offers excellent accessibility and parking for the disabled and those with limited mobility. It is important that in one trip they can visit the library and do their shopping at

the same time.

Fourthly **race** the elderly Asian Community responded that they value the space to read newspapers, books and to socialise. There were also comments received about how helpful staff at Arena Park Library are in supporting people where English is their second language.

Deprivation (unemployment and pc access) was identified as respondents as negative impact as they clearly stated that a lot of people use the library service to access computers to apply for benefits or to seek employment as they do not have IT/internet facilities in their own home. Without this service many users feel they would have difficulty completing job applications which are now mostly all online, they would also find it difficult to complete benefit forms which are again mostly online. Students and young children make use of IT facilities to help them with homework and study, and older people prefer to access the computers at the library as the staff are on hand to provide support and advice.

The **Pregnancy and Maternity** characteristic was mentioned during consultation by some respondents stated that pregnant women would be negatively affected by the proposal but they did not give reasons why they believed this to be the case

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

There is no change to the proposal. The proposal is to end delivery of library services from the Arena Park Library facility by not renewing the lease and to continue engagement with Holbrooks Community Care Association (HCCA) about the potential delivery of a reduced library service to be provided in the HCCA building by September 2016.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.
No statistical changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented

☐

There will be **positive** equality impact if the proposed option is implemented

☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified

☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Programme - Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

[Click here to enter date agreed.](#)

Cabinet Member: Cllr Kershaw

[Click here to enter date agreed.](#)

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed 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)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

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) – 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

Role

Head of Libraries, Advice and Health Information Services

Email

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 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 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 Hagard 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?



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 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>The breakdown of numbers of registered library users by age at Willenhall Library shows that when compared to the population average of Coventry, children and young people would be disproportionately affected.</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. During consultation concerns were raised that as a result of this proposal there will be less on offer and that could have an adverse effect on the educational attainment of those in the area</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. The Library Service will optimise the space available to ensure content, layout and services available meet community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability	<p>Some of the people that currently use Willenhall 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 46 library users with either a hearing impairment and/or visual impairment who are registered members of Willenhall Library.</p> <p>The above figures are only for one type of disability. However disabled people will be affected by this proposal.</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. The main reason cited during consultation is that the Haggard does not offer adequate accessibility to those that are disabled or have limited mobility</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. The Library service will optimise the space available to ensure content, layout and services available best meet community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</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: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: Women are likely to be disproportionately impacted due to a high proportion of women attending activities in the libraries aimed at pre-school children.</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 people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.</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: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</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 people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
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 (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</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: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</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 people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Mate rernity	<p>No statistical information is available for this characteristic as the Library and Information Service 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: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</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. The Library service will optimise the space available to ensure content, layout and services available best meet community need. 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 However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No information is available for this characteristic as the Library and Information Service 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: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</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 people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. The Library and Information Service will continue to work in libraries across the city, using 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 However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and will therefore be impacted by this proposal.</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: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</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 people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However LGBT people who use the Library and Information Service will be affected by this proposal.</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: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</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 people. The Library service will optimise the space available to ensure content, layout and services available best meet community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No information is available for this characteristic as the Library and Information Service 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. Therefore Looked After Children who use the Library and Information Service will be affected by this proposal.</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: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</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. The Library service will optimise the space available to ensure content, layout and services available best meet community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Carers	Commentary / Analysis	Impacts / Mitigating actions
	<p>No information is available for this characteristic as the Library and Information Service 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: Providing access to library services from a community building increases access to a wider range of community facilities.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process for people in this protected characteristic.</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. The Library service will optimise the space available to ensure content, layout and services available best meet community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. The Library service will continue to work with the Carers Trust Heart of England to find new ways of supporting carers in the city.</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: During the consultation process concerns were raised about the new proposed library location. There was great concern that access to computers would be reduced and that less books would be available.</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 costs for families with children, for older people and disabled people. The Library service will optimise the space available to ensure content, layout and services available best meet community need, particularly around access to ICT. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. As a result of the consultation process, the same number of computers will be available at the new location if the proposal to move location is approved.</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. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

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. Staff may need to work a different pattern of hours and potentially in a different location.

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.

1b

Post-consultation



The section below should be completed following consultation.

Name

Gemma Tate

Date section 1b completed

10/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.



Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on **respondents wanting the current library service to remain the same**, to stay in the current location, with the same level of service provided. **People also expressed concern about reduction in services and what the new service will look like**, citing that key services such as access to computers need to remain part of the library offer and that there needs to be space for people to study, to meet and socialise alongside having enough space for a variety of books. People felt there may not be enough space within the Hagard to provide a range of services. The third theme was **Concern about appropriateness of Hagard Centre for Library provision**, queries were raised in respect of accessibility of the building and whether the welcoming atmosphere of the current Willenhall Library could be recreated.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to end delivery of services from (and not renew the lease) from the current Willenhall Library facility and to continue discussions with the Hagard Centre about a more cost effective community library being located within the Centre.

Firstly **Children & Young People**. People stated that the library is a place where children and young people go to read, do their homework and study, they value the quietness and also access to the array of resources available, the internet, books and computers. There is concern that as a result of this proposal there will be less on offer and could have an adverse effect on the educational attainment of those in the area.

Secondly, **Disability/Limited Mobility** the main reason cited is that the Hagard does not offer adequate accessibility to those that are disabled or have limited mobility.

Thirdly, **Deprivation** reasons stated were people were clear that a lot of people use the library service to access computers to seek employment as they do not have IT/internet facilities in their own home.

Other protected characteristics mentioned as being negatively affected by the proposal were **Older People**; reasons stated were libraries a safe place for older people to visit. Concerns were raised that some Older People might not use a library in the Hagard due to concerns about accessibility due to their age or worries about “younger people hanging around the centre”, making it a less inviting place to visit

Some respondents felt that people from **different ethnic groups (Race)** would be

negatively affected by the proposals; an example given was the fact that a lot of African people and people from other BME groups use Willenhall Library.

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

There is no change to the proposal. The proposal is to end delivery of library services (and not renew the lease) from the current Willenhall Library facility and to continue engagement about the potential delivery of a reduced library service to be provided in the Hagard Centre building by September 2016.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.

No changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented

☒

There will be **positive** equality impact if the proposed option is implemented

☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified

☐

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities (Phase 1)

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed 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)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

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

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

Email

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 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 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

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 and 6% of people are aged 60+ (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: None</p> <p>Negative impacts: These proposals would impact on children, adults and older people who use the mobile library service. During consultation concerns were raised about the negative impact on older people who might not be eligible for the Age UK Housebound Service. Some people felt that ending the Mobile Library Service may increase their social isolation due to the loss of interaction with their neighbours and Mobile Library staff. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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 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 20 library users with either a hearing impairment and/or visual impairment who are registered members of the Mobile Library Service</p>	<p>Positive impacts: None</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. These negative impacts were mentioned by a number of respondents during the consultation process. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. All library buildings are fully accessible for people with disabilities and have a range of services to support people with people disabilities, for example Books on Prescription and large print books. 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. However it is acknowledged that this mitigation will only apply to</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Disability continued		<p>those with access to the Internet.</p> <p>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> <p>Positive impacts: None.</p> <p>Negative impacts: No</p>
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their gender. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</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. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
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 (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Pregnancy/Mate rernity	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and therefore will be impacted by this proposal.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: During consultation some comments were received that pregnant women who rely on the Mobile Library Service would be negatively impacted if the service was withdrawn as there could potentially be travel associated difficulties. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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
Race	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and therefore will be impacted by this proposal.</p> <p>The mobile library has a small collection of material in other languages.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. Libraries across the city stock a variety of books in different languages to reflect local community need. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and therefore will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and therefore will be impacted by this proposal.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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 Carers	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service 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: None.</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by ending the Mobile Library Service if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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.</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 and therefore will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: The Mobile Library Service operates on a city wide basis and therefore deprived areas of the city do currently benefit from the service. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. Library buildings are situated in areas of deprivation in the city. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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 including in areas of deprivation. 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. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

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. Staff may need to work a different pattern of hours and potentially in a different location.

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.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

12/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on **Loss of social interaction from visits of the mobile library** particularly for older people with limited mobility who have less opportunities for social interaction. Respondents to the consultation highlighted that the mobile library service was a valued service and people greatly appreciated the opportunity to socially interact with library staff and their neighbours.

Concerns were raised about **people's ability to access alternative building based provision**. The reasons cited were because many users are non-car drivers, have mobility problems or there being insufficient bus services (frequency or bus route doesn't enable people to get to alternative library provision).

Some queries were made regarding the **Age UK Coventry Housebound Library Service** and whether the service could support all users of the mobile library service. A range of **alternative suggestions** were made, including operating on a fortnightly service, reduce stops or reduce number of days the mobile library operates.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to end the mobile library service.

Firstly **Older People**, If this service is stopped many older people that would not be eligible for the housebound service would become more socially isolated and would no longer have access to books. Reading books and the social interaction that the mobile library offers are the only pleasures that some older people experience.

Secondly, **Disability/Limited Mobility** It is felt by some respondents to the consultation that this would have a significant impact on those that have a disability; the mobile library is the only way that they can access books as it is incredibly difficult to access a static library due to their limited mobility or disability because of difficulties accessing public transport.

Thirdly, **Children & Young People** Reasons stated are that for some parents this is the only library service their children can access due to difficulties accessing static libraries. Some homes are book free and this gives children the opportunity to access books and read, particularly in the school holidays.

For the **Pregnancy and Maternity** protected characteristic people stated during consultation that pregnant women who rely on the Mobile Library Service could face travel associated difficulties accessing another Library.

Other general difficulties stated during consultation about access to a static library were time constraints because of other commitments they had but people didn't say what these were so it is difficult to know whether these would be linked to any of the protected characteristics.

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes ☐ No ☒

There is no change to the proposal to end the mobile library service. If the proposal is approved by Cabinet, the mobile library service would end by 1 June 2016.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.
No changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented ☐
 There will be **positive** equality impact if the proposed option is implemented ☐
 There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes ☒ No ☐

If yes, state the name of the programme:

Connecting Communities – Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
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Next steps

Please send the completed 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)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)

1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

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

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

Email

peter.barnett@coventry.gov.uk

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 985,273 issues across the Library and Information Service. For 2014/15 this was a -17.9% decrease in item 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: None</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. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</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: Following consultation feedback the resources listed in the commentary section will remain with protected expenditure on large print and talking books.</p> <p>Negative impacts: None.</p> <p>Mitigations: N/A.</p>
Gender	<p>No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their gender. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>No statistical information is available for this characteristic as the Library and Information Service 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. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No statistical information is available for this characteristic as the Library and Information Service 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. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p> <p>The Library and Information service does have books and other material available in other languages.</p>	<p>Positive impacts: None</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 in other languages. This would potentially result in people waiting longer to access items. During consultation concerns were raised about the reduction meaning less Asian Newspapers and Magazines being available. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service 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. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information Service 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. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	<p>No statistical information is available for this characteristic as the Library and Information Service 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. Therefore an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced Library Media Fund budget if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	This proposal affects the whole Library and Information Service. A reduction in the media budget would mean less material is available to library users in deprived areas.	<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. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: Spend would be prioritised to meet user needs and Council priorities. During consultation respondents suggested that further mitigation could be offering free reservations and circulating more stock across the city. The Library and Information Service will continue to look at ways to increase stock circulation around the City.</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.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

11/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The main theme was that the **Library Media Fund shouldn't be cut**. Reasons cited include reduced availability of stock and may therefore result in users fearing that they need to purchase material themselves. Users fear that they will not have the financial resources to do this. Respondents suggested that the Library and Information Service look to **mitigate the potential effect of the reduced media fund** by offering free reservations and circulating more stock across the city.

Some respondents stated their **preference on stock reduction would be to reduce expenditure on magazines and DVD's** rather than book stock. Additionally respondents felt it **was important to protect expenditure on resources for people with visual impairments**, to ensure that the library service continued to purchase large print and talking books.

There were two main protected characteristics. **Deprivation** was the highest; with people concerned that the reduction in the library media fund would mean that people would need to purchase materials themselves and that some people may not be able to afford to do this. The second highest characteristic mentioned was **disability**, linked to comments about protecting expenditure on materials for people with visual impairments.

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

For the Council to cut the library media fund of £658,000 to £558,000 with effect from 1 April 2016.

11. Update the workforce data tables in Part 1a question 4 as required.

If no changes have been made, state 'no changes made'.
N/A

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented ☐

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed 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)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

Guidance

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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

Name

Peter Barnett / Gemma Tate

Role

Head of Libraries, Advice and Health Information Services

Email

peter.barnett@coventry.gov.uk

Telephone

02476831579

Date section 1a completed

05/11/2015

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>The breakdown of the numbers of registered library users by age shows that when compared to the Coventry average adults aged between 16 and 59 would be disproportionately affected.</p>	<p>Positive impacts: None.</p> <p>Negative impacts: These proposals would impact on children, adults and older people who use Central Library at the proposed time of closure. For some people this is the only time they can access the library service, for example, after work. People who are currently studying stated it would reduce the time they are able to study in the library. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Disability	Commentary / Analysis	Impacts / Mitigating actions
	<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 425 library users with either a hearing impairment and/or visual impairment who were registered members of Central Library.</p> <p>The above figures are only for one type of disability. However disabled people will be affected by this proposal.</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 for people with learning disabilities if they need help whilst in the city centre.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Access to the changing places facility will be reduced by 5 hours per week as a result of this proposal. During consultation some people stated that they used the library at a quiet time to suit their disability. Central Library is also one of the 'Safe Place' available for people with learning disabilities. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
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 (e.g. 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: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	<p>Currently unknown as no statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	<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 (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>Currently unknown as no information is available for this characteristic as the Library and Information Service 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>However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet</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 Service does not collect this type of information about the users of the service.</p> <p>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 the most varied range of books and other materials in other community languages.</p>	<p>Positive impacts: None</p> <p>Negative impacts: These proposals would impact on people from different communities, especially to use the library to access different materials in a wide variety of community languages. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week; 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and will therefore be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Some people with certain religions or beliefs will be negatively impacted, in particular by the proposal, for example, people of Muslim faith using Central Library after attending the library after attending Mosque. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic Sexual Orientation	Commentary / Analysis	Impacts / Mitigating actions
	No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However LGBT people who use the Library and Information Service will be affected by this proposal.	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No information is available for this characteristic as the Library and Information Service 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. Therefore Looked After Children who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet</p>

Protected characteristic Carers	Commentary / Analysis	Impacts / Mitigating actions
	<p>No information is available for this characteristic as the Library and Information Service 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: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet</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: None</p> <p>Negative impacts: No disproportionate impacts have been identified through the consultation process or by the Library and Information Service. However, all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The hour proposed for closure is anecdotally one of the quietest of the working week. 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. However it is acknowledged that this mitigation will only apply to those with access to the Internet</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. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

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. Staff may need to work a different pattern of hours and potentially in a different location.

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.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

10/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on **Importance of maintaining late evenings**, reasons given included that respondents felt closing at 7.00pm would drastically reduce their ability to access the Library especially for people who work non-standard hours or have to travel significant distances to get to the library. People also felt that it would also make it more difficult for young people to make use of the study space/computers or for people to hold meetings or events at the library. The second theme was about the **alternative suggestions** people made, these mainly focussed on alternative suggestions for opening times, for example staying opening later at 10am to enable the library to remain open to 8pm.

There were limited responses received to the equality aspect of the proposal about which groups of people would be most adversely affected by the proposal for Central Library to continue to open seven days week, but to close one hour earlier on weekdays – closing at 7pm instead of 8pm. A number of respondents felt that it would affect **all groups of people** that use the library during this time equally. A small number of people felt **Children and Young People** would be most affected because of access to study space and computers. The other group people did specifically mention was the potential impact on **disabled people**, in respect of reduced access to the changing place toilet facility or being able to use the library with family or at quieter times to suit their individual needs.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

There is no change to the proposal for Central Library to continue to open seven days week, but to close one hour earlier on weekdays – closing at 7pm instead of 8pm by September 2016.

11. Update the workforce data tables in Part 1a question 4 as required.

If no changes have been made, state 'no changes made'.
No changes made to statistical data.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented

☐

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes



No



If yes, state the name of the programme:

Connecting Communities – Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name

Date

Chair

Decision taken

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Next steps

Please send the completed 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)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

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

Email

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 would be closed on Wednesdays and Sundays. This would 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, Cauldon Castle, Earlsdon, 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 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>Across all the six community libraries, the breakdown of numbers of registered library users by age shows that when compared to the Coventry average children and young people would be disproportionately affected, particularly at Cauldon Castle but this is reflective of the fact the library is based within a school.</p>	<p>Positive impacts: None</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 and older 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. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet. 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 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>The above figures are only for one type of disability. However disabled people will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>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. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</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 (e.g. 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, Caludon Castle, Earlsdon, Foleshill, Stoke and Tile Hill libraries aimed at pre-school aged children.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Women are likely to be disproportionately impacted due to a high proportion of women attending activities in the libraries aimed at pre school children. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Gender Reassignment	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
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 (e.g. Mr/Mrs/Dr/Child) and not specially their marital status. However an individual falling within this protected characteristic will be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Pregnancy/Maternity	<p>No statistical information is available for this characteristic as the Library and Information Service 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: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Race	<p>No statistical information is available for this characteristic as the Library and Information Service 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: None</p> <p>Negative impacts: Based on the demographic profile of Foleshill Ward individuals from a Black or Minority Ethnic (BME background) would be disproportionately affected by a reduction in library opening hours at Foleshill Library. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Religion/Belief	Commentary / Analysis	Impacts / Mitigating actions
	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and will therefore be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: Some people with certain religions or beliefs will be negatively impacted, in particular by the proposal to close community libraries on a Sunday. For example, people of Muslim faith use community libraries on a Sunday due to attending activities at the Mosque or school on other days of the week. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic Sexual Orientation	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. However LGBT people who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No statistical information is available for this characteristic as the Library and Information Service does not collect this type of information about the users of the service. The Library and Information Service run activities for children and young people, some of whom maybe looked after children. Therefore Looked After Children who use the Library and Information Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</p>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Carers	<p>No statistical information is available for this characteristic as the Library and Information Service 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 and therefore will be affected by this proposal</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Library and Information Service nor through the consultation process but all groups with protected characteristics will be affected by the reduced opening hours if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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. However it is acknowledged that this mitigation will only apply to those with access to the Internet.</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: None</p> <p>Negative impacts: Deprivation (unemployment, pc access and income) was identified as respondents as negative impact as they clearly stated that a lot of people use the library service to access computers to apply for benefits or to seek employment as they do not have IT/internet facilities in their own home. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</p> <p>Mitigations: The Central Library will continue to open on a Wednesday and Sunday, so alternative provision will be available. The revised proposal to trial a new style of opening on a Sunday at Bell Green, Foleshill and Earlsdon Library will enable access to computers and will enable people to borrow and return books using self-service machines. 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. People from BME communities and people with disabilities are part of the staffing establishment of the Library and Information Service.

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.

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. Staff may need to work a different pattern of hours and potentially in a different location.

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.

When proposing changes to staffing hours and location the service would consider the protected characteristics applicable to many of the current staff.

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.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Gemma Tate

Date section 1b completed

10/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on the importance of **Sunday opening hours** in terms of playing a key part of “family time” and a vital opportunity for undertaking school homework. Many respondents recognised the role Libraries play as **Community Hubs** in terms of connecting communities together.

Respondents suggested alternative **pattern of opening hours** in particular to safeguard Sunday opening. Concern was raised about **access to alternative provision** due to higher travel costs, difficulty in accessing public transport and the possibility of Central Library not being able to meet the potential increase in demand especially for access to ICT.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to close community libraries on Wednesdays and Sundays.

Firstly **children and young people**, the main reasons cited as the library was a place where they could learn, socialise, obtain help with, or resources for school homework and have access to computers to help them do this. People stated that Sundays was a popular day for children, young people and families to use the community libraries that were currently open on a Sunday as it was a non-school day.

Secondly **deprivation (unemployment, pc access and income)** was identified as respondents were clear that a lot of people use the library service to access computers to apply for benefits or to seek employment as they do not have IT/internet facilities in their own home. For users of Earlsdon and Foleshill libraries that are currently open on a Wednesday / Sunday, they felt the impact on them would be greater as their access to the library would be greatly reduced as only open 5 days a week instead of every day. Others stated they used library to obtain books because they could not afford to buy them. Some people stated that it would be difficult for them to use an alternative library because of additional cost / lack of transport (e.g. less buses operating on a Sunday).

Thirdly **Older People** were identified as respondents felt the proposals would increase the level of social isolation for some older people who currently use library on a Wednesday and/or Sunday, as many have made new friends and value the social interaction with staff and other library users. They also value the accessibility of the library for those older people with limited mobility. They use the library to access books, the internet and to sit and read in a warm friendly environment.

Most people who responded to the consultation felt their views were applicable to all community libraries currently open on a Wednesday and Sunday. Some people did only want to comment about one particular library. When looking at the equality impacts per library they correspond with the top protected characteristics listed above.

Other protected characteristics mentioned as being negatively affected by the proposal were **people with disabilities**; reasons stated included only being able to use the library at a weekend when family are able to assist them visiting the library, with people in wheelchairs mentioned specifically by a number of respondents. Libraries are also seen as a safe place for people with disabilities to visit for social interaction or assistance with using computers. It was also stated that most libraries had disabled parking nearby.

Some respondents felt that people from **different religions or faiths** would be negatively affected by the proposals; an example given was the fact that a lot of Muslim families use Foleshill Library on a Sunday.

For the **pregnancy and maternity** protected characteristic, some comments were received during consultation about pregnant women would need to travel further to access the library, especially on a Sunday.

Carers, were mentioned in respect of limiting carer access to the library.

No specific comments were received during consultation about the other protected characteristics.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☒

No

☐

Following consultation, there have been amendments to the proposal consulted upon. The recommended proposal for implementation is:

- To close Caludon Castle, Earlsdon and Foleshill libraries on Wednesdays and close Stoke and Tile Hill on Sundays by September 2016.
- To agree in principle that Bell Green, Earlsdon and Foleshill libraries remain open on Sundays provided that officers are satisfied as to the viability of a mix of paid staff and volunteers operating the libraries on these days. In the event officers are not satisfied the question of whether the libraries should remain open on Sundays be referred back to the Cabinet Member for Education.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state 'no changes made'.

No changes made to statistical data.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented

☐

There will be **positive** equality impact if the proposed option is implemented

☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified

☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name Connecting Communities Programme (Phase 1)

of the programme: **15. Approvals from Director and Cabinet Member****Name****Date****Director:** Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Councillor Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.**Name****Date****Chair****Decision taken**

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Next steps

Please send the completed 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)

Version controlFind the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

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. Note that if the remaining £82,575 were to be allocated on the same ratio of funding per young person, 383 young people would have been supported.

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

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: None</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 and young people have a disability. Using this as a guide 23 young people involved would have a disability.	<p>Positive impacts: None</p> <p>Negative impacts: Fewer opportunities in localities accessed by disabled children and 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: None</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	There is no statistical information available for this characteristic or that any individual falling within this protected characteristic will be impacted by the withdrawing of the Youth Service Commissioning Budget; it is therefore not considered that any reduction in service will impact on individuals with this protected characteristic.	<p>Positive impacts: None</p> <p>Negative impacts: None</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>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Marriage/Civil Partnership	There is no information that indicates that those in a marriage or civil partnership would be discriminated against as a result of withdrawing of the Youth Service Commissioning Budget.	Positive impacts: None Negative impacts: None Mitigations: N/A
Pregnancy/Maternity	There is no statistical information available for this characteristic or that any individual falling within this protected characteristic will be impacted by the withdrawing of the Youth Service Commissioning Budget; it is therefore not considered that any reduction in service will impact on individuals with this protected characteristic.	Positive impacts: None 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. 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.
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.	Positive impacts: None. 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. 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.

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Religion/Belief	<p>No statistical information is available for this characteristic as the Youth Service does not collect this type of information about the users of the service.</p> <p>However the Youth service is anecdotally aware that some people who use the service have different religions or beliefs and will therefore be impacted by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Youth Service nor through the consultation process but all groups with protected characteristics will be affected by withdrawing of the Youth Service Commissioning Budget; if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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>
Sexual Orientation	<p>No statistical information is available for this characteristic as the Youth Service does not collect this type of information about the users of the service. However LGBT people who use the Youth Service will be affected by this proposal.</p>	<p>Positive impacts: None</p> <p>Negative impacts: No disproportionate impacts have been identified by the Youth Service nor through the consultation process but all groups with protected characteristics will be affected by withdrawing of the Youth Service Commissioning Budget; if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted.</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>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Looked After Children	<p>No information is available for this characteristic as the Youth Service does not collect this type of information about the users of the service. The Youth Service run activities for children and young people, some of whom maybe looked after children. Therefore Looked After Children who use the Youth Service will be affected by this proposal.</p>	<p>Positive impacts: None Negative impacts: No disproportionate impacts have been identified by the Youth Service nor through the consultation process but all groups with protected characteristics will affected by withdrawing of the Youth Service Commissioning Budget; if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted. 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>
Carers	<p>No information is available for this characteristic as the Youth Service does not collect this type of information about the users of the service. However young people who use this services may also be young carers and will therefore will be affected by this proposal.</p>	<p>Positive impacts: None Negative impacts: No disproportionate impacts have been identified by the Youth Service nor through the consultation process but all groups with protected characteristics will affected by withdrawing of the Youth Service Commissioning Budget; if the proposal is implemented. Coventry City Council recognises that individuals falling within this protected characteristic will be negatively impacted. 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>

Protected characteristic	Commentary / Analysis	Impacts / Mitigating actions
Deprivation (e.g. income, educational attainment, worklessness)	All wards that benefit from the positive engagement activities project have significant levels of deprivation.	<p>Positive impacts: None</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://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.

1b

Post-consultation

**The section below should be completed following consultation.**

Name

Helen Hodge

Date section 1b completed

12/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.

Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

Main theme identified in the consultation process has been that cuts to this service would mean many disadvantaged young people will miss out on the possibility of developing interests or diversionary activities and may continue in either risky behaviours or substance use. Reducing the youth provision further will force young people to congregate in areas that may not be safe and unsupervised-already vulnerable in society this will just increase further risks to them.

The consultation also identified a potential impact on young women and their access to sport provided by the fund which is proposed to be removed

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

No change to proposal to withdraw the youth services commissioning budget from 1 April 2016 and continue to work with the community and voluntary sector to explore the best way that youth services for young people should be delivered across Coventry. There will be some negative impact as a result of the proposals.

The potential increase in anti-social behaviour as a result of the loss of the commissioning budget will be partially mitigated by the Council's Integrated Youth Support service continuing at this stage and will actively engage with groups and volunteers who identify ways that they can support young people in the city. There is only work to develop a Community Interest Company to sustain some activities that have been funded by the Youth Commissioning Fund– this could provide some mitigation for the impact on young people (including young women).

11. Update the workforce data tables in Part 1a question 4 as required.

If no changes have been made, state 'no changes made'.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented

☐

There will be **positive** equality impact if the proposed option is implemented

☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified

☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Programme - Phase 1

15. Approvals from Director and Cabinet Member**Name****Date****Director:** Kirston Nelson

Click here to enter date agreed.

Cabinet Member: Cllr Kershaw

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.**Name****Date****Chair****Decision taken**

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Name of board.

Click here to enter meeting date.

Name of chair.

Decision made / link to report.

Next steps

Please send the completed 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)

Version controlFind the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann

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) - 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

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

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.

1b

Post-consultation



The section below should be completed following consultation.

Name Vanessa Millar
Date section 1b completed 12/02/2016

8. Update any equality impacts on service users listed in Part 1a question 2 following consultation.



Reflect any new information that may have come to light during the consultation process. Under mitigating actions, identify the responsible Council officer or named person in an external provider responsible for completing the action and timescales involved.

9. What were the key findings from the consultation process?

The overarching themes from the consultation process focussed on there being **no nearby public convenience alternatives**. Some concerns had been raised about people being “caught short” when they could have used public conveniences. There was also a view that a lack of public conveniences could mean that **some people wouldn’t go out as much or would spend less time at the shops**. During consultation issues were also raised about the **Council’s consideration of other alternatives** including using alternative existing toilets in the area such as in community facilities or businesses, charging the public to use the existing public conveniences by getting community groups or businesses to take over the running of existing provision or by putting in new toilet pods.

There were **three main protected characteristics** which respondents to the consultation felt would be most adversely affected by the proposal to close the 6 suburban public conveniences.

Older people were identified as being most adversely affected, followed by **people with disabilities/health issues**. Respondents felt the proposals would increase the level of social isolation for some older people and people with disabilities/health issues, and many feared being caught short and suggested that this would stop them going out as often as they would like and, in some cases, make people feel that they couldn’t leave the house.

Pregnant women and those with young children were also identified as a group who people felt were likely to need the toilet more frequently. People felt that this would be one of the most impacted groups from this proposal.

10. Have any of the preferred delivery options or service model(s) changed following the consultation?

Yes

☐

No

☒

There is no change to the proposal to close six public conveniences located outside of the city centre from 1 April 2016, keeping open the two city centre public conveniences.

Information about the location of alternative toilets that are available for the public to use can be found in the following ways:

- The ‘Disabled Go’ website <http://www.disabledgo.com> identifies where toilets are available which would be suitable for use by a person with a disability.
- The Great British Toilet Map.
- ‘Apps’ that can be downloaded including: Toilet Finder’ and ‘Flush’.

Alternative facilities include the use of toilets in local businesses such as shops, cafés and bars that may choose to open their toilet facilities to anyone, not just paying customers. The Council, however, cannot control this or insist upon this. The same applies to toilets in community facilities and doctors’ surgeries. If a member of the public is using a Council library and there are public toilets available the public would be able to use those.

In addition, a number of organisations supporting people with medical conditions such as IBS and Crohn’s & Colitis provide ‘Just Can’t Wait’ cards (for a nominal charge). These cards are widely accepted and acknowledged.

11. Update the workforce data tables in Part 1a question 4 as required.



If no changes have been made, state ‘no changes made’.

No changes made.

13. Following consultation, please indicate which of the following best describes the equality impact of this review/project.

There will be **no** equality impact if the proposed option is implemented ☐

There will be **positive** equality impact if the proposed option is implemented ☐

There will be **negative** equality impact if the proposed option is implemented but this can be objectively justified ☒

14. Will this form be used to compile a Programme Level Analysis (Part 2)?

Yes

☒

No

☐

If yes, state the name of the programme:

Connecting Communities Programme - Phase 1

15. Approvals from Director and Cabinet Member

Name

Date

Director: Martin Yardley

Click here to enter date agreed.

Cabinet Member: Cllr. Lancaster

Click here to enter date agreed.

16. Please detail below any committees, boards or panels that have considered this analysis.

Name	Date	Chair	Decision taken
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.
Name of board.	Click here to enter meeting date.	Name of chair.	Decision made / link to report.

Next steps

Please send the completed 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)

Version control

Find the latest version on Beacon at <http://beacon.coventry.gov.uk/equalityanddiversity/>

Version	Date	Summary of Changes (Author)
1.0.0	17 July 2014	Initial release (Jaspal Mann)
1.0.1	05 August 2014	Added protected characteristic of Disability under section 2 (Si Chun Lam)
1.0.2	05 May 2015	Jaspal Mann