

**Coventry City Council  
Equality and Consultation Analysis (ECA) Form**

***In line with the principles of decision making outlined in the City Council Constitution, the Council will ensure that its decision making is open and transparent, and that due regard is given to the Council's obligations and desire to promote equality of opportunity and equal treatment.***

## **Part 1**

***This part must be completed and before formal consultation is undertaken and must be available during the consultation stage.***

**Author of this document: *Helen Hodge***

**Name of Service Area/Proposal: *Children's Services/Children's Centres***

**Head of Service: *Fran Doyle***

**Date of completion: *3rd August 2016***

### ***Background to the planned changes***

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1. What is the background to the planned changes? Why is this change being considered? *If further information is available on the different scenarios that have been considered as part of this work, provide a link to the public document which contains this information.*

The grant Coventry received from central Government has reduced by 44% from 2010/11 to 2016/17 and by 2020 this is estimated to reduce further to a 55% reduction. The budget for the People Directorate is 70% of the Council's net budget and so the services provided by the People Directorate needs to contribute significantly towards those savings.

The scale of grant cuts means the current delivery of services as is no longer sustainable. As a result of the Council's financial position and the needs of residents there needs to be radical changes in the delivery of services. This means working closely with residents and partners in new ways to maximise the total public funding that remains to support the most vulnerable in the city.

Children's Centres (including nurseries), the Youth Service and the Library Service are included within the scope of Connecting Communities Phase 2. Initial proposals have been developed for these service areas to enable delivery of £3.8m savings target for 2017/18.

As part of Connecting Communities Phase 2 it is proposed to develop integrated family hubs for 0-19 year olds, located in areas of highest need; A Family Hub will focus resources on areas and families in highest need in context of national direction and will form a core part of the Early Help offer, ensuring that families most in need are able to easily access support they need, when they need it.

For the Council to develop an integrated model of family support through the development of a series of family hubs that will support people earlier and provide interventions that prevent the need for more intensive involvement by the City Council or other statutory agencies. This approach requires that some existing services will cease to be provided by the City Council in order to ensure that the Family Hub model is appropriately resourced and effectively targeted. Delivery of this proposal requires the following:

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- i) To develop eight integrated family hubs for 0 to 19 year olds from the current children's centres and youth services, located in areas of highest need, specifically at the following current children's centres: Bell Green, Foleshill, Tile Hill, Radford, Moat House (Wood End), Middle Ride (Willenhall), Gosford Park and Hillfields.
- ii) For the Council to end children's centre provision from the following children's centres: Barley Lea (Stoke Aldermoor), Canley, St Augustine (Radford), Stoke Heath, Richard Lee (Wyken) and Spon Gate (Spon End) and to seek expressions of interest from schools, private, voluntary and independent (PVI) operators to provide nursery provision for 2, 3, and 4 year olds in the these children's centre buildings.
- iii) To end children's centre contracts with Private, Voluntary and Independent providers at Tommies, Flutterbies and Valley House and also to investigate potential opportunities for efficiencies within the Children's Centre in the Hillfields area, which may become a family hub.

The proposals described above, within the context of the national direction for funding of local authorities, will focus resources in those areas, and on those families who are in the highest need.

Family hubs will be part of the Council's early help offer, ensuring that families most in need are able to easily access the co-ordinated support they need, when they need it.

### **Children's Centres and Nurseries**

The aim of the proposals is to use buildings more effectively to optimise the number of available and funded nursery places for 2, 3 and 4 year olds across Coventry and to increase take up of these places, particularly in areas of disadvantage.

Engagement with Private Voluntary and Independent nursery providers to date indicates that there is a good appetite from them to deliver increased nursery provision meaning that the Council could end direct delivery of nursery provision.

### 2. Who do you need to consider as part of this ECA? *\*stakeholder analysis*

Children's Centre users, Children's centre staff, Trade Unions, local voluntary/community sector organisations, Schools, Early Years Childcare Providers, and Partners.

### ***Pre-Consultation Engagement***

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*This section refers to any activities that took place (such as briefings, meetings, workshops, scoping exercises etc) with stakeholders before the formal consultation period.*

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3. What engagement activities took place prior to formal consultation and what feedback was received in relation to equality issues?

Engagement with Schools: Responses to date is 6 / 8 schools have responded and have requested a meeting to explore further, meetings scheduled.

Engagement with PVI Childcare Sector: Responses collated on going

Engagement with Partner agencies and organisations on going

Staff Engagement:

A variety of opportunities have been made available for staff to become involved as part of the engagement phase:

- Staff Briefings
- Invited email responses where staff terms and conditions or personal circumstances meant that staff were not present at work
- Team Meeting.
- Voluntary Organisation Engagement

Family Hub workshop for communities, groups and organisations took place during the engagement phase to further develop the proposals – feedback from this event is currently being collated

### ***Analysis of Impact***

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In this section please ensure that you consider the three aims of the general duty as they affect **protected groups**. These groups are:

Age  
Disability  
Gender  
Gender reassignment  
Marriage/Civil Partnership  
Pregnancy/Maternity  
Race  
Religion/Belief  
Sexual Orientation

The **three aims of the general duty** require that a public authority, in the exercise of its functions, must have due regard to the need to:

1. Eliminate discrimination, harassment and victimisation
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

## Coventry City Council Equality and Consultation Analysis (ECA) Form

**Note – when identifying potential impacts below, please only include impacts that may exist over and above general impacts that may affect the wider community/population. For example, a reduction in grant to Coventry Citizens Advice would affect all service users through a reduced level of first line advice being available to all – but it would affect the following groups more; age, disability, gender and race as they represent a larger proportion of the clients who use the advice service.**

4. Outline below how this proposal/review could impact on protected groups positively or negatively, and what steps (if any) could be taken to reduce any negative impact that has been identified. *NB. only include realistic mitigating actions that could be delivered.*

### **Age**

Children's Centres currently provide services for children and their families, antenatally and until the child's 5<sup>th</sup> birthday. Current data shows that in total 13,475 children 0 – 5 years are registered with Children's Centres.

This proposal would affect children and adults who currently use the 9 Children's Centres where the use of buildings may be different to the current use. A number of activities take place within Children's Centres which are conducted by both centre staff and partner agencies e.g. clinics, ESOL classes, targeted stay and play sessions, parenting programmes

Children's Centre registration access data is based on individual children's details and not on adults.

### **Disability**

Some of the parents who currently access services through the children's centres may have a disability. The children's centres do not hold full records on parents with disabilities but through the assessment of family need information may be voluntarily provided. It is anticipated that those children with SEND would still have access to services through the integrated family hub model

For those parents living in areas where the use of children's centres buildings is proposed to change. There is potentially a negative impact around accessibility and proximity of children's centre services for some who may have to travel further to their nearest family hub.

The council is committed to ensuring that sites identified as becoming family hubs are accessible by disabled users.

### **Gender**

Of the open involvements for under 5's within Children's Centres between 01/01/14 and 08/07/16, 7158 are boys and 6665 are girls. The parents that the centres work with do not have a registration in their own name so therefore no statistical information is available for this characteristic as this type of information is not collected by from the users of the service.

### **Gender reassignment**

No statistical information is currently available for this characteristic as the Children's Centres do not collect this type of information from the users of the service. Information may potentially be collected as part of the formal consultation process should this progress to the next stage

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### Marriage/Civil Partnership

No statistical information is available for this characteristic as the Children's Centres do not collect this type of information from the users of the service.

### Pregnancy/Maternity

Children's Centre Services are accessed by pregnant women that include: Antenatal parenting programme, antenatal clinics, and targeted family support may also be access by pregnant women. Some information is collected for this characteristic for those parents living in areas where the use of children's centre buildings is proposed to change. There is potentially a negative impact around accessibility and proximity of children's centre services for some who may have to travel further to their nearest family hub.

### Race

Of the open involvements for under 5's within Children's Centres between 01/01/14 and 08/07/16, the race profile is as follows

	No allocated Centre	CC Barley Lea C	CC Bell Green C	CC Canley Child	CC Flutterble	CC Foleshill Ch	CC Gosford Par	CC Hillfields Ch	CC Middle Ride	CC Moat House	CC Radford Chi	CC Richard Lee	CC Spon Gate C	CC St Augustine	CC Stoke Heath	CC Tile Hill Chil	CC Tommies Ch	CC Valley House	Total	%
WBRI - White British	5	370	405	622	126	144	337	127	553	404	411	519	540	376	263	978	129	155	6464	46.1
UNKNOWN	1	57	71	74	12	77	50	162	45	83	48	65	81	36	75	173	16	18	1144	8.2
BAFR - Black African		142	47	26	24	88	64	121	102	112	52	46	70	20	87	52	4	33	1090	7.8
AIND - Indian		66	51	185	26	90	117	55	52	22	57	98	51	12	73	29	5	58	1047	7.5
APKN - Pakistani		9	19	26	16	256	13	39	12	14	68	27	32	9	57	8	7	37	649	4.6
WOTH - Any other White backgro		38	38	27	25	81	61	37	30	34	43	37	52	9	61	39	6	27	645	4.6
WEEU - White Eastern Europea		41	34	20	14	31	38	17	27	31	48	17	35	16	33	19	6	12	439	3.1
AOTH - Any other Asian backgro		28	28	29	10	70	22	41	8	11	28	29	27	8	40	8	9	19	415	3.0
OOTH - Any other Ethnic Group	1	29	16	12	7	75	28	52	16	12	21	17	21	8	47	11	5	18	396	2.8
MOTH - Any other Mixed backgro		14	12	39	5	16	11	19	17	15	23	20	29	7	16	23	4	12	282	2.0
MWBC - White/Black Carribbea		21	23	12	4	16	16	5	21	26	22	16	31	6	12	17	4	16	268	1.9
ABAN - Bangladeshi		4	3	14	3	30	17	45	1	2	6	9	5	3	34	4	24	7	211	1.5
MWAS - White/Asian		10	6	13	8	17	15	10	6	7	15	14	13	2	15	16	2	10	179	1.3
MWBA - White/Black African		14	14	7	4	11	10	13	15	19	9	15	10	1	11	9	1	4	167	1.2
BOTH - Any other Black backgro		14	6	6	4	10	4	20	15	12	2	5	9		18	6		4	135	1.0
WROM - Gypsy/Roma	1	4	1	3	8	47		12		1	5	8	2		18	1		9	120	0.9
CHNE - Chinese		21	5	19	1	5	11	4	5	2	11	1	13	2	1	16		2	119	0.8
BCRB - Black Caribbean	1	12	6	3	2	8	11	6	10	20	6	5	5	3	4	1		3	106	0.8
NOBT - Info not yet obtained		2	3	3		5	5	1	3	6	6	1	9	14	1	3	3	1	66	0.5
WIRI - White Irish		1	2	1			4		1	2	1	2	2	3					19	0.1
WENG - White English		1	1	4				1	1	1	3	2			1	1			17	0.1
REFU - Refused				1	1	1	1		1		3			1			2		11	0.1
WOWB - Other white British			2	1	1	1					1				1				7	0.0
WROR - Roma						2						1							3	0.0
WIRT - Traveller - Irish Herit		1							1										2	0.0
WROG - Gypsy								1			1								2	0.0
WWEU - White Western Europea											1		1						2	0.0
ASRO - Sri Lankan Other												1							1	0.0
WTUK - Turkish		1																	1	0.0
WROO - Other Gypsy/Roma																	1		1	0.0
Total	9	900	793	1147	301	1081	835	788	942	836	891	955	1038	536	868	1414	228	446	14008	

As part of the development of The Family Hub model there will need to be sensitivity around accessibility for service users of all ethnic groups.

### Religion/Belief

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No statistical information is available for this characteristic as the Children's Centres do not collect this type of information from the users of the service. However Children's Centres service may anecdotally or through an intervention be aware that some people who use the service have different religion or belief this is provided voluntarily.

### **Sexual Orientation**

No statistical information is available for this characteristic as the Children's Centres do not collect this type of information from the users of the service. However Children's Centres service may anecdotally or through an intervention be aware of the sexual orientation of parents this is provided voluntarily.

### **Mitigating actions – applicable to all protected groups affected**

To develop integrated family hubs for 0-19 year olds, located in areas of highest need as identified through the Indices of deprivation, JSA and Children's Centre data, focusing resources on areas and families in highest need in context of national direction.

Family hubs to be core part of Early Help offer, ensuring that families most in need are able to easily access support they need, when they need it.

What Family Hubs would do:

- Improving information and advice about services available in the city and how to access them through a self-serve approach, building on community assets
- Integrated approach to service delivery across council, health, education and the private voluntary independent sectors
- An integrated 0-19 universal and early help offer that utilises a single plan, common IT systems, facilitated by co-location
- Universal and targeted delivery pulled together into a seamless, well managed team
- Model of delivery – everyone understands the part they play – ensures quality of practice with hubs at the heart of communities
- Children, young people and families are able to access care and support that is coordinated, seamless, person centred, empowering and effective
- Outreach support is designed into the model – to ensure the greatest possible access for families, this will include locally based community facilities where appropriate and 1.1 support will be provided in families' homes

5. Are there any other vulnerable groups that could be affected? i.e. deprivation, looked after children, carers.

Also include any information about the health/Marmot implications of this proposal.

Contact Georgia Faherty ([georgia.faherty@coventry.gov.uk](mailto:georgia.faherty@coventry.gov.uk) or tel. 7683 1950) or Hannah Watts ([hannah.watts@coventry.gov.uk](mailto:hannah.watts@coventry.gov.uk) or tel. 7683 3973) in Public Health for more information.

If the potential de- designation of some children's centres were to happen then there would be possible negative effects on the following groups:

- o Families with low incomes
- o Parents of vulnerable children
- o Newly arrived families

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Children's Centres provide support to a wide range of families across the levels of need. Families on low incomes may struggle to engage with family hubs (not in their locality) due to costs of public transport. In this instance their needs may go unmet or worsen if they remain unsupported. The loss of a local community resource where local parents can meet and take part in formal and informal activities may result in greater levels of social isolation.

As stated in the Marmot Report '**Fair Society, Healthy Lives: A Strategic Review of Health Inequalities in England Post-2010**': "focusing solely on the most disadvantaged will not reduce health inequalities sufficiently. To reduce the steepness of the social gradient in health, actions must be universal, but with a scale and intensity that is proportionate to the level of disadvantage". Family hubs focus on the most disadvantages and may not therefore reduce health inequalities sufficiently.

Potential positive effects:

- Family hubs based on a 0-19 model of integrated care may improve quality of support provided and therefore improve outcomes in the long term whilst reducing duplication.
- If schools do come forward to take over the early years provision that is currently delivered by Children's Centres the continuation in offering a seamless approach to school transition will be well placed to support children to be 'school ready' within their locality.

Mitigating actions:

- Family hubs will be located in the areas of higher need and those at greatest risk of experiencing health inequalities
- Ensure information about alternative family focused activities is available, for example via the Health Visiting Service or General Practice
- Ensure home based support is readily available to those unable to travel to a family hub
- Work with local community groups and resources to offer family focused activities

Positive effect of people being more aware of other community services that could provide support for them that they might not otherwise have known about, particularly if they do not already engage with services.

Volunteering opportunities within Children's centres will continue – this could benefit people who are looking to engage more within their community, and could be an opportunity for people currently out of work and seeking ways to improve their employability skills.

6. What are the gaps in evidence? Can this be addressed during the consultation stage? If so, how?

Understanding the full implications of proposals when service model for each locality is as yet undeveloped.

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We don't have robust data on some of the protected characteristics due to the way the data has been collected – feedback from consultation groups may bring forward further information about the impacts and usage of Children's Centre Services

### 7. What are the likely impacts of this project/review on staff from protected groups?

The children's centre delivery model will focus on the 9 priority (covered by 8 children's centres) areas as described above and will work with families identified as in greatest need either within the CAF arena at level 2 & 3. The children's centre leadership team will provide the management oversight of casework as well as having overall management responsibility for the delivery of the wider children's centre offer including the leadership and coordination of services delivered by partners in order to meet the Ofsted Framework for Children's Centres. The teams will also include operational posts who will work directly with children and families and partners in the early year's sector with a focus on school readiness and keeping children safe.

It is proposed that the 9 priority areas are constructed into 3 Clusters: (this means 8 operational bases):

- Cluster 1 – Radford, Tile Hill, Foleshill (West)
- Cluster 2 – Gosford Park, Willenhall, Hillfields (South)
- Cluster 3 – Wood End, Bell Green (East)

### **Staffing Implications**

The specific proposals for Connecting Communities Phase 2 2017/18 will impact on staff in different ways; there are likely to be staffing reductions in some cases and changes to working hours in others. The proposed changes would lead to a reduction of circa 23 Full Time Equivalents (FTE) in children's centres.

Impact on staff within support services will also need to be quantified as part of the implementation process. Staff and trade unions will be fully consulted on the specific content of the proposals for 2017/18 and any subsequent proposals for implementation. Any changes will be managed in accordance with the City Councils' agreement on management of change which aims to manage staffing reductions through management of vacancies, reviews of temporary contracts and avoidance of compulsory redundancies through redeployment or Early Retirement Voluntary Redundancy opportunities where possible.

### **Characteristics of staff group**

The current (5 August 2016) staffing establishment of the Children's Centre Service is 61.24 full time equivalent (FTE) contracts.

The staff comprise of an equal mix of full-time and part-time contracts and more 94% of staff are female (67 employees). The majority of staff are paid on a Grade 4 salary, with 26 (of 72) receiving an annual salary of less than £20,455. There are currently 2 employees within the service who are known to be disabled. 82% of contracts are with staff who identify as White, with 7% identifying as being from minority ethnic groups (5% Asian). Ethnicity is not known for 11% of staffing contracts.



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## Part 2

*This section should be completed AFTER the consultation stage has been concluded.*

Author of this document:

Date of completion:

### **Post-Consultation**

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8. Referring to the information detailed in question 4 of Part 1 of the ECA Form, state if the consultation has confirmed the potential impacts identified that were identified. Also detail below any additional information about potential impacts that has been highlighted during the consultation.

### **Outcome of equality impact**

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9. Indicate which of the following best describes the equality impact of this project/review:

- 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
- There will be both **positive and negative** impacts if the proposed option is implemented

### **Summary of ECA**

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Write a paragraph below which summarises the key aspects of this ECA.

*NB. - This paragraph will be included in the Decision-making Report as well as the end of year ECA report*

Where specific objectives have been set for any protected groups around equality impact, also include this information below.

### **Next steps**

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Please send this completed ECA to the Insight Team as follows:

Wendy Ohandjanian ([wendy.ohandjanian@coventry.gov.uk](mailto:wendy.ohandjanian@coventry.gov.uk) tel. 7683 2939)

Jaspal Mann ([jaspal.mann@coventry.gov.uk](mailto:jaspal.mann@coventry.gov.uk) tel. 7683 3112)

**Version Control**

<b>Version</b>	<b>Date</b>	<b>Summary of changes (Author)</b>
1.0.0	26.05.16	Initial release (Jaspal Mann)

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## **Part 1**

***This part must be completed and before formal consultation is undertaken and must be available during the consultation stage.***

**Author of this document:** Helen Hodge

**Name of Service Area/Proposal: Family Hub Proposal:** - Nursery provision within Local Authority Children's Centres

**Head of Service:** Fran Doyle

**Date of completion:** 3<sup>rd</sup> August 2016

### ***Background to the planned changes***

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1. What is the background to the planned changes? Why is this change being considered? *If further information is available on the different scenarios that have been considered as part of this work, provide a link to the public document which contains this information.*

The grant Coventry received from central Government has reduced by 44% from 2010/11 to 2016/17 and by 2020 this is estimated to reduce further to a 55% reduction. The budget for the People Directorate is 70% of the Council's net budget and so the services provided by the People Directorate needs to contribute significantly towards those savings.

The scale of grant cuts means the current delivery of services as is no longer sustainable. As a result of the Council's financial position and the needs of residents there needs to be radical changes in the delivery of services. This means working closely with residents and partners in new ways to maximise the total public funding that remains to support the most vulnerable in the city.

Children's Centres (including nurseries), the Youth Service and the Library Service are included within the scope of Connecting Communities Phase 2. Initial proposals have been developed for these service areas to enable delivery of £3.8m savings target for 2017/18.

As part of Connecting Communities Phase 2 it is proposed to develop integrated family hubs for 0-19 year olds, located in areas of highest need; A Family Hub will focus resources on areas and families in highest need in context of national direction and will form a core part of the Early Help offer, ensuring that families most in need are able to easily access support they need, when they need it.

For the Council to develop an integrated model of family support through the development of a series of family hubs that will support people earlier and provide interventions that prevent the need for more intensive involvement by the City Council or other statutory agencies. This approach requires that some existing services will cease to be provided by the City Council in order to ensure

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that the Family Hub model is appropriately resourced and effectively targeted. Delivery of this proposal requires the following:

- To end all Council directly provided term-time nursery provision in children's centres (Foleshill, Tile Hill, Radford, Moat House (Wood End), Middle Ride, Bell Green, Barley Lea (Stoke Aldermoor), Canley and Stoke Heath) and to seek expressions of interest from schools, private, voluntary and independent (PVI) operators to provide nursery provision for 2, 3, and 4 year olds in the these children's centre buildings.

The proposal as described above, within the context of the national direction for funding of local authorities, will focus resources in those areas, and on those families who are in the highest need.

Family hubs will be part of the Council's early help offer, ensuring that families most in need are able to easily access the co-ordinated support they need, when they need it.

### **Children's Centres and Nurseries**

The aim of the proposal is to use buildings more effectively to optimise the number of available and funded nursery places for 2, 3 and 4 year olds across Coventry and to increase take up of these places, particularly in areas of disadvantage.

Engagement with Private Voluntary and Independent nursery providers to date indicates that there is a good appetite from them to deliver increased nursery provision meaning that the Council could end direct delivery of nursery provision.

2. Who do you need to consider as part of this ECA? *\*stakeholder analysis*

Nursery users, Nursery Staff, Private Voluntary Independent (PVI) Childcare Providers Potential and existing, Trade Unions, Schools.

### **Pre-Consultation Engagement**

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*This section refers to any activities that took place (such as briefings, meetings, workshops, scoping exercises etc) with stakeholders before the formal consultation period.*

3. What engagement activities took place prior to formal consultation and what feedback was received in relation to equality issues?

Engagement with Schools: Responses to date is 6 / 8 schools have responded and have requested a meeting to explore further, meetings scheduled.

Engagement with PVI Childcare Sector: Responses collated on going

Staff Engagement:

A variety of opportunities have been made available for staff to become involved as part of the engagement phase:

- Staff Briefings

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- Invited email responses where staff terms and conditions or personal circumstances meant that staff were not present at work
- Team Meeting.
- Voluntary Organisation Engagement:

Family Hub workshop for communities, groups and organisations took place during the engagement phase to further develop the proposals – feedback from this event is currently being collated

### ***Analysis of Impact***

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In this section please ensure that you consider the three aims of the general duty as they affect **protected groups**. These groups are:

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Disability  
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Gender reassignment  
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Pregnancy/Maternity  
Race  
Religion/Belief  
Sexual Orientation

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4. Outline below how this proposal/review could impact on protected groups positively or negatively, and what steps (if any) could be taken to reduce any negative impact that has been identified. ***NB. only include realistic mitigating actions that could be delivered.***

#### **Age**

Nurseries in 9 Local Authority children's centres provide 284 places for 2, 3 and 4 year old funded children. As at July 2016, 238 children are currently registered at these nurseries and access provision.

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If schools or independent childcare providers are unable to deliver the service instead of the Council, any existing Council provided nursery provision would cease which would mean that current service users would be required to find alternative early years provision

For those parents living in areas where the use of children's centres buildings is proposed to change, there is potentially a negative impact around accessibility and proximity of children's centre services for some who may have to travel further to their nearest family hub.

### **Disability**

Information on children who have a disability is collected at locality level and forms part of the child's individual file. The nationally set criteria for Early Learning for 2 year olds and Early Years Pupil Premium for 3 & 4 year olds includes children with SEND.

Of the 238 children are currently on role and who access provision within the 9 Local Authority children's centres 6 children have an Educational, health and care plan and 25 are receiving SEND Support.

Some children who access Nursery provision within a children's centre will meet these criteria.

For those parents living in areas where the use of children's centres buildings is proposed to change, there is potentially a negative impact around accessibility and proximity of children's centre services for some who may have to travel further to their nearest family hub.

If Nursery provision ceases on any children's centre site, children in this group who are displaced as a result would be supported to find an alternative provision where possible through a brokerage service

### **Gender**

This Information is collected at locality level and forms part of the child's individual file

Of the 238 children are currently on role and who access provision within the 9 Local Authority children's centres 103 children are girls and 135 are boys

### **Gender reassignment**

Not applicable due to the 0-5 year old age range of the users of Nurseries, no statistical information is available for the parents of the users for this characteristic as this type of information is not collected by the service

### **Marriage/Civil Partnership**

Not applicable due to the 0-5 year old age range of the users of Nurseries, no statistical information is available for the parents of the users for this characteristic as this type of information is not collected by the service

### **Pregnancy/Maternity**

## Coventry City Council Equality and Consultation Analysis (ECA) Form

Not applicable due to the 0-5 year old age range of the users of Nurseries, no statistical information is available for the parents of the users for this characteristic as this type of information is not collected by the service

### Race

This Information is collected at locality level and forms part of the child's individual file

	AAO	ABA	AIN	APK	BLB	BLF	CHE	MBA	MOT	MWA	MWB	NOT	OEO	WEA	WEN	WES	WHA	WHB	WOB	WRO	Grand Total
Bell Green Surestart			2		1	6		1			1		1	1				21			34
Bright Eyes Nursery			2			14	1		1				3					11			32
Crescent Nursery	1	1	2	1	1	1		1	1	1	1		2				7	13			33
Freddies Pride	10	1	1	10		2		1		2	2	1	5				3	8	1	1	48
Moat House Children's Centre						3						2			1	1		9			16
Mosaic Nursery Canley Children's Centre									1				1					10			12
Radford Children's Centre	1	1	1	6	1													15			25
Sure Start Coventry West		1						1	2	1	1						2	13			21
The Woodlands Nest				1		2		1			2							11			17
<b>Grand Total</b>	<b>12</b>	<b>4</b>	<b>8</b>	<b>18</b>	<b>3</b>	<b>28</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>7</b>	<b>3</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>12</b>	<b>111</b>	<b>1</b>	<b>1</b>	<b>238</b>

### Religion/Belief

No statistical information is available for this characteristic as the Nurseries do not collect this type of information from the users of the service. This Information may be collected at locality level and would form part of the child's individual file.

### Sexual Orientation

Not applicable due to the 0-5 year old age range of the users of Nurseries, no statistical information is available for the parents of the users for this characteristic as this type of information is not collected by the service

### Mitigating actions – applicable to all protected groups affected

The current provision based on children's centres sites contributes to the citywide sufficiency position and therefore In order to sustain this provision opportunities would be provided to both the maintained (schools) and PVI sector to take on the delivery and management of the buildings in order to deliver the early education places.

- Are there any other vulnerable groups that could be affected? i.e. deprivation, looked after children, carers.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

Also include any information about the health/Marmot implications of this proposal. Contact Georgia Faherty ([georgia.faherty@coventry.gov.uk](mailto:georgia.faherty@coventry.gov.uk) or tel. 7683 1950) or Hannah Watts ([hannah.watts@coventry.gov.uk](mailto:hannah.watts@coventry.gov.uk) or tel. 7683 3973) in Public Health for more information.

If the potential de-designation of some children's centres were to happen then there would be possible negative effects on the following groups:

- o Families with low incomes
- o Parents of vulnerable children
- o Newly arrived families

Children's Centres provide support to a wide range of families across the levels of need. Families on low incomes may struggle to engage with family hubs (not in their locality) due to costs of public transport. In this instance their needs may go unmet or worsen if they remain unsupported. The loss of a local community resource where local parents can meet and take part in formal and informal activities may result in greater levels of social isolation.

If nurseries are not taken up by alternative providers there may be a reduction in the number of places available, which may lead to an increase in poor levels of school readiness and educational attainment for children in these localities compared with other areas of the city.

As stated in the Marmot Report '**Fair Society, Healthy Lives: A Strategic Review of Health Inequalities in England Post-2010**': "focusing solely on the most disadvantaged will not reduce health inequalities sufficiently. To reduce the steepness of the social gradient in health, actions must be universal, but with a scale and intensity that is proportionate to the level of disadvantage". Family hubs focus on the most disadvantages and may not therefore reduce health inequalities sufficiently. Potential positive effects:

- Family hubs based on a 0-19 model of integrated care may improve quality of support provided and therefore improve outcomes in the long term whilst reducing duplication.
- If schools do come forward to take over the early years provision that is currently delivered by Children's Centres the continuation in offering a seamless approach to school transition will be well placed to support children to be 'school ready' within their locality.

Mitigating actions:

- o Family hubs will be located in the areas of higher need and those at greatest risk of experiencing health inequalities
- o Ensure information about alternative family focused activities is available, for example via the Health Visiting Service or General Practice
- o Outreach support will be made available to those families who are unable to travel to a family hub
- o Work with local community groups and resources to offer family focused activities

The Nationally set criteria for the 40% most disadvantaged 2 year old includes those children who are LAC

Of the 238 children currently on role and who access provision within the 9 Local Authority children's centres none are identified as Looked After Children.



## Coventry City Council Equality and Consultation Analysis (ECA) Form

If Nursery provision ceases on any children's centre site, children in this group who are displaced as a result would be supported to find an alternative provision where possible through a brokerage service

6. What are the gaps in evidence? Can this be addressed during the consultation stage? If so, how?

Understanding full implications of proposals when service model for each locality is as yet undeveloped.

7. What are the likely impacts of this project/review on staff from protected groups?

### **Staffing Implications**

The specific proposals for Connecting Communities Phase 2 2017/18 will impact on staff in different ways; there are likely to be staffing reductions in some cases and changes to working hours in others. The proposed changes would lead to a reduction of approximately 33 Full Time Equivalents (FTE) in nurseries.

Impact on staff within support services will also need to be quantified as part of the implementation process. Staff and trade unions will be fully consulted on the specific content of the proposals for 2017/18 and any subsequent proposals for implementation. Any changes will be managed in accordance with the City Councils' agreement on management of change which aims to manage staffing reductions through management of vacancies, reviews of temporary contracts and avoidance of compulsory redundancies through redeployment or Early Retirement Voluntary Redundancy opportunities where possible.

### **Characteristics of staff group**

The current (5 August 2016) staffing establishment of the Nursery Service is 32.19 full time equivalent (FTE) contracts.

68% of staff have part-time contracts and all of the staff are female (41 employees). There are currently no employees within the service who are known to be disabled. 50% of contracts are with staff who identify as White, with 25% identifying as being from minority ethnic groups (17% Asian). Ethnicity is not known for 25% of staffing contracts.

Coventry City Council  
Equality and Consultation Analysis (ECA) Form

## Part 2

*This section should be completed AFTER the consultation stage has been concluded.*

Author of this document:

Date of completion:

### **Post-Consultation**

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8. Referring to the information detailed in question 4 of Part 1 of the ECA Form, state if the consultation has confirmed the potential impacts identified that were identified. Also detail below any additional information about potential impacts that has been highlighted during the consultation.

### **Outcome of equality impact**

---

9. Indicate which of the following best describes the equality impact of this project/review:

- 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
- There will be both **positive and negative** impacts if the proposed option is implemented

### **Summary of ECA**

---

Write a paragraph below which summarises the key aspects of this ECA.

*NB. - This paragraph will be included in the Decision-making Report as well as the end of year ECA report*

Where specific objectives have been set for any protected groups around equality impact, also include this information below.

### **Next steps**

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## Coventry City Council Equality and Consultation Analysis (ECA) Form

Please send this completed ECA to the Insight Team as follows:

Wendy Ohandjanian ([wendy.ohandjanian@coventry.gov.uk](mailto:wendy.ohandjanian@coventry.gov.uk) tel. 7683 2939)

Jaspal Mann ([jaspal.mann@coventry.gov.uk](mailto:jaspal.mann@coventry.gov.uk) tel. 7683 3112)

### Version Control

Version	Date	Summary of changes (Author)
1.0.0	26.05.16	Initial release (Jaspal Mann)

## Coventry City Council Equality and Consultation Analysis (ECA) Form

*In line with the principles of decision making outlined in the City Council Constitution, the Council will ensure that its decision making is open and transparent, and that due regard is given to the Council's obligations and desire to promote equality of opportunity and equal treatment.*

### Part 1

***This part must be completed and before formal consultation is undertaken and must be available during the consultation stage.***

**Author of this document:** Helen Hodge

**Name of Service Area/Proposal:** Children's Services/Youth Service

**Head of Service:** Fran Doyle

**Date of completion:** 3<sup>rd</sup> August 2016

#### ***Background to the planned changes***

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1. What is the background to the planned changes? Why is this change being considered? *If further information is available on the different scenarios that have been considered as part of this work, provide a link to the public document which contains this information.*

The grant Coventry received from central Government has reduced by 44% from 2010/11 to 2016/17 and by 2020 this is estimated to reduce further to a 55% reduction. The budget for the People Directorate is 70% of the Council's net budget and so the services provided by the People Directorate needs to contribute significantly towards those savings.

The scale of grant cuts means the current delivery of services as is no longer sustainable. As a result of the Council's financial position and the needs of residents there needs to be radical changes in the delivery of services. This means working closely with residents and partners in new ways to maximise the total public funding that remains to support the most vulnerable in the city.

Children's Centres (including nurseries), the Youth Service and the Library Service are included within the scope of Connecting Communities Phase 2. Initial proposals have been developed for these service areas to enable delivery of £3.8m savings target for 2017/18.

As part of Connecting Communities Phase 2 it is proposed to develop integrated family hubs for 0-19 year olds, located in areas of highest need; A Family Hub will focus resources on areas and families in highest need in context of national direction and will form a core part of the Early Help offer, ensuring that families most in need are able to easily access support they need, when they need it.

For the Council to develop an integrated model of family support through the development of a series of family hubs that will support people earlier and provide interventions that prevent the need for more intensive involvement by the City Council or other statutory agencies. This approach requires that some existing services will cease to be provided by the City Council in

## Coventry City Council Equality and Consultation Analysis (ECA) Form

order to ensure that the Family Hub model is appropriately resourced and effectively targeted. Delivery of this proposal requires the following:

The Youth Service proposal is:

- To retain Council delivery of a targeted and specialist youth offer focused on young people who are hardest to reach and most vulnerable as part of the family hub model; and
- To end Council provided universal youth work provision in the following 16 locations: Youth Centres: African Caribbean Centre for Young People (Freehold Street, Hillfields), Hillfields Young People's Centre (Yardley Street, Hillfields), Jardine Crescent Young People's Centre, On Target Youth Centre (Doe Bank Lane, Spon End), People's Place (Acorn Street, Stoke Aldermoor), Stoke Park Youth Centre, Whoberley Youth Centre, Wood End Youth Centre (The Venny); and Community venues at Bell Green Community Centre, Cheylesmore Community Centre, Hagard Community Centre, Henley Green Community Centre, Jubilee Crescent Community Centre, Stoke Heath Community Centre, Xcel Leisure Centre (Canley) and Baginton Fields School.

The proposals described above, within the context of the national direction for funding of local authorities, will focus resources in those areas, and on those families who are in the highest need.

Family hubs will be part of the Council's early help offer, ensuring that families most in need are able to easily access the co-ordinated support they need, when they need it.

### **Youth Service**

- The Council will retain a targeted youth support service that is a key component of the Council's Early Help Offer.
- Council-provided youth services are provided free of charge with universal access to young people. Many other activities take place across the city and only circa 2,700 young people of a total circa 32,000 in the city currently access the Council service each year.

### *2. Who do you need to consider as part of this ECA? \*stakeholder analysis*

Youth Centre Users, Community venues, Trade Unions, local voluntary/community sector organisations

### ***Pre-Consultation Engagement***

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*This section refers to any activities that took place (such as briefings, meetings, workshops, scoping exercises etc) with stakeholders before the formal consultation period.*

3. What engagement activities took place prior to formal consultation and what feedback was received in relation to equality issues?

It is anticipated that this consultation will take place between September and November 2016.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

Staff briefings; information circulated to wider partners effected by the proposal

Engagement workshops and trade union briefings

Provisionally - Directly affected Staff and TU briefings – wider communications to all staff and possible media update

Further activities engagement activities in the form of multi-agency workshops will continue throughout engagement and consultation

Family Hub workshop for communities, groups and organisations took place during the engagement phase to further develop the proposals – feedback from this event is currently being collated

### ***Analysis of Impact***

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In this section please ensure that you consider the three aims of the general duty as they affect **protected groups**. These groups are:

Age  
Disability  
Gender  
Gender reassignment  
Marriage/Civil Partnership  
Pregnancy/Maternity  
Race  
Religion/Belief  
Sexual Orientation

The **three aims of the general duty** require that a public authority, in the exercise of its functions, must have due regard to the need to:

1. Eliminate discrimination, harassment and victimisation
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

***Note – when identifying potential impacts below, please only include impacts that may exist over and above general impacts that may affect the wider community/population. For example, a reduction in grant to Coventry Citizens Advice would affect all service users through a reduced level of first line advice being available to all – but it would affect the following groups more; age, disability, gender and race as they represent a larger proportion of the clients who use the advice service.***

4. **Outline below how this proposal/review could impact on protected groups positively or negatively, and what steps (if any) could be taken to reduce any negative impact that has been identified. NB. only include realistic mitigating actions that could be delivered.**

## Coventry City Council Equality and Consultation Analysis (ECA) Form

Coventry City Council has a long history of providing youth work opportunities to young people aged 11 to 21 (25 with special needs and disabilities) in the city.

The Youth Service currently provides youth work opportunities at its youth centres, community venues and through detached work particularly in parks and city centre. Historically, youth work involves 'universal', open access and voluntary engagement by young people through which they receive support from youth workers using a range of activities aiming to work with: disaffected young people; disabled young people and those with special needs; young people referred by MOG; young people leaving care; young carers; young people in the criminal justice system e.g. with YOS; young people affected by 'hidden harms'; young parents; lesbian, gay, bisexual and transgender young people.

Youth workers use a varied range of activities such as music and media, dance performance, drama and other arts; sport such as football, boxing, basketball, table tennis, badminton, fitness training, outdoor pursuits such as climbing and canoeing; cook and eat well projects; community action and participation in decision making (e.g. local youth forum and volunteering).

Building positive relationships with youth workers, young people can then benefit from personal, social and emotional development through which make positive choices about their lives. Through these approaches the Youth Service has helped reduce teenage pregnancies in the city by promoting the C-Card scheme, improved educational outcomes for school pupils, reduced crime in high crime areas thereby diverting young people from offending, assisted in improving health outcomes, supported looked after young people in the transition to independent living, carried out return home interviews for young people who have been returned by the police after missing episodes, helped protect young people from the risk of harm from CSE and domestic violence.

### Age

All participants accessing universal youth work provision are between 10 and 21 and it is anticipated that there will be a high proportion of young people aged 13 and 17 who will be affected over and above the general impact

**Negative impacts:** Reducing resources for universal youth work provision will mean less voluntary engagement by young people through open access youth work with this age group

**Mitigations:** through the process of engagement with voluntary and third sector groups this impact will be highlighted with a view to encouraging these organisations to make a contribution towards filling gaps created by the changes

### Disability

Information about special educational need and disability is not collected by the Youth Service though anecdotal evidence is that youth workers are working with a significant number of young people with additional educational needs who voluntarily attend open access provision or who are referred for one-to-one support.

In addition, the Youth Service has two youth clubs for disabled young people, one at Baginton Fields Special School for young people with complex disabilities; the other for young people with physical disabilities at Whoberley Youth Centre.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

**Negative impacts:** the proposals would mean the Youth Service no longer supporting the two youth clubs (Bagington Fields and Whoberley) clubs with a potential negative impact on approximately 50 individual disabled young people who regularly attend.

**Mitigation:** Special schools to be approached during consultation phase and the potential gap in service will be highlighted with a view to them taking on the youth club provision

### **Gender**

The universal open access nature of the Youth Service currently, all young people regardless of gender are welcome to attend and youth provision. Some youth centres organise specific activities for young women: a girls group, girl's only activities, particularly for International Women's Day. The female who attend these sessions would be negatively impacted if the activities ceased.

### **Gender reassignment**

No statistical information is available for this characteristic as the Youth Service does not collect this type of information from the users of the service

### **Marriage/Civil Partnership**

No statistical information is available for this characteristic as the Youth Service does not collect this type of information from the users of the service.

### **Pregnancy/Maternity**

No statistical information is available for this characteristic as the Youth Service does not collect this type of information from the users of the service.

### **Race**

The universal open access nature of the Youth Service currently, all young people regardless of race, religion and belief are welcome to attend and youth provision will generally reflect the population characteristics of the neighbourhood in which they occur.

Only on youth centre has a specific target group the African Caribbean Centre for Young People (ACCYP) in Freehold Street, Hillfields. Attendance at this youth centre has also been impacted by the local population which has more recently been predominantly eastern European. These ethnic groups will therefore be impacted negatively if these activities cease.

### **Sexual Orientation**

No statistical information is available for this characteristic as the Youth Service does not collect this type of information from the users of the service.

### **Mitigating actions – applicable to all protected groups affected**

The proposal is to develop integrated family hubs for 0-19 year olds, located in areas of highest need, focusing resources on areas and families in highest need in context of national direction.



## Coventry City Council Equality and Consultation Analysis (ECA) Form

Family hubs to be core part of Early Help offer, ensuring that families most in need are able to easily access support they need, when they need it.

What Family Hubs would do

- Improving information and advice about services available in the city and how to access them through a self-serve approach, building on community assets
- Integrated approach to service delivery across council, health, education and the private voluntary independent sectors
- An integrated 0-19 universal and early help offer that utilises a single plan, common IT systems, facilitated by co-location
- Universal and targeted delivery pulled together into a seamless, well managed team
- Model of delivery – everyone understands the part they play – ensures quality of practice with hubs at the heart of communities
- Children, young people and families are able to access care and support that is coordinated, seamless, person centred, empowering and effective
- Outreach support is designed into the model – to ensure the greatest possible access for families, this will include locally based community facilities where appropriate and 1.1 support will be provided in families' homes

As part of this the Youth service will be realigned into the new model which will comprise of a Vulnerable services team and a targeted workforce embedded in the early help hubs, to undertake individual; and small group work with those identified as at risk/on the cusp of engagement with harmful activity or offending, step down from YOS and social care, edge of care, placement and housing support, disability and special needs, hidden harms, risky behaviours, mental health issues, sexual health and relationships, unplanned pregnancy ,early parenthood, substance and alcohol use, domestic abuse, bullying, grooming, gangs involvement. This team would continue delivery of C card – ensuring young people have access to quality sexual health services.

In 8 months to April 2016 Youth Service staff had contact with more than 31,000 young people at youth centres, community locations and detached locations and in 1-2-1 referrals (including RHIs). Withdrawing direct delivery of Universal Youth Work provision from 16 locations (youth centres and community venues) will reduce footfall by 87%, whilst at the same time increasing the capacity for staff to take referrals for targeted interventions – this cannot be quantified at this time but is likely to exceed the current level of 1-2-1 cases held by staff currently 12 at any one time.

Two centres at The Hillfields Young People's Centre (Yardley Street, Hillfields) and On Target Youth Centre (Doe Bank Lane, Spon End) will continue to be used as well-equipped bases for targeted delivery as part of Early Help Service

### **5. Are there any other vulnerable groups that could be affected? i.e. deprivation, looked after children, carers.**

Also include any information about the health/Marmot implications of this proposal. Contact Georgia Faherty ([georgia.faherty@coventry.gov.uk](mailto:georgia.faherty@coventry.gov.uk) or tel. 7683 1950) or Hannah Watts ([hannah.watts@coventry.gov.uk](mailto:hannah.watts@coventry.gov.uk) or tel. 7683 3973) in Public Health for more information.

Youth centres and youth clubs are already targeted into many of the most deprived areas of Coventry, and though the Family Hub model will continue to provide targeted interventions into those communities, the universal open access work of the Youth Service will cease, two centres

## Coventry City Council Equality and Consultation Analysis (ECA) Form

at The Hillfields Young People's Centre (Yardley Street, Hillfields) and On Target Youth Centre (Doe Bank Lane, Spon End) will continue to be used as well-equipped bases for targeted delivery as part of Early Help Service

No information is collected on the number of looked after young people and young carers accessing the universal open access youth clubs but often, as part of follow up to episodes of being missing and youth workers carrying out return home interviews, young people are encouraged to and do attend youth centre provision from which they gain additional support.

Potential ending of direct delivery of Universal Youth Work provision may have possible negative effects on the following groups:

- o Families with low incomes - who do not qualify for targeted support
- o Newly arrived families - who do not qualify for targeted support

Universal Youth Work includes provision of support to a wide range of young people and also enables unmet need to be identified.

As stated in the Marmot Report '**Fair Society, Healthy Lives: A Strategic Review of Health Inequalities in England Post-2010**': "focusing solely on the most disadvantaged will not reduce health inequalities sufficiently. To reduce the steepness of the social gradient in health, actions must be universal, but with a scale and intensity that is proportionate to the level of disadvantage". Ending of universal provision moves away from this approach.

Young people from low income families may struggle to engage with alternative provision (not in their locality) due to costs of public transport.

The loss of a local community resource where local young people can meet and take part in activities may result in greater levels of social isolation.

Potential positive effects:

- None identified

Mitigating actions:

- o Ensure information about alternative youth focused activities is available, for example via local schools
- o Ensure the targeted and specialist youth offer works closely with schools and other providers of universal support in order to identify children where there are emerging or unmet support needs
- o Work with local community groups and resources to offer youth focused activities

### **6. What are the gaps in evidence? Can this be addressed during the consultation stage? If so, how?**

We don't have robust data on many of the protected characteristics due to the way the data has been collected – feedback from consultation groups may bring forward further information about the impacts and usage of Youth Service

**Coventry City Council**  
**Equality and Consultation Analysis (ECA) Form**

**7. What are the likely impacts of this project/review on staff from protected groups?**

**Staffing Implications**

The specific proposals for Connecting Communities Phase 2 2017/18 will impact on staff in different ways; there are likely to be staffing reductions in some cases and changes to working hours in others. The proposed changes would lead to a reduction of circa 12 FTE in Youth Services.

Impact on staff within support services will also need to be quantified as part of the implementation process. Staff and trade unions will be fully consulted on the specific content of the proposals for 2017/18 and any subsequent proposals for implementation. Any changes will be managed in accordance with the City Councils' agreement on management of change which aims to manage staffing reductions through management of vacancies, reviews of temporary contracts and avoidance of compulsory redundancies through redeployment or Early Retirement Voluntary Redundancy opportunities where possible.

Within the proposed restructure model there is a reduction in capacity both at delivery level and within the management of the service.

Reduction in geographical spread of staff

Fewer delivery points will mean coverage of the city by Youth Service staff will be reduced. Changing the style of delivery of youth work will reduce its 'universal' offer and the impact of an offer of informal learning to a large group of young people attending youth work programmes.

**Characteristics of staff group**

The current (18 July 2016) staffing establishment of the Youth Service is 28.02 full time equivalent (FTE) contracts.

78% of staff have part-time contracts. There are currently 12 employees within the service who are known to be disabled. 54% of contracts are with staff who identify as White, with 21% identifying as being from minority ethnic groups (6% Asian). Ethnicity is not known for 25% of staffing contracts.

Coventry City Council  
Equality and Consultation Analysis (ECA) Form

## Part 2

*This section should be completed AFTER the consultation stage has been concluded.*

Author of this document:

Date of completion:

### **Post-Consultation**

---

8. Referring to the information detailed in question 4 of Part 1 of the ECA Form, state if the consultation has confirmed the potential impacts identified that were identified. Also detail below any additional information about potential impacts that has been highlighted during the consultation.

### **Outcome of equality impact**

---

9. Indicate which of the following best describes the equality impact of this project/review:

- 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
- There will be both **positive and negative** impacts if the proposed option is implemented

### **Summary of ECA**

---

Write a paragraph below which summarises the key aspects of this ECA.

*NB. - This paragraph will be included in the Decision-making Report as well as the end of year ECA report*

Where specific objectives have been set for any protected groups around equality impact, also include this information below.

### **Next steps**

---

## Coventry City Council Equality and Consultation Analysis (ECA) Form

Please send this completed ECA to the Insight Team as follows:

Wendy Ohandjanian ([wendy.ohandjanian@coventry.gov.uk](mailto:wendy.ohandjanian@coventry.gov.uk) tel. 7683 2939)

Jaspal Mann ([jaspal.mann@coventry.gov.uk](mailto:jaspal.mann@coventry.gov.uk) tel. 7683 3112)

### Version Control

Version	Date	Summary of changes (Author)
1.0.0	26.05.16	Initial release (Jaspal Mann)

## Coventry City Council Equality and Consultation Analysis (ECA) Form

*In line with the principles of decision making outlined in the City Council Constitution, the Council will ensure that its decision making is open and transparent, and that due regard is given to the Council's obligations and desire to promote equality of opportunity and equal treatment.*

### Part 1

***This part must be completed and before formal consultation is undertaken and must be available during the consultation stage.***

**Author of this document: Debbie Dawson**

**Name of Service Area/Proposal: Library Service – Core Libraries**

**Head of Service: Peter Barnett**

**Date of completion: 27 July 2016**

#### ***Background to the planned changes***

---

1. What is the background to the planned changes? Why is this change being considered? *If further information is available on the different scenarios that have been considered as part of this work, provide a link to the public document which contains this information.*

The grant Coventry received from central Government has reduced by 44% from 2010/11 to 2016/17 and by 2020 this is estimated to reduce further to a 55% reduction. The budget for the People Directorate is 70% of the Council's net budget and so the services provided by the People Directorate needs to contribute significantly towards those savings.

The scale of grant cuts means the current delivery of services as is no longer sustainable. As a result of the Council's financial position and the needs of residents there needs to be radical changes in the delivery of services. This means working closely with residents and partners in new ways to maximise the total public funding that remains to support the most vulnerable in the city.

Children's Centres (including nurseries), the Youth Service and the Library Service are included within the scope of Connecting Communities Phase 2. Initial proposals have been developed for these service areas to enable delivery of £3.8m savings target for 2017/18.

Coventry aims to have a modern, comprehensive library service that is sustainable in the context of a library gross budget reduction (excluding overheads and property) from £3.9m in 2016/17 (prior to implementation of Phase 1 Connecting Communities proposals) to an indicative gross budget of £2.4m for 2017/18 – a reduction of 38%. Our approach is informed by both the direction of library services nationally and by Coventry's Library Services Needs Assessment (2015), including priority ranking of Coventry libraries taking account of deprivation and usage factors.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

The proposal is to develop sustainable, modern and comprehensive libraries as community hubs in three broad categories: core libraries, partnership libraries and community libraries. The suggested service model is based on three categories of library, as detailed below.

### 1. Core Libraries

The following libraries are in this category: Central, Bell Green, Foleshill, Stoke and Tile Hill.

Core libraries are those in areas of higher deprivation and which have good usage. The proposal is to retain five core library services; Central Library, Bell Green, Foleshill, Stoke and Tile Hill with a reduced budget and increased self-service and volunteering opportunities as well as seeking to share space with partners wherever possible. These libraries would have some staffing reduction and estimated savings for these libraries would be £160k per year.

### 2. Partnership Libraries

The following libraries are proposed to be in this category: Aldermoor, Canley, Hillfields, Jubilee Crescent and Allesley Park. (Phase 1: Willenhall and Holbrooks/ Arena Park).

For each of these there is scope for libraries to be located in the same building as community organisations or services. They also tend to be in areas of higher deprivation (except Allesley Park – which is a new modern facility). These libraries will have the benefit to the public of having library services (books, information and advice, digital) and services delivered by other community organisations and services (eg. Adult Education, Food Bank, advice etc.) under one roof. These partnership libraries will enable stronger opportunity for volunteering and community buy-in and they will have buildings staffed by a mix of people (library staff, community organisation/service staff and volunteers).

Estimated savings for these libraries would be £119k per year.

### 3. Community-led libraries or closures

Caludon, Cheylesmore, Coundon, Finham and Earlsdon are proposed as community-led libraries. These are because they are areas of lower deprivation and there could be potential capacity in these areas for community group(s) to step up to run them.

These are libraries that the community lead rather than the Council. It is envisaged that community group(s) will step up to run them using existing stock, equipment (and in some cases buildings), with the potential for them to pull in other activities, funding and services. They would receive some Council advice/support but not dedicated staff

The preferred outcome is that libraries in this category will be led by community organisations to enable library points across the city to continue. However, these libraries will be earmarked for closure if community organisations are not able to lead them.

This ECA focuses on the libraries proposed as **Core** libraries.

In 2015/16 there were 426,851 visits to Central Library, which is the most visited library in the city. The library is currently open 66.5 hours per week.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

In 2015/16 there were 152,422 visits to Bell Green Community Library and Learning Centre, and the library remains one of the most visited libraries in the city (ranked second out of 17 libraries, after Central Library). The library is currently open 51 hours per week.

In 2015/16 there were 132,818 visits to Foleshill Community Library, which is the third most visited library in the city. The library is currently open 61 hours per week.

In 2015/16 there were 100,479 visits to Stoke Community Library. The library is ranked 8 out of 17 libraries in the city for number of visits. Stoke library is currently open 51 hours per week.

In 2015/16 there were 111,181 visits to Tile Hill Community Library and Learning Centre. The library is ranked 6 out of 17 libraries in the city for number of visits. Tile Hill Library is open 51 hours per week.

### 2. Who do you need to consider as part of this ECA? *\*stakeholder analysis*

Library service users; library service staff; voluntary and community sector groups and organisations; Trade Unions; organisations / groups that currently operate in libraries affected by changes and their service users; groups / organisations (including statutory) that could be interested in accommodating alternative provision or co-locating with library service.

### ***Pre-Consultation Engagement***

---

*This section refers to any activities that took place (such as briefings, meetings, workshops, scoping exercises etc) with stakeholders before the formal consultation period.*

### 3. What engagement activities took place prior to formal consultation and what feedback was received in relation to equality issues?

- Save Coventry Libraries meeting on 11<sup>th</sup> July. 25 people attended
- Libraries workshop on 22<sup>nd</sup> July. 23 people attended
- WEHM event on 20<sup>th</sup> July. 45 people attended

### ***Analysis of Impact***

---

In this section please ensure that you consider the three aims of the general duty as they affect **protected groups**. These groups are:

Age  
Disability  
Gender



## Coventry City Council Equality and Consultation Analysis (ECA) Form

Gender reassignment  
Marriage/Civil Partnership  
Pregnancy/Maternity  
Race  
Religion/Belief  
Sexual Orientation

The **three aims of the general duty** require that a public authority, in the exercise of its functions, must have due regard to the need to:

1. Eliminate discrimination, harassment and victimisation
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

**Note – when identifying potential impacts below, please only include impacts that may exist over and above general impacts that may affect the wider community/population.** For example, a reduction in grant to Coventry Citizens Advice would affect all service users through a reduced level of first line advice being available to all – but it would affect the following groups more; age, disability, gender and race as they represent a larger proportion of the clients who use the advice service.

4. Outline below how this proposal/review could impact on protected groups positively or negatively, and what steps (if any) could be taken to reduce any negative impact that has been identified. *NB. only include realistic mitigating actions that could be delivered.*

Libraries proposed as Core libraries would remain as Library Service-led libraries, with an extension of use of self-service facilities for issuing and returning books etc and potentially increased opportunities for volunteering and shared facilities. The change in service in these libraries will be minimal and so we anticipate a limited impact on library users with protected characteristics.

Increased opportunities for volunteering could have positive benefits for residents – for example in enabling development of employability skills for those seeking work, as well as more general wellbeing benefits of volunteering. The Council's volunteering strategy will seek to ensure that volunteering opportunities are particularly targeted at under-represented groups.

It should be noted that the proposals for Partnership and Community-led libraries may generate increased pressure on resources in the Core libraries if libraries close or move and their users decant to the Core libraries. This could, for example, impact on access to computers and to activities such as Rhymetime.

**Age** – This proposal would affect children, adults and older people who currently use Central, Bell Green, Foleshill, Stoke and Tile Hill libraries. The data below reflects those who are registered members of these libraries, however members of the Coventry Library and Information Service are able to use any libraries in the city.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

There are 4450 registered members of the Library and Information Service at Bell Green Library (as at end March 2016), of whom:

- 1811 are children (0-15 years)
- 2250 are adults
- 158 are senior citizens.

There are 7051 registered members of the Library and Information Service at Foleshill Library (as at end March 2016), of whom:

- 2744 are children (0-15 years)
- 4059 are adults
- 134 are senior citizens.

There are 25315 registered members of the Library and Information Service at Central Library (as at end March 2016), of whom:

- 4481 are children (0-15 years)
- 18568 are adults
- 1418 are senior citizens.

There are 5006 registered members of the Library and Information Service at Stoke Library (as at end March 2016), of whom:

- 1687 are children (0-15 years)
- 3001 are adults
- 188 are senior citizens.

There are 5332 registered members of the Library and Information Service at Tile Hill Library (as at end March 2016), of whom:

- 1691 are children (0-15 years)
- 2951 are adults
- 515 are senior citizens.

(Note, the discrepancy in figures is because the total figure includes users not classified by age, for example those with a 'passport to leisure' or childminder ticket. It is likely that most of these fall into the categories of adults or senior citizens.)

The move to greater use of self-service facilities may have a negative impact on some older people who are less comfortable with using new technology. Library staff will be available to support users to use the self-service facilities and will be able to draw on council training to equip them to support users in this way.

**Disability** – Some of the people who currently use the libraries proposed as core libraries may have a disability. The Library and Information Service does not hold full records on library users with disabilities though it does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users.

Detailed below are the number of library users who have declared they have a hearing or visual impairment for each of the libraries in this category, as at end of March 2016:

Bell Green - 148  
Central - 383  
Foleshill - 35

## Coventry City Council Equality and Consultation Analysis (ECA) Form

Stoke - 41

Tile Hill - 50

The Coventry Home Library Service is available for people who are housebound and potentially available to people of all ages with limited mobility to access alternative community libraries. The Library and Information Service will also promote a wide range of services that are available for people to access from their own home 24/7 eg. renew and reserve books, and access online reference and information services.

The move to greater use of self-service facilities may have a negative impact on some people with disabilities who may struggle to use new technology. Library staff will be available to support users to use the self-service facilities and will be able to draw on council training to equip them to support users in this way. For some people with disabilities that cause them to find social interaction difficult (for example, some on the Autistic spectrum) the move to greater use of self-service facilities may be beneficial.

**Gender** – No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specifically their gender.

**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.

**Marriage/Civil Partnership** – No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specifically their marital status.

**Pregnancy/Maternity** – No information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. 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. Availability of these services are not expected to be affected by the proposals for Core libraries.

**Race** – The Library and Information Service does not collect this type of information about the users of the service. However, Census data is available to provide the ethnic profile of residents living in the library catchment areas:

73% of residents in the library catchment area for Bell Green library identify as White British according to the Census 2011 and 27% identify themselves from minority ethnic groups, of whom 9% are Black.

48% of residents in the library catchment area for Central library identify as White British according to the Census 2011. 9% identify themselves as 'other White', 9% identify themselves as Indian, and 9% Black African, with a further 16% identifying themselves from other minority ethnic groups.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

39% of residents in the library catchment area for Foleshill library identify as White British according to the Census 2011. 35% identify themselves as Asian (incorporating Indian, Pakistani, Bangladeshi and other Asian groups), 7% identify themselves as Black African, and 7% Other White, with a further 12% identifying themselves from other minority ethnic groups.

61% of residents in the library catchment area for Stoke library identify as White British according to the Census 2011. 17% identify themselves as Asian (incorporating Indian, Pakistani, Bangladeshi and other Asian groups), 11% identify themselves as White Irish and Other White and 6% identify as Black African.

89% of residents in the library catchment area for Tile Hill library identify as White British according to the Census 2011 and 11% identify themselves from minority ethnic groups.

The move to greater use of self-service facilities may have a negative impact on some people whose first language is not English. Library staff will be available to support users to use the self-service facilities and will be able to draw on council training to equip them to support users in this way. The self-service machines enable users to select a language of their choice for ease of use.

The Library and Information Service Diversity Team will continue to work in libraries across the city, using language skills and cultural understanding to provide a range of stock and events reflecting the needs of people in the city.

**Religion/Belief** – 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.

**Sexual Orientation** – 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.

5. Are there any other vulnerable groups that could be affected? i.e. deprivation, looked after children, carers.

Also include any information about the health/Marmot implications of this proposal. Contact Georgia Faherty ([georgia.faherty@coventry.gov.uk](mailto:georgia.faherty@coventry.gov.uk) or tel. 7683 1950) or Hannah Watts ([hannah.watts@coventry.gov.uk](mailto:hannah.watts@coventry.gov.uk) or tel. 7683 3973) in Public Health for more information.

### **Deprivation**

The libraries proposed as partnership libraries are in areas of higher deprivation, which is why the Library Service proposes to focus its resources in these areas.

We do not consider that the proposed changes to the service in libraries identified as Core libraries will impact on deprivation.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

### Health / Marmot implications

Minimal changes proposed to core libraries, so expect to have no significant effect on health inequalities.

Volunteering opportunities within these libraries will be increased – this could benefit people who are looking to engage more within their community, and could be an opportunity for people currently out of work and seeking ways to improve their employability skills.

6. What are the gaps in evidence? Can this be addressed during the consultation stage? If so, how?

We do not have robust data on many of the protected characteristics due to the way the data is collected by the Library and Information Service. Feedback from the formal consultation may bring forward further information about the impacts and usage of libraries by people of different protected groups.

Staffing implications post Phase 1 implementation will need consideration when this information becomes available.

7. What are the likely impacts of this project/review on staff from protected groups?

### Characteristics of staff group

At this pre-consultation stage of writing, the staffing profile is as outlined below. How protected groups will be affected is as yet unknown and impact will be assessed more fully post-consultation.

The current (21 July 2016) staffing establishment of the Library and Information Service is 106.77 full time equivalent (FTE) contracts. Implementation of Phase 1 of the Connecting Communities programme will reduce the FTE contracts by 20 by October 2016, though the detail of which employees are affected is not yet confirmed. The total employee headcount is currently 170, and total contract count is 196.

82% of staff have part-time contracts and more than three quarters of staff are female (150 employees). We know that many choose to work in a particular location due to caring responsibilities or childcare commitments. The majority of staff are paid on a Grade 2 salary, with 137 (of 196) receiving an annual salary of less than £17,547. There are currently 23 employees within the service who are known to be disabled. 62% of contracts are with staff who identify as White, with 18% identifying as being from minority ethnic groups (13% Asian). Ethnicity is not known for 20% of staffing contracts.

Staffing reductions as a result of the current proposals would be made from across the service, not just from those staff currently working in affected libraries. The service would be treated as one and any redundancies would be taken from the whole service

## Coventry City Council Equality and Consultation Analysis (ECA) Form

The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

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 an existing role 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.

At Bell Green Library there are currently 8 employees (5.49 FTE).

At Central Library there are currently 46 employees with a total of 48 contracts (30.56 FTE).

At Foleshill Library there are currently 9 employees (6.38 FTE).

At Stoke Library there are currently 12 employees (6.84 FTE).

At Tile Hill Library there are currently 11 employees and a total of 12 contracts (6.2 FTE).

Coventry City Council  
Equality and Consultation Analysis (ECA) Form

## Part 2

*This section should be completed AFTER the consultation stage has been concluded.*

Author of this document:

Date of completion:

### **Post-Consultation**

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8. Referring to the information detailed in question 4 of Part 1 of the ECA Form, state if the consultation has confirmed the potential impacts identified that were identified. Also detail below any additional information about potential impacts that has been highlighted during the consultation.

### **Outcome of equality impact**

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9. Indicate which of the following best describes the equality impact of this project/review:

- 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
- There will be both **positive and negative** impacts if the proposed option is implemented

### **Summary of ECA**

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Write a paragraph below which summarises the key aspects of this ECA.

*NB. - This paragraph will be included in the Decision-making Report as well as the end of year ECA report*

Where specific objectives have been set for any protected groups around equality impact, also include this information below.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

### **Next steps**

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Please send this completed ECA to the Insight Team as follows:

Wendy Ohandjanian ([wendy.ohandjanian@coventry.gov.uk](mailto:wendy.ohandjanian@coventry.gov.uk) tel. 7683 2939)

Jaspal Mann ([jaspal.mann@coventry.gov.uk](mailto:jaspal.mann@coventry.gov.uk) tel. 7683 3112)

### **Version Control**

<b>Version</b>	<b>Date</b>	<b>Summary of changes (Author)</b>
1.0.0	26.05.16	Initial release (Jaspal Mann)



## Coventry City Council Equality and Consultation Analysis (ECA) Form

*In line with the principles of decision making outlined in the City Council Constitution, the Council will ensure that its decision making is open and transparent, and that due regard is given to the Council's obligations and desire to promote equality of opportunity and equal treatment.*

### Part 1

***This part must be completed and before formal consultation is undertaken and must be available during the consultation stage.***

**Author of this document: Debbie Dawson**

**Name of Service Area/Proposal: Library Service – Partnership Libraries**

**Head of Service: Peter Barnett**

**Date of completion: 27 July 2016**

#### ***Background to the planned changes***

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1. What is the background to the planned changes? Why is this change being considered? *If further information is available on the different scenarios that have been considered as part of this work, provide a link to the public document which contains this information.*

The grant Coventry received from central Government has reduced by 44% from 2010/11 to 2016/17 and by 2020 this is estimated to reduce further to a 55% reduction. The budget for the People Directorate is 70% of the Council's net budget and so the services provided by the People Directorate needs to contribute significantly towards those savings.

The scale of grant cuts means the current delivery of services as is no longer sustainable. As a result of the Council's financial position and the needs of residents there needs to be radical changes in the delivery of services. This means working closely with residents and partners in new ways to maximise the total public funding that remains to support the most vulnerable in the city.

Children's Centres (including nurseries), the Youth Service and the Library Service are included within the scope of Connecting Communities Phase 2. Initial proposals have been developed for these service areas to enable delivery of £3.8m savings target for 2017/18. Coventry aims to have a modern, comprehensive library service that is sustainable in the context of a library gross budget reduction (excluding overheads and property) from £3.9m in 2016/17 (prior to implementation of Phase 1 Connecting Communities proposals) to an indicative gross budget of £2.4m for 2017/18 – a reduction of 38%. Our approach is informed by both the direction of library services nationally and by Coventry's Library Services Needs Assessment (2015), including priority ranking of Coventry libraries taking account of deprivation and usage factors.

The proposal is to develop sustainable, modern and comprehensive libraries as community hubs. The suggested service model is based on three categories of library, as detailed below.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

### 1. Core Libraries

The following libraries are in this category: Central, Bell Green, Foleshill, Stoke and Tile Hill.

Core libraries are those in areas of higher deprivation and which have good usage. The proposal is that core libraries continue as council-led library services. In these libraries, self-service would be extended, that there will be increased opportunities for volunteering and we would work with partners to share space where possible. These libraries would have some staffing reduction and estimated savings for these libraries would be £160k per year.

### 2. Partnership Libraries

The following libraries are proposed to be in this category: Aldermoor, Canley, Hillfields, Jubilee Crescent and Allesley Park. (Phase 1: Willenhall and Arena Park relocation).

For each of these there is scope for libraries to be located in the same building as community organisations or services. They also tend to be in areas of higher deprivation (except Allesley Park – which is a new modern facility). These libraries will have the benefit to the public of having library services (books, information and advice, digital) and services delivered by other community organisations and services (eg. Adult Education, Food Bank, advice etc.) under one roof. These partnership libraries will enable stronger opportunity for volunteering and community buy-in and they will have buildings staffed by a mix of people (library staff, community organisation/service staff and volunteers).

Estimated savings for these libraries would be £119k per year.

### 3. Community-led libraries or closures

Caludon, Cheylesmore, Coundon, Finham and Earlsdon are proposed as community-led libraries. These are because they are areas of lower deprivation and there could be potential capacity in these areas for community group(s) to step up to run them.

These are libraries that the community lead rather than the Council. It is envisaged that community group(s) will step up to run them using existing stock, equipment (and in some cases buildings), with the potential for them to pull in other activities, funding and services. They would receive some Council advice/support but not dedicated staff

The preferred outcome is that libraries in this category will be led by community organisations to enable library points across the city to continue. However, these libraries will be earmarked for closure if community organisations are not able to lead them.

This ECA focuses on the libraries proposed as **Partnership libraries**.

In 2015/16 there were 19,521 visits to Canley Community library, which was almost 9% up on the number of visits in 2014/15 (17918). Canley library remains one of the least visited libraries in the city (ranked 16 out of 17 libraries). Canley library is currently open for 26 hours per week.

Monday 9.00 - 5:00

Tuesday 9.00 - 1:00

## Coventry City Council Equality and Consultation Analysis (ECA) Form

Wednesday Closed  
Thursday 1.00 - 5:00  
Friday 9.00 - 12:00  
Saturday 9.00 - 4:00  
Sunday Closed

In 2015/16 there were 24,066 visits to Aldermoor Community Library, which was almost 4% up on the number of visits in 2014/15 (23,195). Aldermoor Community Library remains one of the least visited libraries in the city (ranked 14 out of 17 libraries). Aldermoor Community library is currently open for 26 hours per week.

Monday 1:00 - 7:00  
Tuesday 9.00 - 1:00  
Wednesday Closed  
Thursday 1:00 - 7:00  
Friday 9.00 - 12:00  
Saturday 9.00 - 4:00  
Sunday Closed

In 2015/16 there were 2,881 visits to Hillfields Community Library, which was 3% down on the number of visits in 2014/15 (2,970). Hillfields Community Library remains the least visited libraries in the city (ranked 17 out of 17 libraries). Hillfields Community library is currently open for 19 hours per week.

Monday 1:00 - 5:00  
Tuesday 9.00 - 1:00  
Wednesday Closed  
Thursday 9.00 - 1:00  
Friday 1:00 - 5:00  
Saturday 1:00 - 4:00  
Sunday Closed

In 2015/16 there were 67,042 visits to Jubilee Crescent Community Library, which was 8% down on the number of visits in 2014/15 (73,050). Jubilee Crescent Community Library is currently ranked 9th out of 17 most visited libraries. Jubilee Crescent Community Library is currently open for 43 hours per week.

Monday 1:00 - 7:00  
Tuesday 9.00 - 7:00  
Wednesday Closed  
Thursday 9.00 - 7:00  
Friday 9.00 - 7:00  
Saturday 9.00 - 4:00  
Sunday Closed

In 2015/16 there were 137,551 visits to Allesley Park Community Library, which was 1% down on the number of visits in 2014/15 (139,142). Allesley Park Community remains in the top ten most visited libraries in the city (ranked 3 out of 17 libraries). Allesley Park Community Library is currently open for 26 hours per week.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

Monday 1:00 - 7:00  
Tuesday 9.00 - 1:00  
Wednesday Closed  
Thursday 1:00 - 7:00  
Friday 9.00 - 12:00  
Saturday 9.00 - 4:00  
Sunday Closed

### 2. Who do you need to consider as part of this ECA? *\*stakeholder analysis*

Library service users; library service staff; voluntary and community sector groups and organisations; Trade Unions; organisations / groups that currently operate in libraries affected by changes and their service users; groups / organisations (including statutory) that could be interested in accommodating alternative provision or co-locating with library service.

### ***Pre-Consultation Engagement***

---

*This section refers to any activities that took place (such as briefings, meetings, workshops, scoping exercises etc) with stakeholders before the formal consultation period.*

### 3. What engagement activities took place prior to formal consultation and what feedback was received in relation to equality issues?

- Save Coventry Libraries meeting on 11<sup>th</sup> July. 25 people attended
- Libraries workshop on 22<sup>nd</sup> July. 23 people attended
- WEHM event on 20<sup>th</sup> July. 45 people attended

### ***Analysis of Impact***

---

In this section please ensure that you consider the three aims of the general duty as they affect **protected groups**. These groups are:

Age  
Disability  
Gender  
Gender reassignment  
Marriage/Civil Partnership  
Pregnancy/Maternity  
Race  
Religion/Belief  
Sexual Orientation

## Coventry City Council Equality and Consultation Analysis (ECA) Form

The **three aims of the general duty** require that a public authority, in the exercise of its functions, must have due regard to the need to:

1. Eliminate discrimination, harassment and victimisation
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

**Note – when identifying potential impacts below, please only include impacts that may exist over and above general impacts that may affect the wider community/population.** For example, a reduction in grant to Coventry Citizens Advice would affect all service users through a reduced level of first line advice being available to all – but it would affect the following groups more; age, disability, gender and race as they represent a larger proportion of the clients who use the advice service.

4. Outline below how this proposal/review could impact on protected groups positively or negatively, and what steps (if any) could be taken to reduce any negative impact that has been identified. *NB. only include realistic mitigating actions that could be delivered.*

It should be noted that the actual nature of the service change at each of the libraries proposed as 'partnership' libraries is as yet unknown and very much subject to continued work with partners over the coming months to develop firm proposals for each locality. Any negative impacts resulting from a potential reduction in the library service are as yet unclear and would need to be considered fully when the exact service model for each of these libraries is known.

The current proposals are that:

- Aldermoor library will be **relocated** to another venue. Opening hours would be synchronised with those of whichever existing community facility hosts the library provision.
- Canley library will be **relocated** to another venue. There could be some impact on opening hours.
- Hillfields – proposal to end delivery from current location and continue conversations about **relocation** within Hillfields and partnership delivery with some budget reduction. There would be specific outreach to this area from Central Library.
- Jubilee Crescent – proposal to **continue library provision in existing location** with potential minimal impact on opening hours as a result of budget reduction. Exploring opportunities for partnership-based new-build in Radford medium-term.
- Allesley Park – proposal to **continue library provision in existing library** and invite interest from local community to deliver as a community location and/or for stock to be available from other community locations.

This means that some service users in Aldermoor, Canley and Hillfields will have to travel further to access their nearest library. Users of all of these libraries and other local residents should benefit from having access to a range of activities (eg Adult Education, community activities) in one place.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

**Age** – This proposal would affect children, adults and older people who currently use Aldermoor, Canley, Hillfields, Jubilee Crescent and Allesley Park libraries. The data below reflects those who are registered members of these libraries, however members of the Coventry Library and Information Service are able to use any libraries in the city.

There are 925 registered members of the Library and Information Service at Canley Library (as at end March 2016), of whom:

- 383 are children (0-15 years)
- 439 are adults
- 57 are senior citizens.

(Note, there is a discrepancy here as the total figure includes users not classified by age, for example those with a 'passport to leisure' or childminder ticket. It is likely that most of these fall into the categories of adults or senior citizens.)

There are 1076 registered members of the Library and Information Service at Aldermoor Library (as at end March 2016), of whom:

- 552 are children (0-15 years)
- 488 are adults
- 8 are senior citizens.

(Note, there is a discrepancy here as the total figure includes users not classified by age, for example those with a 'passport to leisure' or childminder ticket. It is likely that most of these fall into the categories of adults or senior citizens.)

There are 473 registered members of the Library and Information Service at Hillfields Library (as at end March 2016), of whom:

- 303 are children (0-15 years)
- 146 are adults
- 6 are senior citizens.

(Note, there is a discrepancy here as the total figure includes users not classified by age, for example those with a 'passport to leisure' or childminder ticket. It is likely that most of these fall into the categories of adults or senior citizens.)

There are 3678 registered members of the Library and Information Service at Jubilee Crescent Library (as at end March 2016), of whom:

- 1298 are children (0-15 years)
- 1955 are adults
- 296 are senior citizens.

(Note, there is a discrepancy here as the total figure includes users not classified by age, for example those with a 'passport to leisure' or childminder ticket. It is likely that most of these fall into the categories of adults or senior citizens.)

There are 1595 registered members of the Library and Information Service at Allesley Park Library (as at end March 2016), of whom:

- 684 are children (0-15 years)
- 766 are adults
- 75 are senior citizens.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

(Note, there is a discrepancy here as the total figure includes users not classified by age, for example those with a 'passport to leisure' or childminder ticket. It is likely that most of these fall into the categories of adults or senior citizens.)

It is anticipated that, in a partnership library model, library users of all ages would benefit from having access to library services (books, information and advice, digital) and services delivered by other community organisations and services (eg. Adult Education, Food Bank, advice etc.) under one roof. This is a positive development. Retired people may experience enhanced wellbeing as a result of the new volunteering opportunities available in their local library, and those of working age who are seeking work may benefit from the opportunity to develop employability skills.

For library users in Aldermoor, Canley and Hillfields there is potentially a negative impact around proximity of library services for some who may have to travel further to their nearest library.

**Disability** – Some of the people who currently use the libraries proposed as partnership libraries may have a disability. The Library and Information Service does not hold full records on library users with disabilities though it does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users.

Detailed below are the number of library users who have declared they have a hearing or visual impairment for each of the libraries in this category, as at end of March 2016:

Aldermoor - 5  
Canley - 13  
Hillfields - 5  
Jubilee Crescent - 60  
Allesley Park - 38

For library users in Aldermoor, Canley and Hillfields there is potentially a negative impact around accessibility and proximity of library services for some who may have to travel further to their nearest library. The Council is committed to ensuring that potential sites for co-location are accessible by disabled users. However, for all libraries in this category there could be benefits to disabled people in terms of better access to a range of services in one place.

The Coventry Home Library Service is available for people who are housebound and potentially available to people of all ages with limited mobility to access alternative community libraries. The Library and Information Service will also promote a wide range of services that are available for people to access from their own home 24/7 eg. renew and reserve books, and access online reference and information services.

**Gender** – No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specifically their gender. Some existing activities run at these libraries have a majority of female users who would be affected if the location of these activities changed (Aldermoor, Canley and Hillfields) or such activities ceased under partnership delivery, but the detail of future service models is as yet unknown.

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**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.

**Marriage/Civil Partnership** – No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specifically their marital status.

**Pregnancy/Maternity** – No information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. 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. Such activities may end if the libraries if there is reduced library service capacity in these libraries or users may have further to travel to attend them if library services relocate. However, there may be benefits to pregnant and new mothers of having access to a wider range of services in one location.

**Race** – The Library and Information Service does not collect this type of information about the users of the service. However, Census data is available to provide the ethnic profile of residents living in the library catchment areas:

59% of residents in the library catchment area for Aldermoor library identify as White British according to the Census 2011 and 41% identify themselves from minority ethnic groups, of whom 15% are Black African.

73% of residents in the library catchment area for Canley library identify as White British according to the Census 2011 and 27% identify themselves from minority ethnic groups, of whom 7% are Indian.

80% of residents in the library catchment area for Hillfields library identify themselves as from minority ethnic groups according to the Census 2011. There is a large Asian community in this area (47%).

59% of residents in the library catchment area for Jubilee Crescent library identify as White British according to the Census 2011 and 41% identify themselves as from minority ethnic groups, of whom 12% are Indian and 7% are 'other white'.

88% of residents in the library catchment area for Allesley Park library identify as White British according to the Census 2011 and 12% identify themselves as from minority ethnic groups.

The specific impacts on library service users from minority ethnic groups of a move to a partnership library model are not yet fully known. Where the library moves to a community building, or shares facilities with other statutory or community organisations, there will need to be sensitivity around accessibility for residents of all ethnic groups. There could be



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benefits to people from minority ethnic communities in terms of better access to a range of services tailored to the needs of the local community in one place.

The Library and Information Service Diversity Team will continue to work in libraries across the city, using language skills and cultural understanding to provide a range of stock and events reflecting the needs of people in the city.

**Religion/Belief** – 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.

There may be implications for people of other faiths and none if faith groups come forward to host or share facilities with the library service in any of these localities. Mitigating actions would need to be explored further in these circumstances.

**Sexual Orientation** – 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.

There may be implications for people from the LGBT community if faith groups come forward to host or share facilities with the library service in any of these localities. Mitigating actions would need to be explored further in these circumstances.

5. Are there any other vulnerable groups that could be affected? i.e. deprivation, looked after children, carers.

Also include any information about the health/Marmot implications of this proposal. Contact Georgia Faherty ([georgia.faherty@coventry.gov.uk](mailto:georgia.faherty@coventry.gov.uk) or tel. 7683 1950) or Hannah Watts ([hannah.watts@coventry.gov.uk](mailto:hannah.watts@coventry.gov.uk) or tel. 7683 3973) in Public Health for more information.

### Deprivation

The libraries proposed as partnership libraries tend to be in areas of higher deprivation and it is anticipated that local residents will benefit from the co-location of key services in one building.

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) 36% of residents living within the Canley Library catchment area live in neighbourhoods in the 10% most deprived neighbourhoods in England. In June 2016, Westwood ward, where Canley Library is located, had an unemployment rate of 9.3% (compared with 10.7% across the city), with 1.7% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Canley Library was amongst the lowest in the city (ranked 16 of 17), with 1,387 computer sessions in 2015/16.

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Based on the overall Indices of Deprivation (2015) 72% of residents living within the Aldermoor Library catchment area live in neighbourhoods in the 10% most deprived neighbourhoods in England. In June 2016, Binley and Willenhall ward, where Aldermoor Library is located, had an unemployment rate of 13.3% (compared with 10.7% across the city), with 3.2% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Aldermoor Library was amongst the lowest in the city (ranked 11 of 17), with 3,348 computer sessions in 2015/16.

Based on the overall Indices of Deprivation (2015) 100% of residents living within the Hillfields Library catchment area live in neighbourhoods in the 10% most deprived neighbourhoods in England. In June 2016, St. Michaels ward, where Hillfields Library is located, had an unemployment rate of 22.6% (compared with 10.7% across the city), with 2.3% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Hillfields Library was amongst the lowest in the city (ranked 15 of 17), with 1,517 computer sessions in 2015/16.

Jubilee Crescent (Radford Ward) Based on the overall Indices of Deprivation (2015) 13% of residents living within the Jubilee Crescent (Radford Ward) Library catchment area live in neighbourhoods in the 10% most deprived neighbourhoods in England. In June 2016, Radford ward, where Jubilee Crescent Library is located, had an unemployment rate of 11.5% (compared with 10.7% across the city), with 2.5% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Jubilee Crescent Library was amongst the lowest in the city (ranked 9 of 17), with 9,379 computer sessions in 2015/16.

Based on the overall Indices of Deprivation (2015) 12% of residents living within the Allesley Park (Whoberley ward) Library catchment area live in neighbourhoods in the 20% most deprived neighbourhoods in England. In June 2016, Whoberley ward, where Allesley Park Library is located, had an unemployment rate of 7.8% (compared with 10.7% across the city), with 1.1% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Canley Library was amongst the lowest in the city (ranked 13 of 17), with 1,854 computer sessions in 2015/16.

### **Health / Marmot implications**

Positive effect of people being more aware of other community services that could provide support for them that they might not otherwise have known about, particularly if they do not already engage with services.

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Volunteering opportunities within these libraries will be increased – this could benefit people who are looking to engage more within their community, and could be an opportunity for people currently out of work and seeking ways to improve their employability skills.

6. What are the gaps in evidence? Can this be addressed during the consultation stage? If so, how?

Understanding full implications of proposals when service model for each locality is as yet undeveloped.

Staffing implications post Phase 1 implementation.

We do not have robust data on many of the protected characteristics due to the way the data is collected by the Library and Information Service. Feedback from the formal consultation may bring forward further information about the impacts and usage of libraries by people of different protected groups.

7. What are the likely impacts of this project/review on staff from protected groups?

### **Characteristics of staff group**

The current (21 July 2016) staffing establishment of the Library and Information Service is 106.77 full time equivalent (FTE) contracts. Implementation of Phase 1 of the Connecting Communities programme will reduce the FTE contracts by 20 by October 2016, though the detail of which employees are affected is not yet confirmed. The total employee headcount is currently 170, and total contract count is 196.

82% of staff have part-time contracts and more than three quarters of staff are female (150 employees). We know that many choose to work in a particular location due to caring responsibilities or childcare commitments. The majority of staff are paid on a Grade 2 salary, with 137 (of 196) receiving an annual salary of less than £17,547. There are currently 23 employees within the service who are known to be disabled. 62% of contracts are with staff who identify as White, with 18% identifying as being from minority ethnic groups (13% Asian). Ethnicity is not known for 20% of staffing contracts.

Staffing reductions as a result of the current proposals would be made from across the service, not just from those staff currently working in affected libraries. The service would be treated as one and any redundancies would be taken from the whole service

The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

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 an existing role 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.

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At Canley Library there are currently 4 employees (1.89 FTE).

At Aldermoor Library there are currently 4 employees and 5 total contracts (1.76 FTE).

At Hillfields Library there are currently 2 employees (1.09 FTE).

At Jubilee Crescent Library there are currently 6 employees (3.58 FTE).

At Allesley Park Library there are currently 4 employees (2.13 FTE).

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## Part 2

*This section should be completed AFTER the consultation stage has been concluded.*

Author of this document:

Date of completion:

### **Post-Consultation**

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8. Referring to the information detailed in question 4 of Part 1 of the ECA Form, state if the consultation has confirmed the potential impacts identified that were identified. Also detail below any additional information about potential impacts that has been highlighted during the consultation.

### **Outcome of equality impact**

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9. Indicate which of the following best describes the equality impact of this project/review:

- 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
- There will be both **positive and negative** impacts if the proposed option is implemented

### **Summary of ECA**

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Write a paragraph below which summarises the key aspects of this ECA.

*NB. - This paragraph will be included in the Decision-making Report as well as the end of year ECA report*

Where specific objectives have been set for any protected groups around equality impact, also include this information below.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

### **Next steps**

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Please send this completed ECA to the Insight Team as follows:

Wendy Ohandjanian ([wendy.ohandjanian@coventry.gov.uk](mailto:wendy.ohandjanian@coventry.gov.uk) tel. 7683 2939)

Jaspal Mann ([jaspal.mann@coventry.gov.uk](mailto:jaspal.mann@coventry.gov.uk) tel. 7683 3112)

### **Version Control**

<b>Version</b>	<b>Date</b>	<b>Summary of changes (Author)</b>
1.0.0	26.05.16	Initial release (Jaspal Mann)

## Coventry City Council Equality and Consultation Analysis (ECA) Form

***In line with the principles of decision making outlined in the City Council Constitution, the Council will ensure that its decision making is open and transparent, and that due regard is given to the Council's obligations and desire to promote equality of opportunity and equal treatment.***

### Part 1

***This part must be completed and before formal consultation is undertaken and must be available during the consultation stage.***

**Author of this document: Debbie Dawson**

**Name of Service Area/Proposal: Library Service – Community-led libraries**

**Head of Service: Peter Barnett**

**Date of completion: 27 July 2016**

#### ***Background to the planned changes***

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1. What is the background to the planned changes? Why is this change being considered? *If further information is available on the different scenarios that have been considered as part of this work, provide a link to the public document which contains this information.*

The grant Coventry received from central Government has reduced by 44% from 2010/11 to 2016/17 and by 2020 this is estimated to reduce further to a 55% reduction. The budget for the People Directorate is 70% of the Council's net budget and so the services provided by the People Directorate needs to contribute significantly towards those savings.

The scale of grant cuts means the current delivery of services as is no longer sustainable. As a result of the Council's financial position and the needs of residents there needs to be radical changes in the delivery of services. This means working closely with residents and partners in new ways to maximise the total public funding that remains to support the most vulnerable in the city.

Children's Centres (including nurseries), the Youth Service and the Library Service are included within the scope of Connecting Communities Phase 2. Initial proposals have been developed for these service areas to enable delivery of £3.8m savings target for 2017/18.

Coventry aims to have a modern, comprehensive library service that is sustainable in the context of a library gross budget reduction (excluding overheads and property) from £3.9m in 2016/17 (prior to implementation of Phase 1 Connecting Communities proposals) to an indicative gross budget of £2.4m for 2017/18 – a reduction of 38%. Our approach is informed by both the direction of library services nationally and by Coventry's Library Services Needs Assessment (2015), including priority ranking of Coventry libraries taking account of deprivation and usage factors.

The proposal is to develop sustainable, modern and comprehensive libraries as community hubs. The suggested service model is based on three categories of library, as detailed below.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

### 1. Core Libraries

The following libraries are in this category: Central, Bell Green, Foleshill, Stoke and Tile Hill.

Core libraries are those in areas of higher deprivation and which have good usage. The proposal is that core libraries continue as council-led library services. In these libraries, self-service would be extended, that there will be increased opportunities for volunteering and we would work with partners to share space where possible. These libraries would have some staffing reduction and estimated savings for these libraries would be £160k per year.

### 2. Partnership Libraries

The following libraries are proposed to be in this category: Aldermoor, Canley, Hillfields, Jubilee Crescent and Allesley Park. (Phase 1: Willenhall and Arena Park relocation).

For each of these there is scope for libraries to be located in the same building as community organisations or services. They also tend to be in areas of higher deprivation (except Allesley Park – which is a new modern facility). These libraries will have the benefit to the public of having library services (books, information and advice, digital) and services delivered by other community organisations and services (eg. Adult Education, Food Bank, advice etc.) under one roof. These partnership libraries will enable stronger opportunity for volunteering and community buy-in and they will have buildings staffed by a mix of people (library staff, community organisation/service staff and volunteers).

Estimated savings for these libraries would be £119k per year.

### 3. Community-led libraries or closures

Caludon, Cheylesmore, Coundon, Finham and Earlsdon are proposed as community-led libraries. These are because they are areas of lower deprivation and there could be potential capacity in these areas for community group(s) to step up to run them.

These are libraries that the community lead rather than the Council. It is envisaged that community group(s) will step up to run them using existing stock, equipment (and in some cases buildings), with the potential for them to pull in other activities, funding and services. They would receive some Council advice/support but not dedicated staff

The preferred outcome is that libraries in this category will be led by community organisations to enable library points across the city to continue. However, these libraries will be earmarked for closure if community organisations are not able to lead them.

This ECA focuses on the libraries currently in this final category.

In 2015/16 there were 30,209 visits to Caludon Castle School and Community Library, which was up 5.8% on the number of visits in 2014/15 (21,629). This makes Caludon library one of the least visited libraries in the city (ranked 13 out of 17 libraries). Caludon library is currently open 25 hours per week.

In 2015/16 there were 21,629 visits to Cheylesmore Community Library, which was down 2.1% on the number of visits in 2014/15 (28,545). This makes Cheylesmore library one of



## Coventry City Council Equality and Consultation Analysis (ECA) Form

the least visited libraries in the city (ranked 15 out of 17 libraries). Cheylesmore library is currently open 21 hours per week.

In 2015/16 there were 43,593 visits to Coundon Community Library, which was down 10.8% on the number of visits in 2014/15 (48,857). Coundon library ranks 11 out of 17 libraries in the city for the number of visits. Coundon library is currently open 43 hours per week.

In 2015/16 there were 48,357 visits to Finham library, which was down almost 9% on the number of visits in 2014/15 (53,088). Finham library ranks 10 of 17 libraries in the city for the number of visits. Finham library is open 43 hours per week.

In 2015/16 there were 123,255 visits to Earlsdon library, which was down 12% on the number of visits in 2014/15 (140,104). Earlsdon library ranks 5 out of 17 libraries in the city for the number of visits. Earlsdon library is currently open 61 hours per week.

### 2. Who do you need to consider as part of this ECA? *\*stakeholder analysis*

Library service users; library service staff; voluntary and community sector groups and organisations; Trade Unions; organisations / groups that currently operate in libraries affected by changes and their service users; groups / organisations (including statutory) that could be interested in accommodating alternative provision or co-locating with library service.

### ***Pre-Consultation Engagement***

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*This section refers to any activities that took place (such as briefings, meetings, workshops, scoping exercises etc) with stakeholders before the formal consultation period.*

### 3. What engagement activities took place prior to formal consultation and what feedback was received in relation to equality issues?

- Save Coventry Libraries meeting on 11<sup>th</sup> July. 25 people attended
- Libraries workshop on 22<sup>nd</sup> July. 23 people attended
- Meeting with Earlsdon Ward Councillors on 15<sup>th</sup> July

### ***Analysis of Impact***

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In this section please ensure that you consider the three aims of the general duty as they affect **protected groups**. These groups are:

Age  
Disability  
Gender  
Gender reassignment  
Marriage/Civil Partnership  
Pregnancy/Maternity  
Race  
Religion/Belief

## Coventry City Council Equality and Consultation Analysis (ECA) Form

### Sexual Orientation

The **three aims of the general duty** require that a public authority, in the exercise of its functions, must have due regard to the need to:

1. Eliminate discrimination, harassment and victimisation
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

**Note – when identifying potential impacts below, please only include impacts that may exist over and above general impacts that may affect the wider community/population.** For example, a reduction in grant to Coventry Citizens Advice would affect all service users through a reduced level of first line advice being available to all – but it would affect the following groups more; age, disability, gender and race as they represent a larger proportion of the clients who use the advice service.

4. Outline below how this proposal/review could impact on protected groups positively or negatively, and what steps (if any) could be taken to reduce any negative impact that has been identified. *NB. only include realistic mitigating actions that could be delivered.*

It should be noted that the potential impact on users of the libraries proposed as community-led libraries is dependent on the extent to which community options come forward to support a continued library service in these localities. The consideration of impact for each protected group below focuses on a worst case scenario, where all of these libraries are closed.

**Age** – This proposal would affect children, adults and older people who currently use Caludon, Cheylesmore, Coundon, Finham and Earlsdon libraries. The data below reflects those who are registered members of these libraries, however members of the Coventry Library and Information Service are able to use any libraries in the city.

There are 1286 registered members of the Library and Information Service at Cheylesmore Library (as at end March 2016), of whom:

- 649 are children (0-15 years)
- 540 are adults
- 44 are senior citizens.

There are 830 registered members of the Library and Information Service at Caludon Castle Library (as at end March 2016), of whom:

- 527 are children (0-15 years)
- 264 are adults
- 18 are senior citizens

There are 5885 registered members of the Library and Information Service at Earlsdon Library (as at end March 2016), of whom:

- 1731 are children (0-15 years)
- 3418 are adults
- 558 are senior citizens

## Coventry City Council Equality and Consultation Analysis (ECA) Form

There are 1854 registered members of the Library and Information Service at Finham Library (as at end March 2016), of whom:

- 644 are children (0-15 years)
- 852 are adults
- 280 are senior citizens

There are 2797 registered members of the Library and Information Service at Coundon Library

(as at end March 2016), of whom:

- 1084 are children (0-15 years)
- 1375 are adults
- 211 are senior citizens

(Note, the discrepancy in numbers is because the total figure includes users not classified by age, for example those with a 'passport to leisure' or childminder ticket. It is likely that most of these fall into the categories of adults or senior citizens.)

If any of these libraries were to close, it is expected that library users would access alternative library provision at Central library or another library in a neighbouring area. The proximity of Earlsdon, Finham and Cheylesmore libraries reduces the availability of alternative provision should there be no community options to support a continued library service in any of these localities.

The figures above indicate that, if these libraries were to close, children and working age adults would be disproportionately affected. Users of all ages would have to access alternative library provision, and to do so would incur increased travel costs and longer travel times.

The closure of Caludon Castle would have particular implications for the school community where the library is currently located. Students and their families would lose access to public library services outside of school hours, including computer usage and reading for pleasure. The nearest alternative library provision would be at Stoke Library.

The Library and Information Service runs a wide range of activities in these libraries that would cease if the libraries closed – though alternative provision would be available elsewhere. For example, all of these libraries run activities for children such as Rhymetime, Homework Help and reading groups. Earlsdon Library runs a weekly friendship group in partnership with Age UK Coventry and Knitting groups are held at Cheylesmore, Earlsdon, and Finham libraries.

The Library and Information Service will promote a wide range of services that are available for people to access from their own home 24/7 eg. renew and reserve books, and access online reference and information services.

**Disability** – Some of the people who currently use the libraries proposed as community-led may have a disability. The Library and Information Service does not hold full records on library users with disabilities though it does hold information about some library users who have a hearing or visual impairment. This information is voluntarily provided by those library users.

Detailed below are the number of library users who have declared they have a hearing or visual impairment for each of the libraries in this category, as at end of March 2016:

- Caludon - 4
- Cheylesmore - 16
- Coundon - 47
- Finham - 33
- Earlsdon - 94

## Coventry City Council Equality and Consultation Analysis (ECA) Form

If any of these libraries were to close, it is expected that library users would access alternative library provision at Central library or another community library. This would involve longer travel times and extra transport costs which could be a barrier to accessing alternative library provision. Closure of these libraries would also reduce the services currently available to meet the needs of people with a disability in these libraries.

The Coventry Home Library Service is available for people who are housebound and potentially available to people of all ages with limited mobility to access alternative community libraries. The Library and Information Service will also promote a wide range of services that are available for people to access from their own home 24/7 eg. renew and reserve books, and access online reference and information services.

**Gender** – No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specifically their gender. Some existing activities run at these libraries (for example Knit and Natter) have a majority of female users who would be affected by their closure.

**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.

**Marriage/Civil Partnership** – No statistical information is available for this characteristic as the Library and Information Service currently only asks people for their title (eg Mr/Mrs/Dr/Child) and not specifically their marital status.

**Pregnancy/Maternity** – No information is available for this characteristic as the Library and Information does not collect this type of information about the users of the service. 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. Such activities would cease if the libraries closed and may also end if the libraries become community-led.

**Race** – The Library and Information Service does not collect this type of information about the users of the service. However, Census data is available to provide the ethnic profile of residents living in the library catchment areas:

72% of residents in the library catchment area for Cheylesmore library identify as White British according to the Census 2011 and 28% identify themselves from other minority ethnic groups, of whom 10% are Indian.

73% of residents in the library catchment area for Caludon Castle library identify as White British according to the Census 2011 and 27% identify themselves from other minority ethnic groups, of whom 9% are Indian.

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79% of residents in the library catchment area for Coundon library identify as White British according to the Census 2011 and 21% identify themselves from other minority ethnic groups, of whom 9% are Indian.

72% of residents in the library catchment area for Finham library identify as White British according to the Census 2011 and 28% identify themselves from other minority ethnic groups, of whom 14% are Indian.

68% of residents in the library catchment area for Earlsdon library identify as White British according to the Census 2011 and 32% identify themselves from other minority ethnic groups, of whom 8% are Indian and 6% are 'other white'.

This ethnic profile is broadly reflective of the city as a whole, although there is a higher proportion of residents identifying as White British in these communities (67% citywide) and a lower proportion of residents identifying as Black.

The specific impacts on library service users from minority ethnic groups of either the closure of these libraries or a move to community-led provision are not yet fully known. If a library is to become community-led there will need to be sensitivity around accessibility for residents of all ethnic groups.

The Library and Information Service Diversity Team will continue to work in libraries across the city, using language skills and cultural understanding to provide a range of stock and events reflecting the needs of people in the city.

**Religion/Belief** – 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.

There will be implications for people of other faiths and none if faith groups come forward to support a continued library service in any of these localities. Mitigating actions would need to be explored further in these circumstances.

**Sexual Orientation** – 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.

There may be implications for people from the LGBT community if faith groups come forward to support a continued library service in any of these localities. Mitigating actions would need to be explored further in these circumstances.

5. Are there any other vulnerable groups that could be affected? i.e. deprivation, looked after children, carers.

## Coventry City Council Equality and Consultation Analysis (ECA) Form

Also include any information about the health/Marmot implications of this proposal. Contact Georgia Faherty ([georgia.faherty@coventry.gov.uk](mailto:georgia.faherty@coventry.gov.uk) or tel. 7683 1950) or Hannah Watts ([hannah.watts@coventry.gov.uk](mailto:hannah.watts@coventry.gov.uk) or tel. 7683 3973) in Public Health for more information.

### Deprivation

The proposal for Caludon, Cheylesmore, Coundon, Finham and Earlsdon to become community-led libraries is predicated on these libraries being in areas of lower deprivation where there could be potential capacity for community group(s) to step up to run them. Nevertheless, there are pockets of deprivation in the library catchment areas for Caludon and Coundon and residents of these areas would be negatively affected if their local library were to close, though the specific impact on individual library users is unknown.

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) 12% of residents living within the Caludon Library catchment area live in neighbourhoods in the 10% most deprived neighbourhoods in England. In June 2016, Wyken ward, where Coundon Library is located, had an unemployment rate of 7% (compared with 10.7% across the city, with 1.6% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Caludon Library was amongst the lowest number 14 out of 17 libraries in the city, with 1,784 computer sessions in 2015/16.

Based on the overall Indices of Deprivation (2015) no-one living within the Cheylesmore Library catchment area lives in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England. However, 35% of residents in this area live in the 20% most deprived neighbourhoods with respect to health. In June 2016, Cheylesmore ward, where Cheylesmore Library is located, had an unemployment rate of 7.4% (compared with 10.7% across the city, with 1.3% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Cheylesmore Library was the lowest of all 17 libraries in the city, with 1,302 computer sessions in 2015/16.

Based on the overall Indices of Deprivation (2015) 5% of residents living within the Coundon Library catchment area live in neighbourhoods in the 10% most deprived neighbourhoods and 11% in the 20% most deprived neighbourhoods in England. In June 2016, Bablake ward, where Coundon Library is located, had an unemployment rate of 6% (compared with 10.7% across the city, with 0.9% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Coundon Library was number 10 out of 17 libraries in the city, with 4,665 computer sessions in 2015/16.

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Based on the overall Indices of Deprivation (2015) no-one living within the Finham Library catchment area lives in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England, nor in the top 20% for any domain. In June 2016, Wainbody ward, where Finham Library is located, had an unemployment rate of 6.9% (compared with 10.7% across the city, with 0.4% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Finham Library was number 12 out of 17 libraries in the city, with 1,879 computer sessions in 2015/16.

Based on the overall Indices of Deprivation (2015) no-one living within the Earlsdon Library catchment area lives in neighbourhoods of high deprivation of between 0 and 20% of most deprived neighbourhoods in England. However, 13% of residents in this area live in the 20% most deprived neighbourhoods with respect to health, and 23% live in the 20% most deprived neighbourhoods with respect to barriers to housing and services. In June 2016, Earlsdon ward, where Earlsdon Library is located, had an unemployment rate of 5.4% (compared with 10.7% across the city, with 0.6% of the working age population in receipt of out of work benefits (compared with 1.9%).

People often use library computers to look for work and apply for benefits. Computer usage at Earlsdon Library was the number 7 out of 17 libraries in the city, with 14,468 computer sessions in 2015/16.

### **Health / Marmot implications**

Potential closures of libraries will have possible negative effects on the following groups

- Families with low incomes
  - Unemployed people
  - Older people
- Access to free books and educational resources for local parents on low incomes and their children is reduced, potentially resulting in widening levels of school readiness and educational attainment in early years when compared with other areas of the city
  - Local unemployed adults without home internet access may lose the ability to utilise library computers to assist in job searching and other related support services, such as benefits advice and lifestyle advice
  - The loss of a local community resource where local people can meet and take part in formal and informal activities may result in greater levels of social isolation, particularly for parents, people on a restricted income and older people
  - The loss of a local hub for health and wellbeing information, such as smoking cessation information, healthy cooking and eating and exercise, may result in poorer health outcomes for local people
  - The cost of travel to a library facility further away may cause additional hardships to people already managing on a limited budget

Potential positive effects:

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- If the community does come forward to run these libraries, volunteering opportunities will be increased – this could benefit people who are looking to engage more within their community, and could be an opportunity for people currently out of work and seeking ways to improve their employability skills.

### Mitigating actions

- Ensure health and wellbeing information is available at local GP surgeries
- Work with local community groups and resources such as community centres to offer facilities such as internet access and support groups

6. What are the gaps in evidence? Can this be addressed during the consultation stage? If so, how?

### Staffing implications post Phase 1 implementation.

We do not have robust data on many of the protected characteristics due to the way the data is collected by the Library and Information Service. Feedback from the formal consultation may bring forward further information about the impacts and usage of libraries by people of different protected groups.

7. What are the likely impacts of this project/review on staff from protected groups?

#### **Characteristics of staff group**

The current (21 July 2016) staffing establishment of the Library and Information Service is 106.77 full time equivalent (FTE) contracts. Implementation of Phase 1 of the Connecting Communities programme will reduce the FTE contracts by 20, though the detail of which employees are affected is not yet confirmed. The total employee headcount is currently 170, and total contract count is 196.

82% of staff have part-time contracts and more than three quarters of staff are female (150 employees). We know that many choose to work in a particular location due to caring responsibilities or childcare commitments. The majority of staff are paid on a Grade 2 salary, with 137 (of 196) receiving an annual salary of less than £17,547. There are currently 23 employees within the service who are known to be disabled. 62% of contracts are with staff who identify as White, with 18% identifying as being from minority ethnic groups (13% Asian). Ethnicity is not known for 20% of staffing contracts.

Staffing reductions as a result of the current proposals would be made from across the service, not just from those staff currently working in affected libraries. The service would be treated as one and any redundancies would be taken from the whole service

The proposals would impact upon staff in various ways with some posts being deleted, and other staff being required to change their working patterns.

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



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deletion of several vacant posts. Staff displaced from an existing role 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.

At Cheylesmore Library there are currently two employees (1.86 FTE).

At Caludon Library there are currently 7 employees (1.74 FTE).

At Coundon Library there are currently 4 employees and 5 total contracts (3.33 FTE).

At Finham Library there are currently 4 employees (3.07 FTE).

At Earlsdon Library there are currently 10 employees (8.07 FTE).

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## Part 2

*This section should be completed AFTER the consultation stage has been concluded.*

Author of this document:

Date of completion:

### **Post-Consultation**

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8. Referring to the information detailed in question 4 of Part 1 of the ECA Form, state if the consultation has confirmed the potential impacts identified that were identified. Also detail below any additional information about potential impacts that has been highlighted during the consultation.

### **Outcome of equality impact**

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9. Indicate which of the following best describes the equality impact of this project/review:

- 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
- There will be both **positive and negative** impacts if the proposed option is implemented

### **Summary of ECA**

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Write a paragraph below which summarises the key aspects of this ECA.

*NB. - This paragraph will be included in the Decision-making Report as well as the end of year ECA report*

Where specific objectives have been set for any protected groups around equality impact, also include this information below.

### **Next steps**

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Please send this completed ECA to the Insight Team as follows:

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**Version Control**

<b>Version</b>	<b>Date</b>	<b>Summary of changes (Author)</b>
1.0.0	26.05.16	Initial release (Jaspal Mann)