

Equality Impact Assessment (EIA)

1. Topic of assessment

EIA title	Surrey Performing Arts Library: NewSPAL Proposal
EIA author	Gregory Finneron

2. Approval

	Name	Date approved
Approved by		

3. Quality control

Version number	V1	EIA completed	
Date saved	11.01.2019	EIA published	

4. EIA team

Name	Job title	Organisation	Team role
Gregory Finneron	Project Officer	Surrey County Council	EIA Lead
Janet Thomas	Community Connections Senior Manager	Surrey Libraries, Surrey County Council	EIA Lead

5. Explaining the matter being assessed

What policy, function or service is being introduced or reviewed?

Surrey Libraries holds a large collection of single books material relating to the performing arts and includes multiple copy sets of orchestral, vocal scores and plays, music CDs, DVDs and a large selection of single music scores. Until August 2018, the collection operated from a stand-alone library, Surrey Performing Arts Library (SPAL) in the grounds of Denbies Wine Estate in Dorking.

The material is used to offer a service to group users, who borrow sets of multiple copies of a specific title e.g. Handel's Messiah or Agatha Christie's "The ABC murders", and individual users who borrow standard single copy books on cinema, theatre, dance e.g. "The Story of Film" by Mark Cousins.

It is one of the few loan collections of multiple copy music and drama sets remaining in the UK public library network system and is a net lender of material (particularly of music sets) to other library services. The remaining material represents significant coverage of the history and practice of all elements of the performing arts.

SCC's Legal Services have confirmed that this is not a statutory part of the library service.

The County Council's Medium Term Financial Plan (MTFP) for 2018-19 required a budget reduction of £180,000 for this service from the library service's controllable budget. Surrey Libraries therefore reviewed its option for the provision of a performing arts loan service (withdrawing the service was not an option).

As part of the budget reduction process, in August 2018 the collection was moved to become part of Ewell Library.

One of the options for continuation of the service, was to work with an outside organisation which might in due course take on the management and administration of the collection and its public service.

NewSPAL is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission and formed in 2018 with the aim of taking responsibility for the management and administration of the collection of material previously held at Surrey Performing Arts Library (SPAL) based at Denbies in Dorking.

NewSPAL is submitting a business case to the Council's Cabinet as part of the process of examining the viability of NewSPAL in the above role. The business plan also includes its own EIA on the transition, the conditional loan period and the future should the CIO take over responsibility for the service.

This EIA assesses the equalities impact of the proposals within the NewSPAL business plan.

<p>What proposals are you assessing?</p>	<p>NewSPAL has put forward a draft business plan on how it would manage the collection and the public service underlying that collection.</p> <p>The business plan includes details of a potential new premises (yet to be confirmed), Library Management System (LMS) to be used to catalogue the collection and enable it to offer a lending service to groups and individuals, charging and staffing structures and projected costs and income for a period of three years.</p> <p>The collection would be loaned by the Council to NewSPAL on a conditional basis for a defined period, under a legal agreement, after which, subject to meeting specific requirements, it would be transferred on an unconditional basis.</p> <p>The transitional period and post transitional period are also described in the business plan.</p> <p>In addition to free pick up and return of material on site, NewSPAL proposes a range of delivery services, priced on a cost delivery basis. This will increase the range of delivery/return options for the users.</p> <p>The proposal includes group and individual membership on a subscription basis.</p>
<p>Who is affected by the proposals outlined above?</p>	<p>Surrey residents, individual and group borrowers registered with the library for use of the material.</p> <p>Those affected fall into one of two categories:</p> <ul style="list-style-type: none"> • individual borrowers who have an interest in the history and practice of the performing arts • performance/reading groups who hire the multiple copy sets. <p>The group users are based in Surrey and beyond. There is a long standing relationship with users in West Sussex as Surrey Libraries previously held the contract to serve these specific groups.</p> <p>Due to the nature of the subject matter, the stock of the library is overwhelmingly adult orientated and the consequent user base is adult. In August 2017, 89% of registered borrowers were adult i.e. over 16 years of age.</p> <p>Between 2012 and 2017 active borrowers have reduced by 19%, and the user base is now considered to be quite narrow.</p> <p>Annual visitor numbers of 15,829 in 2016/17 placed Surrey Performing Arts Library at Denbies 47 out of 53 Surrey libraries, and when multiple copy issues are taken into consideration SPAL was similarly ranked for issues.</p>

6. Sources of information

Engagement carried out

To inform their business plan, NewSPAL has consulted with:

- Various interest groups and users through two open public meetings
- The council which may be supplying their LMS
- Making Music – a charity focussing on amateur groups of musicians and singers
- Potential users via a survey

Data used

- NewSPAL Business Plan
- SPAL Consultation 2017
- Surrey Libraries Data Management System
- Surrey-i including: Census 2011 data; Surrey JSNA; GIRES
- Workforce Equalities Data for Surrey Libraries August 2018

7. Impact of the new/amended policy, service or function

The proposal would result in the transfer of the collection to NewSPAL and relocation to a site which is not part of the SCC portfolio. At the time of writing, no legal agreement on a site has been reached, however NewSPAL are currently discussing a potential site in Woking. Any relocation will result in users potentially needing to travel either a greater or lesser distance to access the collection on site, which may have implications on cost, convenience and time.

The pattern of opening hours in any premises will include day time, evening and Saturday and, with an initial offer of fewer hours, may have implications on accessibility of the collection. However, the new LMS should represent an improvement in on-line services for group borrowers. A relocation to a busier environment such as Woking potentially widens the exposure of the collection to Surrey residents.

Those who use the service physically are likely to be impacted more greatly than remote users. It is proposed that the catalogue would be placed online, providing access to browsing and ordering, and a courier service be put in place to assist delivery of items. Material would no longer be available for collection or return from the SCC Library branch network.

NewSPAL also intends to widen its membership by directly appealing to potential users country wide. NewSPAL is still investigating a variety of options for delivering that material to its individual and group borrowers. The type of delivery options may have implication on cost and convenience.

The charging structure will have implications on cost for individual borrowers who currently experience a free service.

7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 76</p> <p style="text-align: center;">Age</p>	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and offers a variety of nearby parking options.</p> <p>The relocation will potentially widen the exposure of the collection to other service users.</p> <p>NewSPAL will offer a range of delivery and return options which will have an impact on convenience.</p> <p>The new Library Management System will offer more online services</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative impact restricting access during the week.</p> <p>The site under discussion is first floor premises with stair and lift access. The user may experience greater difficulty in loading.</p> <p>The user may also experience greater difficulty in loading using the parking options near the location under discussion.</p>	<p>SCC Library Membership is 62% under the age of 45, however of respondents to the SPAL Consultation 2017, only 11.5% were under 45 years of age.</p>

	<p>which will enable the user to control their own reservations and accounts.</p> <p>There may be a greater positive impact on older people as they represent a greater proportion of users of this material.</p>	<p>NewSPAL will offer a range of delivery and return options on a cost recovery basis which will have an impact on user cost.</p> <p>There may be a greater negative impact on older people as they represent a greater proportion of users of this material.</p>	
Disability	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and offers a variety of parking options.</p> <p>The relocation will potentially widen the exposure of the collection to other service users.</p> <p>NewSPAL will offer a range of delivery and return options which will have an impact on convenience.</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative impact restricting access during the week.</p> <p>The site under discussion is first floor premises with stair and lift access. The user may experience greater difficulty in loading.</p> <p>The user may also experience greater difficulty in loading using the parking</p>	<p>The Library Service does not hold user data for this protected characteristic.</p> <p>The day to day activities of 13.5% of Surrey's population are limited by a long term health problem or disability. This is below the national average of 17.6%.The activities of 5.7% are limited "a lot".</p> <p>The likelihood of suffering from a long term illness or disability increases with age. 78% of people over 85 reported a health problem compared with just 2.9% of children under 16. (Source: Surrey-i, 2011 Census-Disability, Health and Carers)</p> <p>1 in 4 people over the age of 65 suffer from depression and 40% over 85 have debilitating depression. (Source: Ageing Well in Surrey 2015)</p> <p>Women over 65 (10.4%) are more likely to be depressed than men (6.4%) of the same age.</p>

	<p>The new Library Management System will offer more online services which will enable the user to control their own reservations and accounts.</p> <p>There may be a greater positive impact on those with physical disabilities due to greater accessibility.</p>	<p>options near the location under discussion.</p> <p>NewSPAL will offer a range of delivery and return options on a cost recovery basis which will have an impact on users.</p> <p>There may be a greater negative impact on those with physical disabilities due to the physical location.</p>	<p>(Source: Surrey JSNA Adult Mental Health 2014, and Health and wellbeing in Surrey: Promoting emotional wellbeing and mental health, Surrey-i 2014)</p>
<p>Gender reassignment</p>	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and offers a variety of parking options.</p> <p>The relocation will potentially widen the exposure of the collection to other service users.</p> <p>NewSPAL will offer a range of delivery and return</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative impact restricting access during the week.</p> <p>The site under discussion is first floor premises with stair and lift access. The user may experience greater difficulty in loading.</p> <p>The user may also experience greater difficulty in</p>	<p>The Library Service does not hold user data for this protected characteristic.</p> <p>Those in minority groups can often experience social exclusion and isolation and require additional access to services and resources.</p> <p>Organisations should assume that 1% of their employees and service users may be experiencing some degree of gender variance. At some stage, about 0.2% may undergo transition. (Source: GIRES Update 2011)</p>

	<p>options which will have an impact on convenience.</p> <p>The new Library Management System will offer more online services which will enable the user to control their own reservations and accounts.</p> <p>There is no positive impact identified with this particular protected characteristic.</p>	<p>loading using the parking options near the location under discussion.</p> <p>NewSPAL will offer a range of delivery and return options on a cost recovery basis which will have an impact on users.</p> <p>There is no negative impact identified with this particular protected characteristic.</p>	
<p>Pregnancy and maternity</p>	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and offers a variety of parking options.</p> <p>The relocation will potentially widen the exposure of the collection to other service users.</p> <p>NewSPAL will offer a range of delivery and return</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative impact restricting access during the week.</p> <p>The site under discussion is first floor premises with stair and lift access. The user may experience greater difficulty in loading.</p>	<p>The Library Service does not hold user data for this protected characteristic.</p> <p>In 2013 there were 13,569 live births recording the mother’s usual place of residence as Surrey. North East Surrey had the highest number with 4,084 live births and the lowest number was 2,775 in the South West. (Source: Surrey-i)</p>

	<p>options which will have an impact on convenience.</p> <p>The new Library Management System will offer more online services which will enable the user to control their own reservations and accounts.</p> <p>There may be a greater positive impact on those who are pregnant, or with babies and/or young children due to improved accessibility to the collection.</p>	<p>The user may also experience greater difficulty in loading using the parking options near the location under discussion.</p> <p>NewSPAL will offer a range of delivery and return options on a cost recovery basis which will have an impact on users.</p> <p>There may be a greater negative impact on those who are pregnant, or with babies and/or young children due to the physical location.</p>	
<p>Race</p>	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and offers a variety of parking options.</p> <p>The relocation will potentially widen the</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative impact restricting access during the week.</p> <p>The site under discussion is first floor premises with stair and lift access. The user may</p>	<p>The Library Service does not hold data on the ethnicity of its users.</p> <p>The population of Surrey is 83.5% White British. In Epsom & Ewell where the collection is currently located this is 78.6% and in the town (Woking) of the site under discussion for the collection to be located the White British population is 74.9%.</p> <p>In Woking the minority ethnic groups present with above 1% of the County average are:</p> <p>White Other: 7.41% Pakistani: 5.73%</p>

	<p>exposure of the collection to other service users.</p> <p>NewSPAL will offer a range of delivery and return options which will have an impact on convenience.</p> <p>The new Library Management System will offer more online services which will enable the user to control their own reservations and accounts.</p> <p>There is the possibility of a positive impact on those in the White Other and Pakistani communities.</p>	<p>experience greater difficulty in loading.</p> <p>The user may also experience greater difficulty in loading using the parking options near the location under discussion.</p> <p>NewSPAL will offer a range of delivery and return options on a cost recovery basis which will have an impact on users.</p> <p>There is the possibility of a slight negative impact on the Other Asian community.</p>	<p>In Epsom & Ewell where the collection is to be moved from the ethnic group present with above 1% of the County average is:</p> <p>Other Asian: 3.65%</p> <p>The Other Asian community in Woking is 2.2% (the County average is 1.7%). (Source: Census 2011)</p>
<p>Religion and beliefs</p>	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and offers a variety of parking options.</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative impact restricting access during the week.</p>	<p>The Library Service does not hold user data for this protected characteristic.</p> <p>The population of Surrey is 62.8% Christian.</p> <p>In Epsom & Ewell where the collection is currently located this is 61.6% and in the town (Woking) of the site under discussion for the collection to be located the Christian population is 58.8%.</p> <p>In Woking the minority religious group with above 1% of the County average (2.15%) is the Muslim population with 7.4% representation. In Epsom & Ewell the Muslim population is 3.03%. (Source: Census 2011)</p>

	<p>The relocation will potentially widen the exposure of the collection to other service users.</p> <p>NewSPAL will offer a range of delivery and return options which will have an impact on convenience.</p> <p>The new Library Management System will offer more online services which will enable the user to control their own reservations and accounts.</p> <p>There is the possibility of a positive impact on those within the Muslim population.</p>	<p>The site under discussion is first floor premises with stair and lift access. The user may experience greater difficulty in loading.</p> <p>The user may also experience greater difficulty in loading using the parking options near the location under discussion.</p> <p>NewSPAL will offer a range of delivery and return options on a cost recovery basis which will have an impact on users.</p> <p>There is no negative impact identified with this particular protected characteristic.</p>	
<p>Sex</p>	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and offers a variety of parking options.</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative impact restricting access during the week.</p>	<p>SCC Library Membership is 61.7% female and respondents to the SPAL Consultation 2017 were 58.9% female.</p> <p>Women over 65 (10.4%) are more likely to be depressed than men (6.4%) of the same age. (Source: Surrey JSNA Adult Mental Health 2014, and Health and wellbeing in Surrey: Promoting emotional wellbeing and mental health, Surrey-i 2014)</p>

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<p>Sexual orientation</p>	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative</p>	<p>The Library Service does not hold user data for this protected characteristic.</p> <p>The UK Government estimates that 7% of the population are LGBTQ. Applying this to mid-2009 population estimates for Surrey, there may be around 5,700 people aged 11 to 16 in Surrey who are LGBTQ.</p> <p>The percentage of the population living in same sex couple households is 0.7%. (Source: Census 2011)</p>

	<p>offers a variety of parking options.</p> <p>The relocation will potentially widen the exposure of the collection to other service users.</p> <p>NewSPAL will offer a range of delivery and return options which will have an impact on convenience.</p> <p>The new Library Management System will offer more online services which will enable the user to control their own reservations and accounts</p> <p>There is no positive impact identified with this particular protected characteristic.</p>	<p>impact restricting access during the week.</p> <p>The site under discussion is first floor premises with stair and lift access. The user may experience greater difficulty in loading.</p> <p>The user may also experience greater difficulty in loading using the parking options near the location under discussion.</p> <p>NewSPAL will offer a range of delivery and return options on a cost recovery basis which will have an impact on users.</p> <p>There is no negative impact identified with this particular protected characteristic.</p>	
<p>Marriage and civil partnerships</p>	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative</p>	<p>The Library Service does not hold user data for this protected characteristic.</p> <p>In Surrey 53% of the population are married or have a civil partnership. The percentage of those in a same sex marriage is 0.2%. (Source: Surrey-i; Census 2011)</p>

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<p>Carers (protected by association)</p>	<p>The proposal may result in those users accessing the library physically needing to travel a shorter distance to obtain the service offer previously received, which may incur less cost, inconvenience and time.</p> <p>The location under discussion has good public transport connections and</p>	<p>The proposal may result in those users accessing the library physically needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours. This may have a slightly negative</p>	<p>The percentage of the Surrey population providing unpaid care is 10%. The figure is similar across all the Districts & Boroughs, and slightly below the national average.</p> <p>Older people are more likely to be providing unpaid care than younger people, and providing more hours of care. Nearly 14% of people aged 65 or over provide care with more than quarter of these providing 50 hours or more.</p>

	<p>offers a variety of parking options.</p> <p>The relocation will potentially widen the exposure of the collection to other service users.</p> <p>NewSPAL will offer a range of delivery and return options which will have an impact on convenience.</p> <p>The new Library Management System will offer more online services which will enable the user to control their own reservations and accounts</p> <p>There may be a greater positive impact for those with restricted availability owing to caring responsibilities.</p>	<p>impact restricting access during the week.</p> <p>The site under discussion is first floor premises with stair and lift access. The user may experience greater difficulty in loading.</p> <p>The user may also experience greater difficulty in loading using the parking options near the location under discussion.</p> <p>NewSPAL will offer a range of delivery and return options on a cost recovery basis which will have an impact on user</p> <p>There may be a greater negative impact on those with restricted availability owing to caring responsibilities.</p>	<p>Young adult carers can face barriers to education and employment which may be due to young people becoming more heavily involved in caring as they get older. Having a caring a role when aged 16 – 24 years old can affect future life opportunities.</p> <p>As the general population ages, the number of older people providing unpaid care is also expected to increase. Estimates have been produced of the number of older carers in Surrey to increase by 11% in Surrey. The largest increases are expected in Tandridge, Reigate & Banstead, Woking and Epsom & Ewell. (Source: JSNA 2013)</p>
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7b. Impact of the proposals on staff with protected characteristics

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Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence																												
<p style="text-align: center;">Age</p>	<p>The removal of the SPAL collection from Ewell Library will have limited impact on Surrey Libraries staff. There will not be any transfer of SCC staff to NewSPAL.</p> <p>There is no positive impact identified with this particular protected characteristic.</p>	<p>The removal of the SPAL collection from Ewell Library will have limited impact on Surrey Libraries staff. There will not be any transfer of SCC staff to NewSPAL.</p> <p>There is no negative impact identified with this particular protected characteristic.</p>	<p>Surrey Libraries Staff:</p> <table border="1" data-bbox="1429 646 1839 1184"> <thead> <tr> <th>Age</th> <th>Headcount %</th> </tr> </thead> <tbody> <tr><td>13 – 19</td><td>9.46%</td></tr> <tr><td>20 – 24</td><td>5.89%</td></tr> <tr><td>25 – 29</td><td>5.71%</td></tr> <tr><td>30 – 34</td><td>5.54%</td></tr> <tr><td>35 – 39</td><td>5.71%</td></tr> <tr><td>40 – 44</td><td>6.61%</td></tr> <tr><td>45 – 49</td><td>8.57%</td></tr> <tr><td>50 – 54</td><td>13.57%</td></tr> <tr><td>55 – 59</td><td>17.14%</td></tr> <tr><td>60 – 64</td><td>12.50%</td></tr> <tr><td>65 – 69</td><td>6.79%</td></tr> <tr><td>70 – 74</td><td>1.61%</td></tr> <tr><td>75 +</td><td>0.89%</td></tr> </tbody> </table> <p>(Source: Workforce Equalities Data for Surrey Libraries August 2018)</p>	Age	Headcount %	13 – 19	9.46%	20 – 24	5.89%	25 – 29	5.71%	30 – 34	5.54%	35 – 39	5.71%	40 – 44	6.61%	45 – 49	8.57%	50 – 54	13.57%	55 – 59	17.14%	60 – 64	12.50%	65 – 69	6.79%	70 – 74	1.61%	75 +	0.89%
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<p>Gender reassignment</p>	<p>The removal of the SPAL collection from Ewell Library will have limited impact on Surrey Libraries staff. There will not be any transfer of SCC staff to NewSPAL.</p> <p>There is no positive impact identified with this particular protected characteristic.</p>	<p>The removal of the SPAL collection from Ewell Library will have limited impact on Surrey Libraries staff. There will not be any transfer of SCC staff to NewSPAL.</p> <p>There is no negative impact identified with this particular protected characteristic.</p>	<p>There is no service level workforce data available.</p>				
<p>Pregnancy and maternity</p>	<p>The removal of the SPAL collection from Ewell Library will have limited impact on Surrey Libraries staff. There will not be any transfer of SCC staff to NewSPAL.</p> <p>There is no positive impact identified with this particular protected characteristic.</p>	<p>The removal of the SPAL collection from Ewell Library will have limited impact on Surrey Libraries staff. There will not be any transfer of SCC staff to NewSPAL.</p> <p>There is no negative impact identified with this particular protected characteristic.</p>	<p>Surrey Libraries Staff:</p> <table border="1" data-bbox="1400 1106 2063 1219"> <thead> <tr> <th>Maternity</th> <th>Headcount %</th> </tr> </thead> <tbody> <tr> <td>On Maternity/Paternity Leave</td> <td>0.54%</td> </tr> </tbody> </table> <p>(Source: Workforce Equalities Data for Surrey Libraries August 2018)</p>	Maternity	Headcount %	On Maternity/Paternity Leave	0.54%
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8. Amendments to the proposals

Change	Reason for change
There is no planned change to the proposal	N/A

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
<p>Potential Negative Impact for users: The proposal may result in users needing to travel a greater distance to obtain the service offer previously received, which may incur greater cost, inconvenience and time.</p> <p>The relocation will result in a loss of opening hours.</p> <p>These may have a negative impact on the following protected groups: Disability, Pregnancy & Maternity, Carers, and Age and Sex as older people and females represent a greater proportion of users.</p>	<p>Investigate a range of delivery/collection options for borrowers.</p> <p>Consideration to be given following user feedback on providing a later evening opening.</p>	Transition	NewSPAL Trustees

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
None identified	N/A

11. Summary of key impacts and actions

<p>Information and engagement underpinning equalities analysis</p>	<ul style="list-style-type: none"> • NewSPAL Business Plan • SPAL Consultation 2017 • Surrey Libraries Data Management System • Surrey-i including: Census 2011 data; Surrey JSNA; GIRES • Workforce Equalities Data for Surrey Libraries August 2018
<p>Key impacts (positive and/or negative) on people with protected characteristics</p>	<p>Potential Negative Impact: The proposal may result in users needing to travel a greater distance to obtain the service, which may incur greater cost, inconvenience and time.</p> <p>This may have a negative impact on the following protected groups:</p> <ul style="list-style-type: none"> • Disability, Pregnancy & Maternity, Carers due to reduced accessibility • Age and Sex due to greater representation of older female users of this material. <p>Potential Positive Impact: The transition of the collection into Woking would result in greater accessibility and exposure to the public of the collection.</p> <p>The proposal may result in users needing to travel a shorter distance to obtain the service, which may incur less cost, inconvenience and time.</p> <p>This may have a positive impact on the following protected groups:</p> <ul style="list-style-type: none"> • Age, Disability, Pregnancy & Maternity and Carers due to improved accessibility • Age and Sex due to greater representation of older female users • Race, and Religion and belief due to greater representation in the locality of White Other, Pakistani and the Muslim population.
<p>Changes you have made to the proposal as a result of the EIA</p>	<p>None identified.</p>
<p>Key mitigating actions planned to address any outstanding negative impacts</p>	<p>Putting in place a variety of collection/delivery options.</p> <p>Consideration to be given following user feedback on opening hours.</p>
<p>Potential negative impacts that cannot be mitigated</p>	<p>None identified.</p>