

EIA Title				
Did you use the EIA Screening Tool? (Please tick or specify)	Yes (Please attach upon submission)		No	

1. Explaining the matter being assessed

<p>What policy, function or service change are you assessing?</p>	<p>The council have developed a strategy for libraries and cultural services for 2020 – 2025 which sets out our commitment to deliver a broad range of modern affordable services providing opportunities to read for learning and enjoyment; access accurate and quality information; engage in creative and cultural activities and informal and formal learning.</p> <p>The services addressed in the strategy are:</p> <ul style="list-style-type: none"> • Surrey Arts • Surrey Heritage • Surrey Adult Learning • Surrey Registration Service • Surrey Libraries <p>The crux of our strategy is to reduce the net cost of these services whilst increasing impact. We will do this by working closer with communities in design and delivery and by exploiting digital technology to increase our reach and free up staff.</p> <p>The strategy details five strategic objectives to underpin the development of these services going forward and a set of actions that we will take, including a new model of library service delivery.</p> <p>Our approach to implementation of the strategy will be to engage, through a co-design process, widely with residents, staff and partners on how the future model for libraries is implemented and how the libraries and cultural services can increase the positive outcomes/impact against the Surrey 2030 Vision.</p> <p>In the event that the co design leads to proposals to change the way in which current library services are delivered formal consultation will take place. This will be undertaken with due regard to our duties under the Equality Act and the Public Libraries and Museums Act 1964 ‘to provide a comprehensive and efficient library service for all persons desirous to make use thereof’.</p>
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<p>Why does this EIA need to be completed?</p>	<p>Changes to the library service will impact on people from the protected groups identified in the Equality Act 2010.</p>			
<p>Who is affected by the proposals outlined above?</p>	<p>The library service has some 320,000 registered members, and although the service does not monitor protected status amongst its membership, it is clear that this includes people from these groups. Most protected groups will not be disproportionately negatively affected by the actions set out in the strategy but it can be argued that two may: age, and disability. Age, because the service has disproportionately high levels of membership for children and older people compared with Surrey’s demographics, and disability, because people with certain kinds of disability will find changes harder to accommodate than the average user.</p>			
<p>How does your service proposal support the outcomes in the Community Vision for Surrey 2030?</p>	<p>This work is linked to the five “people” ambitions:</p> <ul style="list-style-type: none"> • Children and young people are safe and feel safe and confident. • Everyone benefits from education, skills and employment opportunities that help them succeed in life. • Everyone lives healthy, active and fulfilling lives, and makes good choices about their wellbeing. • Everyone gets the health and social care support and information they need at the right time and place. • Communities are welcoming and supportive, especially of those most in need, and people feel able to contribute to community life. 			
<p>Are there any specific geographies in Surrey where this will make an impact? <small>(Please tick or specify)</small></p>	<p>County Wide</p>	<p>x</p>	<p>Runnymede</p>	
	<p>Elmbridge</p>		<p>Spelthorne</p>	
	<p>Epsom and Ewell</p>		<p>Surrey Heath</p>	
	<p>Guildford</p>		<p>Tandridge</p>	
	<p>Mole Valley</p>		<p>Waverley</p>	
	<p>Reigate and Banstead</p>		<p>Woking</p>	
	<p>Not Applicable</p>			
	<p>County Divisions (please specify if appropriate):</p>			
<p>Briefly list what evidence you have gathered on the impact of your proposals?</p>	<p>A public consultation exercise on five strategic principles for libraries and cultural services was completed on 4th January 2019. The outcome of this consultation, further engagement work, community profiling and service use analysis has been used to develop a strategy for libraries and cultural services. The strategy proposes a new model for library services which will be developed into specific proposals through a process of co-design over the next 12 to 18 months. The strategy does not set out detailed proposals, these will be achieved through the co-design process and will use a wide range of evidence to understand the impact of the proposals as they develop..</p>			

2. Service Users / Residents

There are 10 protected characteristics to consider in your proposal. These are:

1. Age including younger and older people
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race including ethnic or national origins, colour or nationality
6. Religion or belief including lack of belief
7. Sex
8. Sexual orientation
9. Marriage/civil partnerships
10. Carers protected by association

Though not included in the Equality Act 2010, Surrey County Council recognises that socio-economic disadvantage is a significant contributor to inequality across the County and therefore regards this as an additional factor.

Therefore, if relevant, you will need to include information on this. Please refer to the EIA guidance if you are unclear as to what this is.

AGE

What information (data) do you have on affected service users/residents with this characteristic?

Although people of all ages use libraries, a higher proportion of Surrey library users are people aged 65 or over or younger children than is the case for the proportion of these groups in the population as a whole.

(Statistics of library use, compared with Surrey demographics).
Surrey Library Borrowers Compared to Surrey Population:
(March 2016)

Age Band	Current Borrowers	Surrey Population	Over /Under Representation
0-14	27%	18%	+9%
15-65	55%	63%	-9%
65	17%	19%	-2%

Impacts (Please tick or specify)	Positive		Negative		Both	√
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Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner
As children and young people and older people use the library service more than other groups it will be necessary to ensure through the co-design that impacts on these groups are identified and mitigated where possible in delivering the new library service model.	Analysis of service use and community profile prepared to inform the strategy.	Focused and targeted co-design activity will be undertaken with children and young people and older people.	Between January 2020 and April 2021.	Assistant Director, Lifelong Learning and Culture

**What other changes is the council planning/already in place that may affect the same groups of residents?
Are there any dependencies decisions makers need to be aware of?**

The council's asset management/property strategy will impact on the buildings in which we deliver these services to residents. During the co-design process we will ensure that any implications as a result of the property strategy are identified and taken account of.

Any negative impacts that cannot be mitigated? Please identify impact and explain why

None currently identified

DISABILITY

What information (data) do you have on affected service users/residents with this characteristic?

The community profile developed to underpin the strategy contains a quantity of data about people with disabilities in Surrey. It identifies that the libraries and cultural services can and must play a role in supporting people with long term health conditions, disabilities including sight impairments, and mental health problems.

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Impacts (Please tick or specify)	Positive		Negative		Both	√
Impacts identified	Supporting evidence		How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner	
None yet identified. This will be kept under review as the co design is developed	Analysis of service use and community profile prepared to inform the strategy.		Focused and targeted co-design activities will be undertaken with this group building on the relationship we established with the Surrey Coalition of Disabled People and their member organisations as part of the consultation on the strategic principles.	Between January 2020 and April 2021.	Assistant Director, Lifelong Learning and Culture	

**What other changes is the council planning/already in place that may affect the same groups of residents?
Are there any dependencies decisions makers need to be aware of?**

The council's asset management/property strategy will impact on the buildings in which we deliver these services to residents. During the co-design process we will ensure that any implications as a result of the property strategy are identified and taken account of.

Any negative impacts that cannot be mitigated? Please identify impact and explain why

None currently identified

3. Staff

AGE

What information do you have on the affected staff with this characteristic?

Surrey Libraries Staff:

Age Range	% of Library Staff
15 to 19	9.6%
20 to 24	5.7%
25 to 29	5.9%
30 to 34	5.2%
35 to 39	6.1%
40 to 44	8.3%
45 to 49	7.9%
50 to 54	11.4%
55 to 59	16.6%
60 to 64	14.0%
65 to 69	6.8%

Equality Impact Assessment

	70+	2.6%				
(May 2017)						
Impacts	Positive		Negative		Both	√
Impacts identified	Supporting evidence		How will you maximise positive/minimise negative impacts?		When will this be implemented by?	Owner
There may be changes to structure and the way staff work but these will not become explicit until we have undertaken co-design on the implementation of the new strategy over the next 12 – 18 months.	Understanding of the impact of previous re-structures in these services.		Staff are a significant group of stakeholders. They will be involved in co-design activities with residents and partners and will have the opportunity to influence implementation of the strategy		Between January 2020 and April 2021.	Assistant Director, Lifelong Learning and Culture
What other changes is the council planning that may affect the same groups of staff? Are there any dependencies decisions makers need to be aware of?						
The council's asset management/property strategy will impact on the buildings in which we deliver these services to residents.						
Any negative impacts that cannot be mitigated? Please identify impact and explain why						
None currently identified						

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DISABILITY

What information do you have on the affected staff with this characteristic?

Surrey County Council staff with a declared disability is as follows:

- Male: 3.10%
- Female: 3.14%

(Source: SCC Equalities and Diversity Profile 2016)

Impacts	Positive		Negative		Both	√
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?		When will this be implemented by?	Owner	
There may be changes to structure and the way staff work but these will not become explicit until we have undertaken co-design on the implementation of the new strategy over the next 12 – 18 months.	Understanding of the impact of previous re-structures in these services.	Staff are a significant group of stakeholders. They will be involved in co-design activities with residents and partners and will have the opportunity to influence implementation of the strategy		Between January 2020 and April 2021.	Assistant Director, Lifelong Learning and Culture	

**What other changes is the council planning that may affect the same groups of staff?
Are there any dependencies decisions makers need to be aware of?**

The council's asset management/property strategy will impact on the buildings in which we deliver these services to residents.

Any negative impacts that cannot be mitigated? Please identify impact and explain why

None currently identified

4. Amendments to the proposals

CHANGE	REASON FOR CHANGE
<i>What changes have you made as a result of this EIA?</i>	<i>Why have these changes been made?</i>
None	No specific changes to services are being proposed at this time. Following a process of co-design if there are specific changes to service delivery consultation on these will be undertaken.

5. Recommendation

Based on your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation in the in the blank box below.

Outcome Number	Description	Tick
Outcome One	No major change to the policy/service/function required. This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken	√
Outcome Two	Adjust the policy/service/function to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?	
Outcome Three	Continue the policy/service/function despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • Sufficient plans to stop or minimise the negative impact • Mitigating actions for any remaining negative impacts plans to monitor the actual impact. 	
Outcome Four	Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination (For guidance on what is unlawful discrimination, refer to the Equality and Human Rights Commission's guidance and Codes of Practice on the Equality Act concerning employment, goods and services and equal pay, available here).	
<i>Please use the box on the right to explain the rationale for your recommendation</i>	No specific changes to services are being proposed at this time. Following a process of co-design if there are specific changes to service delivery consultation on these will be undertaken.	

6a. Version Control

Version Number	Purpose/Change	Author	Date
V3	N/A	Lesli Good	12/11/19

The above provides historical data about each update made to the Equality Impact Assessment. Please do include the name of the author, date and notes about changes made – so that you are able to refer back to what changes have been made throughout this iterative process. For further information, please see the EIA Guidance document on version control.

6b. Approval

	Name	Date approved
Approved by*	<i>Head of Service</i>	12/11/19
	<i>Executive Director</i>	12/11/19
	<i>Cabinet Member</i>	12/11/19
	<i>Directorate Equality Group</i>	N/A

EIA Author	Lesli Good
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**Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.*

6c. EIA Team

Name	Job Title	Organisation	Team Role
Lesli Good	Assistant Director, Lifelong Learning and Culture (Interim)	SCC	Assistant Director
Helen leech	Senior Manager Digital Services	SCC	Senior Libraries Manager

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