

# Equality Impact Assessment Toolkit (March 2017)

## **Section 1: Your details**

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**Head of Section: Andrew McCartan**

**Chief Officer: Nikki Butterworth**

**Directorate: Delivery**

**Date: 23<sup>rd</sup> November 2020**

## **Section 2: What Council proposal is being assessed?**

The new library model and strategy

## **Section 2a: Will this EIA be submitted to a Cabinet or Committee meeting?**

**Yes / No**

**If 'yes' please state which meeting and what date**

**Tourism, Communities, Culture and Leisure Committee 8/10/2020**

**Please select hyperlink to where your EIA is/will be published on the Council's website (please select appropriate link & delete those not relevant)**

**Delivery (Customer Services, Adult & Disability Services, Community Services, Merseyside Pension Fund, Environmental Services)**

**<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>**

**Navigate to Equality Impact Assessments since 2017 – then Delivery Services**

**Section 3: Does the proposal have the potential to affect.....** (please tick relevant boxes)

- Y **Services**
- Y **The workforce**
- Y **Communities**
- Y **Other** (Partners, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:**

**Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?**

**You may also want to consider socio-economic status of individuals.**

**Please list in the table below and include actions required to mitigate any potential negative impact.**

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
<p>ALL GROUPS</p> <p>STRATEGIC PRIORITY READING</p>	<p>Literacy skills are an important part of a person’s development at every stage of life. We recognise that people with protected characteristics can experience barriers to literacy skills and attainment. Our new Library Model and Strategy aims to help raise this level across all sectors of the community.</p> <p>People with protected characteristics may experience barriers when engaging with their library service and to influence choice and availability.</p>	<p>We will provide affordable and interactive resources to pre-school children aimed at school readiness</p> <p>We will work with schools to identify areas where attainment levels and use supported programmes like Summer Reading Challenge</p> <p>The new model will aim to ensure that equality, diversity and inclusion is incorporated into service development. We will incorporate a welcoming and inclusive atmosphere,</p>	<p>Strategic Leadership Team</p>	<p>By 2025</p>	

		<p>which will be a requirement if services are delivered by community bodies</p> <p>We will work with key partners within the community to develop inclusive literacy programmes that can target resources to specific audiences</p> <p>We will actively engage with the local community around reading selection and availability which will greater reflect local need.</p> <p>We will ensure that all our promotions and social media campaigns are accessible and relevant</p>			
<p>ALL GROUPS</p> <p>STRATEGIC PRIORITY INFORMATION &amp; DIGITAL</p>	<p>We recognise that not all people have access to or the skills to access information in a digital format and this can have a particular impact on people with protected characteristics</p>	<p>We need to support digital learning and offer support and resources to those who have little or no access to digital services.</p> <p>We will use local and national programmes to encourage and support digital inclusion.</p> <p>Libraries will play an important part in signposting to relevant support services</p>	<p>Strategic Leadership Team</p>	<p>By 2025</p>	

		<p>to encourage and develop digital skills within the community.</p> <p>Equality issues will be incorporated into any workshops and exhibitions</p>			
<p>ALL GROUPS</p> <p>CULTURE &amp; CREATIVITY</p>	<p>People of certain backgrounds and cultures can feel that libraries do not reflect their heritage and does not provide a focal point for cultural activities.</p>	<p>We will work with partners within the community to grow the library offer and develop cultural activities.</p> <p>We will provide and support library spaces for the use of community groups to encourage creative activities.</p> <p>We will work collaboratively with Wirral Culture Team and the LCR region authorities to identify areas for cultural and creative development.</p> <p>Success stories will be promoted throughout community groups to encourage new partnerships and participation.</p>	<p>Strategic Leadership Team</p>	<p>By 2025</p>	
<p>ALL GROUPS</p>	<p>Libraries can be an important part in supplying relevant, reliable and trusted</p>	<p>Signposting to relevant, trusted services is an</p>		<p>By 2025</p>	

HEALTH & WELLBEING	health and wellbeing information. Access to this information can be problematic for people with protected characteristics.	<p>important part of the library model and we will grow the “ Health &amp; Wellbeing Marketplace “ and reminiscence box initiatives to encourage community participation and to promote a wide range of support services available.</p> <p>Health partners will play a role in the development of social prescribing initiatives and equality implications will be a theme running through these services and signposts.</p> <p>We will offer support and space to community groups to provide targeted health and wellbeing services to targeted cohorts within the community.</p>	Strategic Leadership Team		
ALL GROUPS ACCESSIBILITY	Accessibility issues, both physical and digital, can be a barrier to using library services. Language and translation issues can also make services less accessible.	We will take access into account when refurbishing or changing the physical space within a library service, including lighting, colour schemes, quiet areas/times and disability access.	Strategic Leadership Team	By 2025	

		<p>Any Council website that is used to publicise or utilise the service will comply with the WCAG accessibility guidelines.</p> <p>Physical access guidelines can be viewed at this website:  <a href="https://www.accessable.co.uk/">https://www.accessable.co.uk/</a></p> <p>We will also be able to provide some general information in different languages/formats on request within a reasonable timeframe.</p>			
LIBRARY STAFF	Some staff may need additional training to support the digital offer.	<p>Change management activities and resources will be secured to support staff through this change.</p> <p>Digital skills training be made available to all library staff.</p>	Library Management Team	April 2021	Org Dev resources

**Section 4a: Where and how will the above actions be monitored?**

Regular monitoring of the library strategy implementation plan will ensure that the ambitions contained therein are achieved.

Regular routine partnership meetings aimed at monitoring the MOU and addressing any issues promptly and collaboratively.

It is anticipated that all library complaints will be visible to the library service who can use this as an additional monitoring tool (on top of routine visits and observations)

**Section 5: What research / data / information have you used in support of this process?**

A comprehensive library needs analysis has been developed that considered the needs of different members of the community that are relevant to a library service.

**Section 6: Are you intending to carry out any consultation with regard to this Council proposal?**

Yes

If 'yes' please continue to section 7.

**Section 7: How will consultation take place and by when?**

The new library strategy and model will not be subject to consultation, however local consultation will take place if there are any proposed changes to any of the 24 libraries in our network. For example, consultation would take place with the local community before the relocation of a community library to establish whether the relocation would impact negatively on any element of the community, and to put mitigations in place if this were to be the case.

We will ensure that we invited representation from all protected groups in any further engagement activity.

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing.

**Section 8: Have you remembered to:**

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**