

RMBC - Equality Analysis Form for Commissioning, Decommissioning, Decision making, Projects, Policies, Services, Strategies or Functions (CDDPPSSF)

Under the Equality Act 2010 Protected characteristics are Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity.

Name of policy, service or function. If a policy, list any associated policies:	Reduction of £50,000 in the Library stock budget
Name of service and Directorate	Libraries and Neighbourhood Hubs,
Lead manager	Zoe Oxley
Date of Equality Analysis (EA)	18 th January 2019
Names of those involved in the EA (Should include at least two other people)	Aileen Heggie Mark Heaton Zoe Oxley

Aim/Scope

The Library Service has a budget of £260,414 to purchase stock for all the 15 Libraries within the Borough. Items of stock include adult and children's books, e-books, large print, spoken word and DVD's. This budget is in line with the Council's commitment within the Library Strategy 2016 -19 to spend approximately £1 per head of population on resources and material.

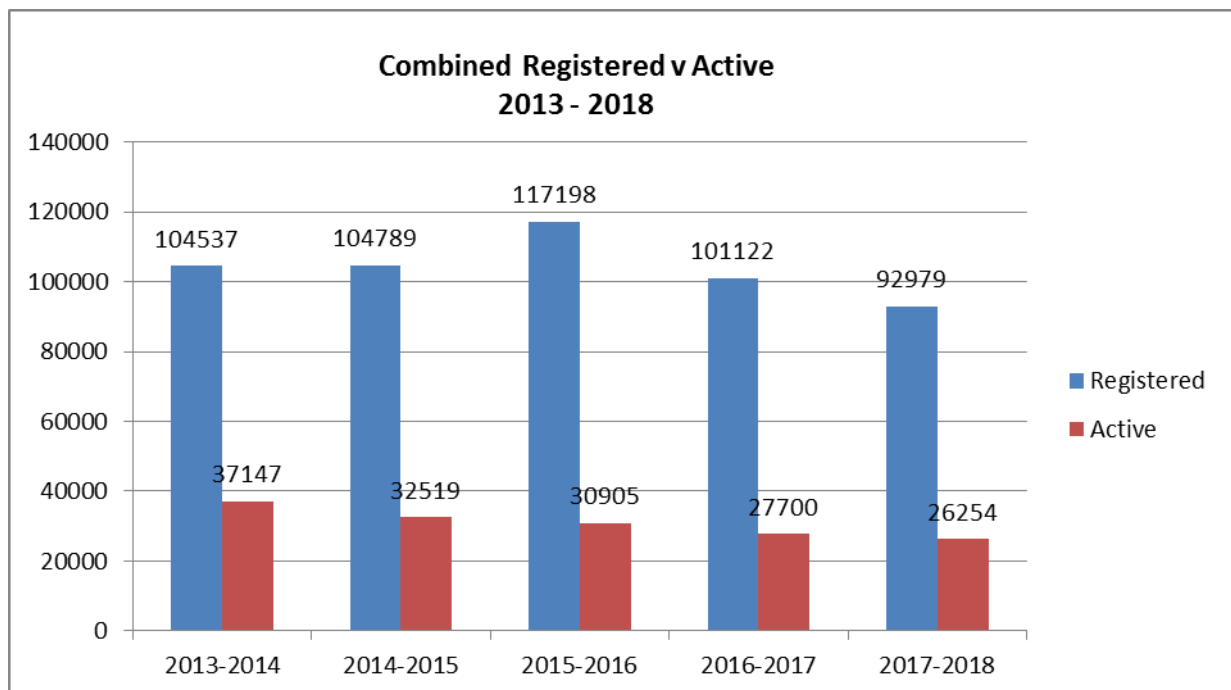
This proposal sets out the option to reduce the library stock budget from £260,414 to £210,414 in year 2020/21.

What equality information is available? Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?

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Customer Profile

Registered/Active Users



The chart shows an analysis of all registered and active users across the service, detailing the comparison between year ending 2014 and year ending 2018. An active borrower is defined as any registered library user who borrows at least one loan item within a year.

Age Profile

2017-18

	Registered	Active
Age 0-3	1.61	3.02
Age 4-11	14.95	26.88
Age 12-17	11.84	7.43
Age 18-25	9.95	4.17
Age 26-40	22.10	13.70
Age 41-65	25.20	21.20
Age 66+	14.79	23.60
Unknown	0	0

The 41-65 age range make up the biggest group of registered users across the service, although 4-11 year olds are proportionally the most active in the borough.

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Gender Profile

2017-2018	Registered (%)	Active (%)
Male	42.48	36.44
Female	55.91	60.17
Unknown	1.61	3.38

There are more female registered library users in Rotherham than there are male. Overall, the percentage of active female members is almost double that of males.

Ethnicity Profile

2017-2018	Registered (%)	Active (%)
White	66.45	64.88
Black or Black British	1.44	1.04
Dual Heritage	0.37	0.34
Asian or Asian British	4.05	3.59
Other	2.17	0.92
Unknown	25.54	29.24

The highest percentage of registered and active borrowers within the Rotherham borough are White.

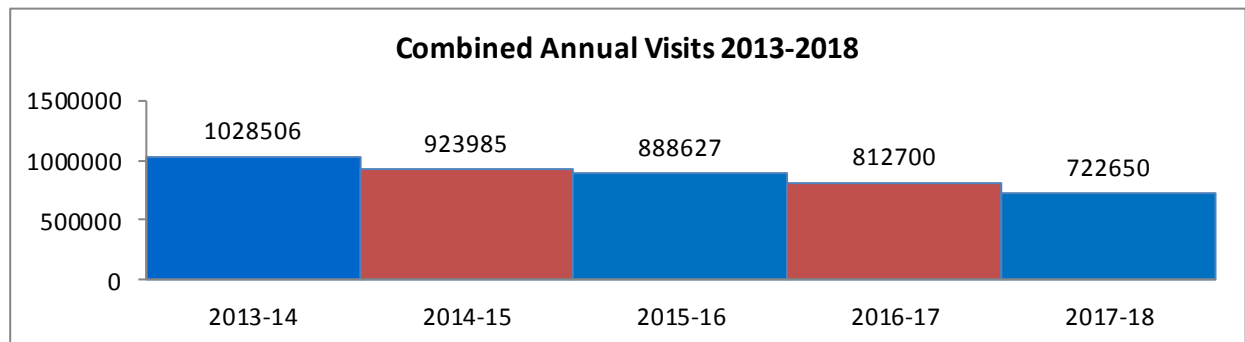
Disability Profile

2017-2018	Registered	Active
Self-declared disabled	3071	634

Monitoring of library users asks whether they consider themselves disabled. The number of active borrowers who consider themselves disabled is small compared to the total number of active borrowers.

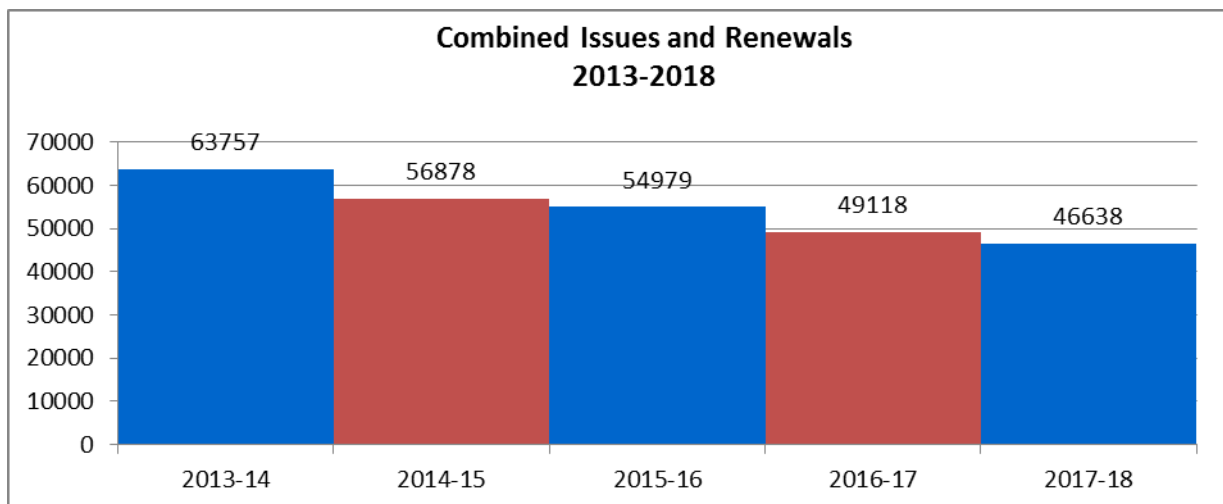
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Annual Visits



Library visitor figures are counted and recorded manually by library staff.

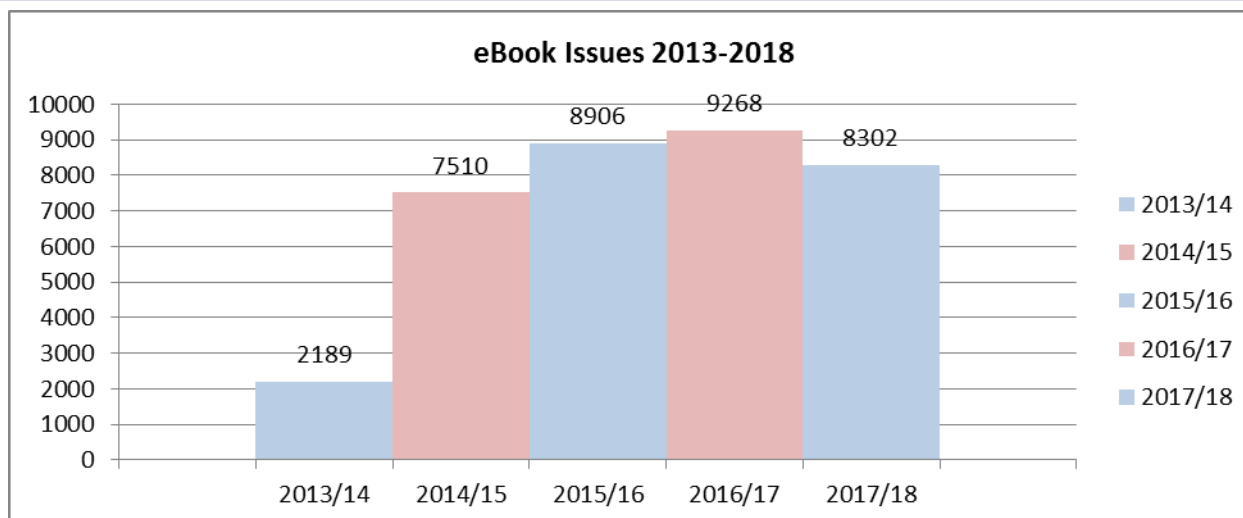
Issues/Renewals



Issues/renewals have shown a similar decline as visitor figures over the last few years.

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Ebooks



Rotherham Libraries and Neighbourhood Hubs have a collection of over 10,000 titles of ebooks available for registered borrowers to download directly to their mobile devices for free. The table above shows ebook issues across the service from the launch in 2013 to date. Rotherham Libraries also have a collection of e-magazines which can be loaned out free of charge.

The Assessment of Local Need which will be refreshed in 2019 describes local needs for a library service including the general and specific needs of adults and children who live, work and study in the borough. The aim of the Assessment of Local Need is to provide information for the Library Strategy. Following consultation further work will be needed to ensure that the Authority continues to deliver a “comprehensive and efficient library service for all persons desiring to make use thereof” (Public Libraries and Museums Act, 1964), whilst taking account of available resources. In addition, there is a requirement to base any service decisions regarding service provision on consultation with individual communities, partners, stakeholders and staff.

Engagement undertaken with customers. (date and group(s) consulted and key findings)

Engagement has not yet taken place. The library strategy is due to be refreshed in 2019 and as part of this process the service will go out to public consultation.

Engagement undertaken with staff about the implications on service users (date and group(s) consulted and key findings)

An initial discussion has taken place with key managers however further detailed engagement with the wider service has not yet taken place.

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The Analysis	
<p>How do you think the Policy/Service meets the needs of different communities and groups? Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity. Rotherham also includes Carers as a specific group. Other areas to note are Financial Inclusion, Fuel Poverty, and other social economic factors. This list is not exhaustive.</p> <p>Library and Neighbourhood Hubs stock policy is intended to provide a focused, objective and co-ordinated framework for the provision and management of library stock. Our overall aim is to provide a broad range of material balanced against potential usage within the budget available in any given financial year.</p> <p>The annual budget for library materials determines how many items can be purchased by the Service Development & Support team. The materials budget is spent on material in print (hardback and paperbacks, newspapers and magazines) audio visual and electronic formats and the service may focus on particular needs and demands when setting annual priorities. It is therefore possible to find the same title in ordinary print, large print – for the visually impaired – spoken word CD, downloadable spoken word and e- book. The service buys several copies of the most popular adult fiction titles and a representative selection of the tens of thousands of books published in the United Kingdom each year.</p> <p>If the proposal to reduce the stock budget is agreed then the number of copies of the most popular titles may reduce. The service still intend to purchase material in different formats and offer a wide selection of titles which will meet the needs of different communities and groups however there will be a reduction in the amount of new material purchased.</p> <p>Any book already in stock within Rotherham Libraries may be requested free of charge and picked up at any library .</p> <p>Overall 8% of residents in Rotherham Borough describe themselves as from a non-white UK population, 1.1% of the population in Rotherham, 2,700 people, report that they cannot speak English well or at all. The library service ensures that materials in a variety of community languages are available. The majority of the black and minority ethnic population live within the catchment areas of the Central library at Riverside and Mowbray Gardens library and the stock is located at these two sites and exchanged between the sites every six months. Fresh collections are obtained annually.</p> <p>The service continually reviews provision in terms of the consideration of alternative formats. Factors taken into account include cost, ease of use, the physical space required for storage and the preferences of different client groups. This has led the service to invest in online resources including family history package, a selection of online magazines networked to all static sites and a growing collection of downloadable spoken word titles.</p> <p>The service participates in a co-operative partnership with a number of other library authorities which has significantly increased the number of e-book titles available to our borrowers at no extra cost to the service.</p> <p>The stock belongs to the whole service and is used for the benefit of all users. Our stock policy ensures that stock is selected and used in a manner which serves this purpose</p>	

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whilst securing best value.

Regularly moving stock between sites helps to secure best value, ensuring stock is made as accessible as possible and provides maximum variety for borrowers.

The online catalogue is an important tool by which the public gain access to the wider collection outside the library which they usually visit. All material in all formats, including electronic downloads, is catalogued.

Analysis of the actual or likely effect of the Policy or Service:

Does your Policy/Service present any problems or barriers to communities or Group? Identify by protected characteristics **Does the Service/Policy provide any improvements/remove barriers?** Identify by protected characteristics

If this proposal was to be accepted the implications are as follows:

- Spend on the stock budget would be below the £1 per head of population commitment.
- The Council will be unable to continue to offer the wide range and choice of books it currently provides.
- The Performance Management Indicator in relation to the number of people borrowing books is currently below target, reducing the amount of customer choice in relation to the stock would have a further negative impact.
- The small budget which is currently allocated to promotional material to host a wide range of cultural activities, performances and exhibitions across the service would cease.

Public consultation will invite users and non-users of the service to feedback on the proposal. The stock policy will be reviewed to ensure any problems or barriers to communities or groups are mitigated.

What affect will the Policy/Service have on community relations? Identify by protected characteristics

It is not anticipated that there will be any adverse impact on community relations. This is because the service intends to undertake a thorough analysis of community feedback which will enable us to enact appropriate solutions within the resources available to us.

Please list any **actions and targets** by Protected Characteristic that need to be taken as a consequence of this assessment and ensure that they are added into your service plan.

Website Key Findings Summary: To meet legislative requirements a summary of the Equality Analysis needs to be completed and published.

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Equality Analysis Action Plan

Time Period 2019/2020

Manager: Zoe Oxley Service Area: Libraries & Neighbourhood Hubs..... Tel:.....334233.....

Title of Equality Analysis:

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic.

List all the Actions and Equality Targets identified

Action/Target		State Protected Characteristics as listed below	Target date (MM/YY)
Refresh Assessment of Local Need 2019		A, D, S, GR, RE, RoB, SO, PM, CPM, C and O.	02/19
Library strategy to be refreshed in 2019		A, D, S, GR, RE, RoB, SO, PM, CPM, C and O.	11/19
Public Consultation 2019		A, D, S, GR, RE, RoB, SO, PM, CPM, C and O	07/19
Stock Policy reviewed 2019		A, D, S, GR, RE, RoB, SO, PM, CPM, C and O	11/19
Name Of Director who approved Plan	Polly Hamilton	Date. Not yet approved	

*A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups

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Website Summary – Please complete for publishing on our website and append to any reports to Elected Members SLT or Directorate Management Teams

Completed equality analysis	Key findings	Future actions
<p>Directorate: Regeneration and Environment Services</p> <p>Function, policy or proposal name:</p> <p>Libraries and Neighbourhood Hubs – Reduction in the Library Stock Budget</p> <p>Function or policy status: changing (new, changing or existing)</p> <p>Name of lead officer completing the assessment:</p> <p>Aileen Heggie</p> <p>Date of assessment: 18th January 2019</p>	<p>Spend on the stock budget would be below the £1 per head of population commitment.</p> <p>The Council will be unable to continue to offer the wide range and choice of books it currently provides.</p> <p>The Performance Management Indicator in relation to the number of people borrowing books is currently below target, reducing the amount of customer choice in relation to the stock would have a further negative impact.</p> <p>The small budget which is currently allocated to promotional material to host a wide range of cultural activities, performances and exhibitions across the service would cease.</p>	<p>Refresh Assessment of Local Need</p> <p>Refresh Library Strategy</p> <p>Commence Public Consultation</p> <p>Review Stock Policy</p>