EQUALITIES ANALYSIS FORM

Equality Analysis should be undertaken before a decision is made when adopting or reviewing policies/procedures or for savings proposals/ restructures and transformations where it is likely to affect equalities groups or engage the Public Sector Equality Duty under section 149 of the Equality Act 2010 –See Appendix below).

(Note: If Equality is considered to have little or no effect on equality groups or if it is unlikely to engage Equality duty then you do not need to complete this form. Even where the proposal is relevant to the Equality duty, but the effects are remote or peripheral to the substance of the Equality duty then do not complete this form, just use the standard equalities text in your main report, see web page for standard text.)

Your Equality Analysis needs to demonstrate that due regard has been given to the equalities protected characteristics and the equalities duties and that this policy/ procedure/ proposal is not in breach of the Equality duties. The aim is to support members to make informed decisions about the policy/savings proposal balanced against any likely adverse effects. You must advise members about what actions are proposed to mitigate any adverse effect identified by affected stakeholders during your consultation or from your data analysis.

Due regard has to be given to:

➢ **Ensure that your decisions impact in a fair way:** Where there is evidence that particular equalities groups will be negatively affected by a decision, action should be taken to address this.

➢ **Make your decisions based on evidence and more transparent:** Equality Analysis provides a clear and structured way to collect, assess and put forward relevant evidence and is much more open and transparent.

➢ **Provide a platform for partnership working:** Equality Analysis offers an opportunity for organisations to work in partnership to consider the effect on members of their shared communities and how they might best collaborate and co-ordinate financial decisions.

➢ **Enable decision makers to assess:** Whether the decision might amount to unlawful discrimination and/or might have an effect on the promotion of equality of opportunity and/or might effect on the promotion of good relations, and if so the extent and nature of those effects.
1. Briefly describe the policy/proposal – its aim and expected outcomes.

The provision of a library service is statutory under the *Public Libraries and Museums Act 1964* which specifies that a service should be “comprehensive and efficient” and available to those who live, work or study in the provider’s area. To be comprehensive, the service must ensure that it is accessible to all and designed to meet local need. To be efficient, it must make the best use of the assets and resources available to it. Whilst “comprehensive and efficient” has never been clearly defined it is generally accepted that library services should be shaped by and reflect the communities they serve.

Library Services provided in the London Borough of Hounslow returned in 2017 to the governance of the borough from a third-party supplier. This offered the borough, as a Public Library Authority (PLA), the opportunity to reshape and modernise its network and specialist support services, to deliver community-focused and value for money services. This includes the opportunity to review opening hours.

The Library Strategy 2018 to 2022 has these key aims:

- Brighter futures: supporting confidence in reading and readiness for school
- Supporting health and wellbeing particularly for older people
- Giving communities access to free information and signposting
- Delivering a viable, sustainable and quality service which is value for money

Hounslow’s Library Service consists of 11 libraries, an archives and local studies collection, and specialist services serving discrete users e.g. those who are housebound and isolated.

The service offers –

- Books in standard and large print
- Audio books, CDs and DVDs
- Newspapers and magazines including e-magazines
- Books and newspapers in a range of community languages
• Computer and internet access through the public library computers
• Free Wi-Fi at all libraries
• Access to online services and resources
• Story times and Baby rhyme times
• Study space and quiet areas
• Events and activities to support reading and literacy

This proposal details a review of the Library opening hours to ensure best services are delivered in the most efficient manner to meet our customer’s needs. Under the proposal the total staffed opening hours will remain unchanged. Additional self-service opening hours will be available at the two libraries based in Leisure Centres, Hanworth and Isleworth.

No libraries will be closed, and all will run with paid staff.
2. Who is the policy/proposal going to affect and in what way? Please use evidence to support your analysis. Use separate sheets if necessary.

Under the proposal the total staffed opening hours will remain unchanged. The proposed changes are to the pattern of opening hours as follows -

Beavers – Change the pattern of opening hours following feedback from users requesting that the service is available after school hours. Currently the library is open 9am – 3pm Monday to Thursday, we propose to move the opening hours on Tuesday and Thursday to 11.30am – 5.30pm.

Bedfont – Opening hours on Thursday to change from 9.30am – 5pm to 9.30am – 5.30pm to assist with scheduling staff resources and bring in line with other Libraries.

Cranford – Opening hours on Thursday to change from 9.30am – 6pm to 9.30am – 5.30pm to assist with scheduling staff resources and bring in line with other Libraries.

Hanworth – Increase availability of self-service to allow access to borrow and return books and media during Leisure Centre opening hours.

Hounslow – Change late evening opening from Tuesday to Monday to assist with scheduling staff resources.

Isleworth – Increase availability of self-service to allow access to borrow and return books and media during Leisure Centre opening hours.

Any member of the public can access a Library building during opening times. To borrow items, library users must join the library. The additional opening hours proposed for Hanworth & Isleworth Libraries are in line with the Leisure Centres opening hours and will only offer access to borrow and return books and media. There will not be staff available to support users.

This could affect some vulnerable groups whose mobility is limited because of age, disability or illness. However, the Home Library Service can be used by borough residents of any age who are unable to visit their local library due to permanent or temporary disability or those who are frail or ill.

Please see separate sheets relating to PN Usage and Stock Issues.
3. When will the decision be taken? | February 2019 – implementation 1st April 2019.
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4. Are there concerns that the decision *could* affect the following:-

**Please explain or attach evidence of your answers to these questions**

| (i) Age | Y |
| (ii) Disability | Y |
| (iii) Gender Reassignment | N |
| (iv) Race | N |
| (v) Religion or Belief | N |
| (vi) Sex | N |
| (vii) Sexual Orientation | N |
| (viii) Pregnancy and Maternity | N |
| (ix) fostering good relations and community cohesion | N |
| (x) Human Rights | N |

**The proposed changes to the opening hours may affect Age & Disability as follows:**

The additional opening hours proposed for Hanworth & Isleworth Libraries are in line with the Leisure Centres opening hours and will only offer access to borrow and return books and media. There will not be staff available to support users.

The current opening hours with full access to all services will continue at the Libraries. However, additional limited services will be available on days and evenings previously closed, including Wednesdays, Fridays and Sundays as well as evenings.

Public Authorities have a duty under the Human Rights Act 1998 (HRA) not to act incompatibly with rights under the European Convention for the Protection of Fundamental Rights and Freedoms. Because of the close relationship between human rights and equality, it is good practice for those exercising public functions to consider equality and human rights together when analysing for effect on policies and proposals. (See list below for the Human Rights Articles)
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This could affect some vulnerable groups whose mobility is limited because of age, disability or illness and for those who may not be digitally literate to engage in self-service.

In addition to having access to Libraries when staff are available, the Home Library service can be used by borough residents of any age who are unable to visit their local library due to permanent or temporary disability or those who are frail or ill.
5. Which equalities duties will be engaged by this proposal and will require due regard to be given before a decision is made? (See summary of equalities duties below)

6. Are there any relevant groups or stakeholders who you can approach to explore their views on the policy/proposal? You must consult/involve those who will be affected by the decision. YES

Please list the relevant groups and how the views of these groups will be obtained. Or state the reason why you have not approached groups/users affected by your proposal.

Section 149, Part 11, Public Sector Equality Duty Equality Act 2010 - Section 20, Part 2 - Duty to make adjustments for disabled people.

Drop in sessions will take place from the 18th February to the 8th March 2019 in libraries affected by the proposals to consult with users. Consultations will take place with targeted disabled users and their organisations e.g. Speak out for LD Users and Eplus for various disabilities.
7. Please explain in detail the views of the relevant groups who have been consulted on the issues involved and the dates when this happened. (Please use a separate sheet if necessary). Set out in themes what the disadvantage is for each equality protected characteristic eg age, disability, race etc.

This will be completed following the consultation
8. Taking into account the views of these groups, and the available evidence, please clearly state the risks associated with the decision, weighed against the benefits of the decision. Will the impact be high, medium or low?

**High** – Impact is likely to be high if the savings proposal has significant relevance to the substance of the Equality duty. So consider size and scale of effect of policy/savings proposal or service restructure on staff, users/residents and other affected stakeholders. The effects can also be high if there is a potential for challenge of breach of equalities duties from affected stakeholders who have a protected equality characteristic. (see overview of legal duties below).

**Medium** – If your proposal is not assessed as high or low then it is likely to be medium risk. Due regard given to the equality duties must be commensurate with the impact of the policy/proposal or decision.

**Low** – Impact is low if Equality is considered to have little or no effect on equality groups or if it is unlikely to engage Equality duty. Or if the proposal is relevant to the Equality duty but the effects are remote or peripheral to the substance of the Equality duty under section 149 and section 20, then impact is low. You do not need to complete this form, just write under the standard equalities text in your main report that you have considered Equalities duties. For the standard text see under Equalities Analysis on the intranet under Equality

Impact is medium as there will be some effect on grounds of age and disability.
9. What are the main conclusions and key actions to mitigate or minimise the disadvantage/concerns raised by equalities groups? Please identify recommendations to add to the main report from this equality analysis and explain how each action directly responds to the disadvantage raised. Set out fully the actions/recommendations you propose in the Action Plan below.

(You can use the information in section 9 and 10 to inform the main report to members under the section on ‘Equalities and Human Rights Implications’).
By adding the conclusions and the key actions and recommendations to the main report you do not need to separately publish this form unless your report involves savings and affects the public. Then make sure it is added as an Appendix as well as completing the main report’s Equality and Human Rights implications.

The overall conclusion is that the change is likely to disadvantage users if due to disability or age they are unable to access/use the self-service facility. There is national research that confirms that these groups tend to be less digitally literate and therefore self-service may disadvantage some users. In mitigation, staff can access the Home Library Service and also use the Libraries when they are fully staffed, avoiding the short periods when self-serve is in operation on some days.

Signed (completing officer)_____________________________
Signed (Manager)_____________________________
10. Equalities Analysis Action Plan

Where the equality analysis indicates a potential negative impact, consideration should be given to means of reducing or mitigating the negative effects. At this stage an Action Plan should be developed to address any concerns/issues raised in your analysis. You should also consider arrangements for reviewing the actual effect of the proposals annually once they have been implemented if appropriate. The plan should be adopted as Equality Objectives and integrated in your Service or Business Plan.

If relevant, please list below any recommendations for action that you plan to take as a result of this equality analysis.

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TO BE COMPLETED FOLLOWING CONSULTATION
Appendix 1

Is the policy/savings proposal/restructure/transformation decision likely to breach equalities duties below? If the proposal/policy is not remote or peripheral to the substance of the duties set out below, then an Equality Analysis is relevant.

Overview of Equality Act 2010 General Public Sector Equalities duties

Equality Act 2010 – Section 149, Part 11, Public Sector Equality Duty

(1) A public authority must, in the exercise of its functions, have due regard to the need to-

(a) Eliminate discrimination, harassment, victimisation and eliminate any other conduct that is prohibited by or under the Act;
(b) Advance equality of opportunity between persons who share a relevant protected characteristic and person who do not share it;
(c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it;

(2) A person who is not a public authority but who exercises public functions must, in the exercises of those functions, have due regard to the matters mentioned in subsection (1) above.

(3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to-

a) remove or minimise disadvantages suffered by persons who share a relevant characteristic that are connected to that characteristic;
b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include particular steps to take account of disabled persons’ disabilities.

(5) Having due regard to the need to foster good relations between person who share a relevant protected characteristic and persons who do not share it involves having due regard in particular to the need to:

a) Tackle prejudice, and
b) Promote understanding.
(6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

(7) The relevant protected characteristics are:
   a) Age;
   b) Disability;
   c) Gender reassignment;
   d) Pregnancy and maternity;
   e) Race;
   f) Religion or belief;
   g) Sex;
   h) Sexual orientation.

Equality Act 2010 - Section 20, Part 2 - Duty to make adjustments for disabled people

(1) Where a provision, criterion or practice of a public body puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.

(2) Where a physical feature puts a disabled person at a substantial disadvantage in relation matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.

(3) Where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to provide the auxiliary aid.

Under Section 39, Part 5 of the Equality Act 2010, Employers must not discriminate against or victimise an employee:

- as to the terms of employment;
- in the way they make access to opportunities for promotion, transfer or training or for receiving any other benefit, facility or service;
- by dismissing the employee; or subjecting them to any other detriment;
- Employers must ensure that they do not deny workers access to benefits because of a protected characteristic.
- Where denying access to a benefit or offering it on less favourable terms the employer must be able to objectively justify the rule or practice as a proportionate means of achieving a legitimate aim.

Sections 64 and 65 relate to equal pay between men and women.
These equal pay provisions apply to all contractual terms including wages and salaries, non-discretionary bonuses, holiday pay, sick pay, overtime, shift payments, and occupational pension benefits, and to non-monetary terms such as leave entitlements or access to benefits.

Other sex discrimination provisions apply to non-contractual pay and benefits such as purely discretionary bonuses, promotions, transfers and training and offers of employment or appointments to office.

Appendix 2

Human Rights Act 1998 which came into force in 2000

Does your proposal breach any of these Articles

Article 2 - Right to Life
Article 3 - Protection from torture and inhuman or degrading treatment or punishment
Article 4 - Protection from slavery and forced or compulsory labour
Article 5 - The right to liberty and security of person
Article 6 - The right to a fair trial
Article 7 - Protection from retrospective criminal offences
Article 8 - The protection of private and family life
Article 9 - Freedom of thought, conscience and religion
Article 10 - Freedom of expression
Article 11 - Freedom of association and assembly
Article 12 - The right to marry and found a family
Article 14 - Freedom from discrimination

For more information contact:
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