

Equality Impact Assessment Form

1. Document Control

1. Control Details

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3. Contributors/Reviewers

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4. Glossary of Terms

Term	Description
MTFP	Medium Term Financial Plan

NCC	Nottingham City Council
LNA	Library Needs Assessment
RFID	Radio Frequency Identification
NPALS	Nottingham Performing Arts Service
SSBC	Small Steps Big Changes funded programme
PC	Personal Computer
Wi-Fi	Wireless internet connection

2. Assessment

1. Brief description of proposal / policy / service being assessed

This assessment is for recommendations in relation to Nottingham City Council Library Service Transformation as follows:
The recommendations are a result of a comprehensive review of library provision and need across the city and set out a long-term strategic plan that aligned with the need in the city and, also included a budget savings requirement of £233k from the library

It recognised based on national and local trends over the last 10 years and accelerated by the pandemic that library usage and the ways people access services is changing. Therefore, this review was not just a cost saving exercise but a longer-term modernisation programme for the service.

The recommendation are as follows:

- Approve the transformation principles for future delivery of the library service as set out in the Appendix 1. “The Next Chapter Nottingham City Council Library Service Transformation, Phase 2 Findings Report, Part 2, REVISED Recommendations December 2022”
- Retain Aspley Library as a publicly accessible library but redesign the space to enable the building to become a stock distribution hub and base for outreach services
- Reduce opening hours across the network in order to achieve the saving required without the need to close a library

2. Information used to analyse the effects on equality:

Background

Phase 1 – Library Needs Assessment (ref report)

In 2021 Nottingham City Library Service began a review to help understand the need for library services across the city to determine what a 'comprehensive and efficient' library offer should be for Nottingham.

Phase 1 began with a needs assessment which involved analysing a range of socio economic and demographic information and library performance data alongside public consultation findings January – April 2022 and sector best practice examples. The findings helped to set a number of outcomes for the service, based on need in the city, which led to the development of a number of proposals.

Phase 2 – Service Proposals and recommendations (ref report)

These proposals were widely consulted on as part of a 12-week public consultation exercise in Phase 2. (January – April 2022). Feedback from this public consultation and review from Overview and Scrutiny Committee has led to a further assessment of need with a particular emphasis on deprivation, access and travel with Equalities Impact being a key consideration. This has led to a revised set of recommendations now being put forward

This assessment looks at the impact and mitigations should the recommendations be approved. Outlined is some of the data analysis that had been considered for this assessment:

Library Membership

The library service hold some personal data on users through its library membership data e.g. age and gender but the service doesn't currently collect wider protected characteristic data e.g. ethnic origin & disability. To assess potential equalities impact of the proposals, proxy census and socio economic data at ward level has been used.

From the data captured on library users, age mapping (attached) has been used to profile library users at each library to help assess the impact on different age groups.

Library (Active) Users - those who have returned or borrowed books or used a public computer in a 12 month period

There are 49,277 Library members/users registered with the library service. We looked at the users of the libraries which recommended for closure to understand the possible impact of the closures. We also considered the nearest alternative and how library users use libraries across the network

2019/20 library performance data shows there were 49,277 registered library users. The table below (Table 1) shows the breakdown of active users across the library network.

Rank by Top Active Members 2019-20	Rank by highest decline 2019-20	Library	Total 2018-19	Total 2019-20	% change
1	12	Nottingham Central	16,896	16,917	0.12%
2	2	Bulwell Riverside	5,123	4,719	-7.89%
3	5	Hyson Green	3,705	3,434	-7.31%
4	10	Wollaton	2,982	2,942	-1.34%
5	13	Sherwood	2,557	2,575	0.70%
6	7	St Ann's Valley	2,724	2,565	-5.84%
7	1	Clifton	2,746	2,529	-7.90%
8	14	Aspley	2,458	2,498	1.63%
9	11	Dales	2,525	2,494	-1.23%
10	15	Strelley Road	1,820	2,259	24.12%
11	9	Meadows	1,676	1,648	-1.67%
12	8	Southglade Park	1,600	1,517	-5.19%
13	6	Bilborough	1,494	1,386	-7.23%
14	4	Radford-Lenton	973	898	-7.71%
15	3	Basford	972	896	-7.82%
		TOTAL	50,251	49,277	-1.94%

(Table 1: Active Users)

Access and Travel

Walking and travel maps show the distance people need to make to travel to their nearest library both walk times and public transport times. Full detail set in attached Appendix 1 at end of document

Library consultation findings

Data captured from both Phase 1 and Phase 2 public consultation gives a picture of when people use the library network. Average hourly visits is set out in Appendix 1 at the end of the document

The mapping of library users and catchments has been overlaid with the socio economic information for each library. Giving an indication of user profiles

Aspley Ward - Socio Economic information:

Population profiles

Aspley has a total of 18,746 residents, 48% male 52% female. The ethnicity breakdown shows that Aspley has a higher percentage of mixed/multiple ethnic groups compared with the City (7% for the city and 9% for Aspley). The breakdown also shows that Aspley has a lower percentage of Asian/Asian British (5%) but a higher percentage of Black/African/Caribbean/Black British (11%) compared to the City average (13% and 7 % respectively)

Deprivation

Aspley is the most deprived ward in the City and ranks as 88th most deprived out of England's 7,412 wards. 35% of Aspley's population live in income deprived households, the highest proportion in the city. Compared to the City average (30%) Aspley has a higher proportion (43%) of children aged 0-15 years living in poverty, the highest in the city. Aspley also has a higher proportion (32%) of residents aged 60+ years living in deprivation when compared to the city of 24%

Children - Learning & Attainment

In this ward a lower percentage (75%) of children reached the expected level of development in communication and language skills at the end of reception compared to the city (81%). 67% of children achieved expected standard in reading

Activities and events taking place at Libraries in libraries in 21/22 is set out in Appendix 1 at the end of the document. New activities re-introduced for 2022/23, which were curtailed as a result of the pandemic, include:

Adult Activities:

- Aspley – started a crafty man club
- Basford - reinstated knit and natter sessions – run 2 sessions per week, along with games café and work club
- Bulwell - reinstated reading group
- Clifton - reinstated knit and natter session
- Dales – reinstated reading group and welfare rights session
- Hyson - started a women's conversation group & chess club, reinstated knit and natter session
- Radford - reinstated work club
- Southglade – reinstated games café, work club and knit and natter
- St Ann's - reinstated conversation group and reading group
- Strelley have reduced their regular events to knot and natter and work clubs
- Wollaton - started a chess club

Children/Family Activities:

- Aspley offer more focused – craft club and lego session, after school club and totstime
- Basford - reinstated Totstime session
- Bilborough –Lit Young Company session after school
- Meadows – reinstated After school club

- Radford -reinstated Totstime session
- Southglade – reinstated craft club and totstime sessions
- St Ann's – reinstated totstime

Changes may be required to library activities that currently take place during opening hours to be affected, to enable these to take place at different times or at alternative nearest libraries. Usage against current range of activities is set out below in Appendix 1

3. Impacts and Actions:

	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input type="checkbox"/>	X
Men	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input type="checkbox"/>	X
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	X
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	X
Younger	<input type="checkbox"/>	X
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, <u>vulnerable children/ adults</u>).	<input type="checkbox"/>	X
<i>Please underline the group(s) /issue more adversely affected or which benefits.</i>		

<p>How different groups could be affected (Summary of impacts)</p>	<p>Details of actions to reduce negative or increase positive impact (or why action isn't possible)</p>
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Service Users –

Libraries are a statutory service. Libraries provide free access to reading material both physically borrowed and also on-line through digital resources. Nottingham Library Service also provides a range of events and activities to support our most vulnerable citizens and contribute to delivering outcomes in reading and literacy, digital access, health & well-being, culture and creativity and training and employment. Importantly we know that a large proportion across all demographics of our communities see library services as important to them.

Children and families- A range of activities take place in most libraries to support children and families, including Totstime, Surestart, Bookstart homework clubs and Summer Reading Challenge

Men & Women of working age.

The Library service offers access to PCs, and support and training for employment including, IT, work club and volunteering/work experience

Older People

Library use is still popular with adults aged 60+. A Home Library Service is also available for citizens who maybe less mobile and unable to access their nearest library.

Staff

The following is the breakdown of staff at Aspley Library
3 staff, - none with protected characteristics

Change to Opening hours

The proposed change in opening hours will be across the network and Could impact on the majority staff. In this case the baseline recorded breakdown for the service is as follows:

Male/Female Split: 23 / 60

Black Minority Ethnic 13

Disabled 5

Lesbian/Gay/Bisexual/Transgender 4

IT and Digital Provision

There will be a continuation and growth of the digital and online services offered by the Library Service including access to e-learning resources and e-books as well online events and activities
Access to PCs and free Wi-Fi, will be available across the remaining library network.

Continuation of specialist outreach services

There will be a continuation of specialist services responding to the most vulnerable and isolated adults and young people and families including the continuation of Bookstart and Home Library Service operating out of the repurposed Aspley Library.

Alternative Library Provision

Revised opening hours, which have been designed to minimise impact, reflect peak and off peak use and changing behaviours, will be clearly published at all the libraries and on Library website. Due to the current size of the network, and good city public transport links there are number of alternative libraries within 20 minutes walk or a short bus journey away, if their local library is not open at the times they require.

The re-opening of Nottingham Central and Sherwood Libraries will provide wider opportunities and access for library users.

Events and Activities

Events and activities currently taking place at any affected opening hour times libraries will be reassigned/rescheduled to alternative to times or to nearest library within the remaining network in consultation with the users of those events at specific libraries

Staff Consultation

Formal consultation will take place with all staff impacted by the proposals within first 3 months of decision and ahead of any operational implementation. This will follow the established method of consultation and the Council's and any statutory HR policies. Options for staff may include opportunities for staff impacted to transfer to other libraries

	<p>Support will be made available to enable staff to manage any change in including formal and informal meeting with managers, referral to NCC health and well-being support mechanisms in place e.g. PAM Assist and access to any relevant training requirements</p> <p>In respect of a decision to change to opening hours, where proposed changes to working hours will affect more than 20 employees, collective consultation will take place through the relevant trade unions. Where relevant new contracts to be issued to affected employees.</p>
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4. Outcome(s) of equality impact assessment:

- No major change needed
 Adjust the policy/proposal
 Adverse impact but continue
 Stop and remove the policy/proposal

5. Arrangements for future monitoring of equality impact of this proposal / policy / service:

- Detailed equalities impact has been assessed as part of the 12 week (phase 2 consultation)
- Undertake a review of the mechanisms to capture equalities data from activities in libraries and library membership
- Monitor take-up and use of libraries as a result of any operational changes
- EIA will be updated accordingly to take account comments from any further consultation undertaken to identify any migration

6. Approved by (manager signature) and Date sent to equality team for publishing:

<p>Approving Manager: The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.</p>	<p>Date sent for scrutiny: 15.10.22 Send document or Link to: equalityanddiversityteam@nottinghamcity.gov.uk</p> <p>It is noted that this EIA will be iterative and updated at key decision making stages and factor in feedback from consultation</p>
<p>SRO Approval: Nigel Hawkins Head of Sport, Culture & Libraries Nigel.Hawkins@nottinghamcity.gov.uk</p>	<p>Date of final approval: 16/12/2022</p>

Appendix 1:

Adult and Children activities taking place in libraries 2021/22

Performance Figures - Visits by library and opening hours 2017/18 – 2019/20

Walking times to the nearest library – All Nottingham City Libraries

ADULT ACTIVITIES 2021-22			CHILDREN/FAMILY ACTIVITIES 2021-22			
	No. of Sessions	No. of Adults		No. of Sessions	No. of Children	No. of Adults
Aspley			Aspley			
Inside			Children/Family Activity			
Councillor & MP Surgery	4	7	After School Activity			
Knit and Stitch	14	124	Inside	5	2	2
Inside Total	18	131	After School Activity	5	2	2
Aspley Total	18	131	Arts & Crafts Activity			
Bilborough			Inside	1	7	2
Inside			Arts & Crafts Activity	1	7	2
Arts & Crafts	22	174	Saturday Activities			
Councillor & MP Surgery	26	24	Inside	1	5	2
Knit and Stitch	27	193	Saturday Activities	1	5	2
Reading Group	7	14	Science and Technology Event			
Work Club	3	1	Inside	4	33	24
Inside Total	85	406	Science and Technology Event	4	33	24
Bilborough Total	85	406	Children/Family Activity Total	11	47	30
Bulwell Riverside			School			
Inside			Class Book Exchange/Visit			
Author, Poetry Event	1	5	Inside	4	113	12
Business and IP Events	9	15	Class Book Exchange/Visit	4	113	12
Community and Family Learning (CFL)	3	7	School Total	4	113	12
Knit and Stitch	37	344	Under 5s			
Work Club	11	46	Totstime			
Inside Total	61	417	Inside	8	32	29
Bulwell Riverside Total	61	417	Totstime	8	32	29
Clifton			Under 5s Total	8	32	29
Inside			Aspley Total	23	192	71
Coffee Morning	1	11	Bilborough			

Councillor & MP Surgery	1	2	Children/Family Activity			
IT Group Learning session	2	5	Arts & Crafts Activity			
Work Club	13	62	Inside	4	22	15
Inside Total	17	80	Arts & Crafts Activity	4	22	15
Clifton Total	17	80	Holiday Activities			
Dales Centre			Inside	3	44	33
Inside			Holiday Activities	3	44	33
Coffee Morning	18	138	Music/Theatre event			
Community and Family Learning (CFL)	1	2	Inside	2	30	19
Councillor & MP Surgery	39	89	Music/Theatre event	2	30	19
Health & Wellbeing Event	5	46	Science and Technology Event			
Knit and Stitch	16	51	Inside	2	20	12
Other	10	45	Science and Technology Event	2	20	12
Work Club	21	45	Children/Family Activity Total	11	116	79
Inside Total	110	416	School			
Dales Centre Total	110	416	Class/School visit (with LDO/LETGO)			
Hyson Green			Inside	3	35	8
Inside			Class/School visit (with LDO/LETGO)	3	35	8
Author, Poetry Event	1	24	School Total	3	35	8
Community and Family Learning (CFL)	28	203	Under 5s			
Conversation Group	7	106	Nursery/School Visit for Under 5s			
Other	10	69	Inside	3	34	10
Work Club	23	100	Nursery/School Visit for Under 5s	3	34	10
Inside Total	69	502	Totstime			
Hyson Green Total	69	502	Inside	6	5	7
Meadows			Totstime	6	5	7
Inside			Under 5s Total	9	39	17
Author, Poetry Event	2	44	Bilborough Total	23	190	104

Careers Advice	4	15		Bulwell Riverside			
Community and Family Learning (CFL)	1	38		Children/Family Activity			
Conversation Group	5	65		Saturday Activities			
Councillor & MP Surgery	12	25		Inside	2	8	8
Games Cafe	3	16		Saturday Activities	2	8	8
Knit and Stitch	35	374		Science and Technology Event			
Other	8	59		Inside	2	47	5
Reading Group	4	25		Science and Technology Event	2	47	5
Work Club	13	77		Children/Family Activity Total	4	55	13
Inside Total	87	738		School			
Meadows Total	87	738		Class Book Exchange/Visit			
St Ann's Valley				Inside	1	35	1
Inside				Class Book Exchange/Visit	1	35	1
Author, Poetry Event	1	16		School Total	1	35	1
Community and Family Learning (CFL)	8	56		Under 5s			
Councillor & MP Surgery	18	9		Totstime			
Family History event	1	6		Inside	2	9	9
Knit and Stitch	27	269		Totstime	2	9	9
Work Club	26	54		Under 5s Total	2	9	9
Inside Total	81	410		Bulwell Riverside Total	7	99	23
St Ann's Valley Total	81	410		Clifton			
Strelley Rd				Children/Family Activity			
Inside				Other			
Arts & Crafts	3	25		Inside	1	8	5
Coffee Morning	2	7		Other	1	8	5
Councillor & MP Surgery	6	13		Science and Technology Event			
Health & Wellbeing Event	9	53		Inside	1	54	18
Knit and Stitch	20	150		Science and Technology Event	1	54	18
Other	4	26		Summer Reading Challenge (Activity)			
Work Club	5	9		Inside	2	14	8

Inside Total	49	283		Summer Reading Challenge (Activity)	2	14	8
Strelley Rd Total	49	283		Children/Family Activity Total	4	76	31
Wollaton				School			
Inside				Class Book Exchange/Visit			
Author, Poetry Event	1	25		Inside	1	27	4
Councillor & MP Surgery	16	11		Class Book Exchange/Visit	1	27	4
IT 121 sessions	1	1		Other			
Music Performances	1	13		Inside	3	21	11
Other	4	21		Other	3	21	11
Reading Group	7	75		School Total	4	48	15
Inside Total	30	146		Under 5s			
Wollaton Total	30	146		Totstime			
Grand Total	607	3529		Inside	2	13	12
				Totstime	2	13	12
				Under 5s Total	2	13	12
				Clifton Total	10	137	58
				Dales Centre			
				Children/Family Activity			
				Other			
				Inside	1	70	23
				Other	1	70	23
				Children/Family Activity Total	1	70	23
				School			
				Class Book Exchange/Visit			
				Inside	12	306	45
				Class Book Exchange/Visit	12	306	45
				School Total	12	306	45
				Under 5s			
				Nursery/School Visit for Under 5s			
				Inside	2	5	6

			Nursery/School Visit for Under 5s	2	5	6
			Totstime			
			Inside	3	7	8
			Totstime	3	7	8
			Under 5s Total	5	12	14
			Dales Centre Total	18	388	82
			Hyson Green			
			Children/Family Activity			
			Local community festival/event			
			Inside	1	20	5
			Local community festival/event	1	20	5
			Science and Technology Event			
			Inside	2	70	40
			Science and Technology Event	2	70	40
			Children/Family Activity Total	3	90	45
			Hyson Green Total	3	90	45
			Meadows			
			Children/Family Activity			
			Author/Book/Poetry Event			
			Inside	2	204	32
			Author/Book/Poetry Event	2	204	32
			Holiday Activities			
			Inside	2	139	138
			Holiday Activities	2	139	138
			Other			
			Inside	7	72	30
			Other	7	72	30
			Science and Technology Event			
			Inside	2	81	7
			Science and Technology Event	2	81	7
			Children/Family Activity Total	13	496	207

			School			
			Author/Book/Poetry Event			
			Inside	1	30	15
			Author/Book/Poetry Event	1	30	15
			Class Book Exchange/Visit			
			Inside	37	916	116
			Class Book Exchange/Visit	37	916	116
			Class/School visit (with LDO/LETCO)			
			Inside	5	132	13
			Class/School visit (with LDO/LETCO)	5	132	13
			School Total	43	1078	144
			Under 5s			
			Totstime			
			Inside	4	27	28
			Totstime	4	27	28
			Under 5s Total	4	27	28
			Meadows Total	60	1601	379
			Radford-Lenton			
			School			
			Class/School visit (with LDO/LETCO)			
			Inside	2	55	4
			Class/School visit (with LDO/LETCO)	2	55	4
			School Total	2	55	4
			Under 5s			
			Children's Book Award			
			Inside	4	144	8
			Children's Book Award	4	144	8
			Under 5s Total	4	144	8
			Radford-Lenton Total	6	199	12
			Sneinton			

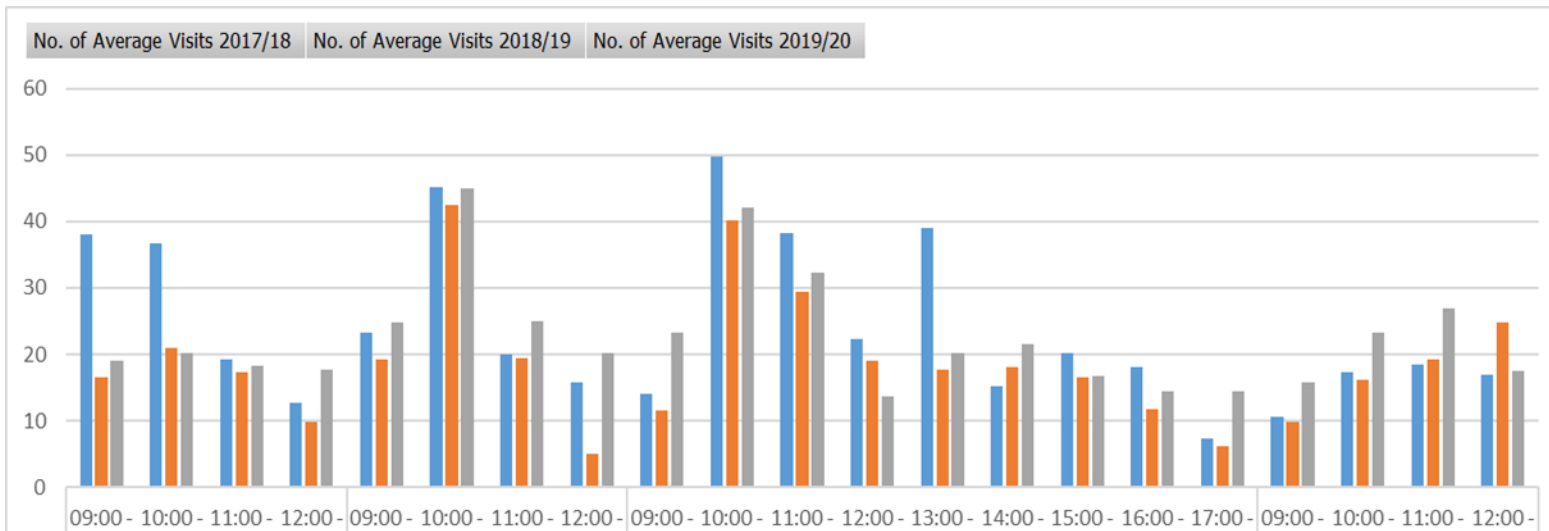
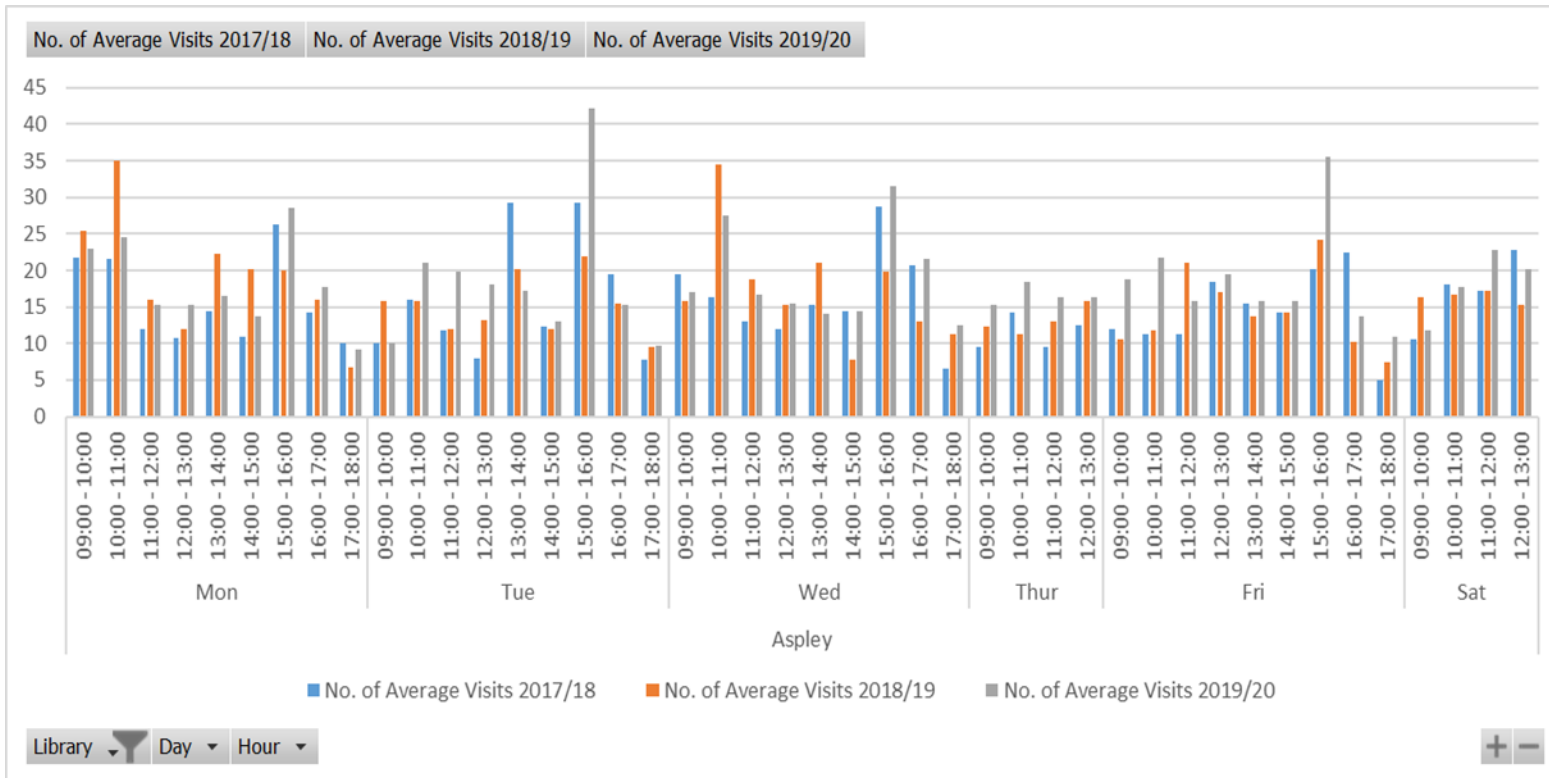
			Under 5s			
			Children's Book Award			
			Inside	2	48	5
			Children's Book Award	2	48	5
			Under 5s Total	2	48	5
			Sneinton Total	2	48	5
			Southglade Park			
			Children/Family Activity			
			Holiday Activities			
			Inside	3	24	24
			Holiday Activities	3	24	24
			Children/Family Activity Total	3	24	24
			School			
			Talk in assembly/school			
			Inside	1	240	10
			Talk in assembly/school	1	240	10
			School Total	1	240	10
			Under 5s			
			Children's Book Award			
			Inside	4	91	10
			Children's Book Award	4	91	10
			Under 5s Total	4	91	10
			Southglade Park Total	8	355	44
			St Ann's Valley			
			Children/Family Activity			
			After School Activity			
			Inside	16	101	16
			After School Activity	16	101	16
			Science and Technology Event			
			Inside	3	110	10
			Science and Technology Event	3	110	10
			Children/Family Activity Total	19	211	26

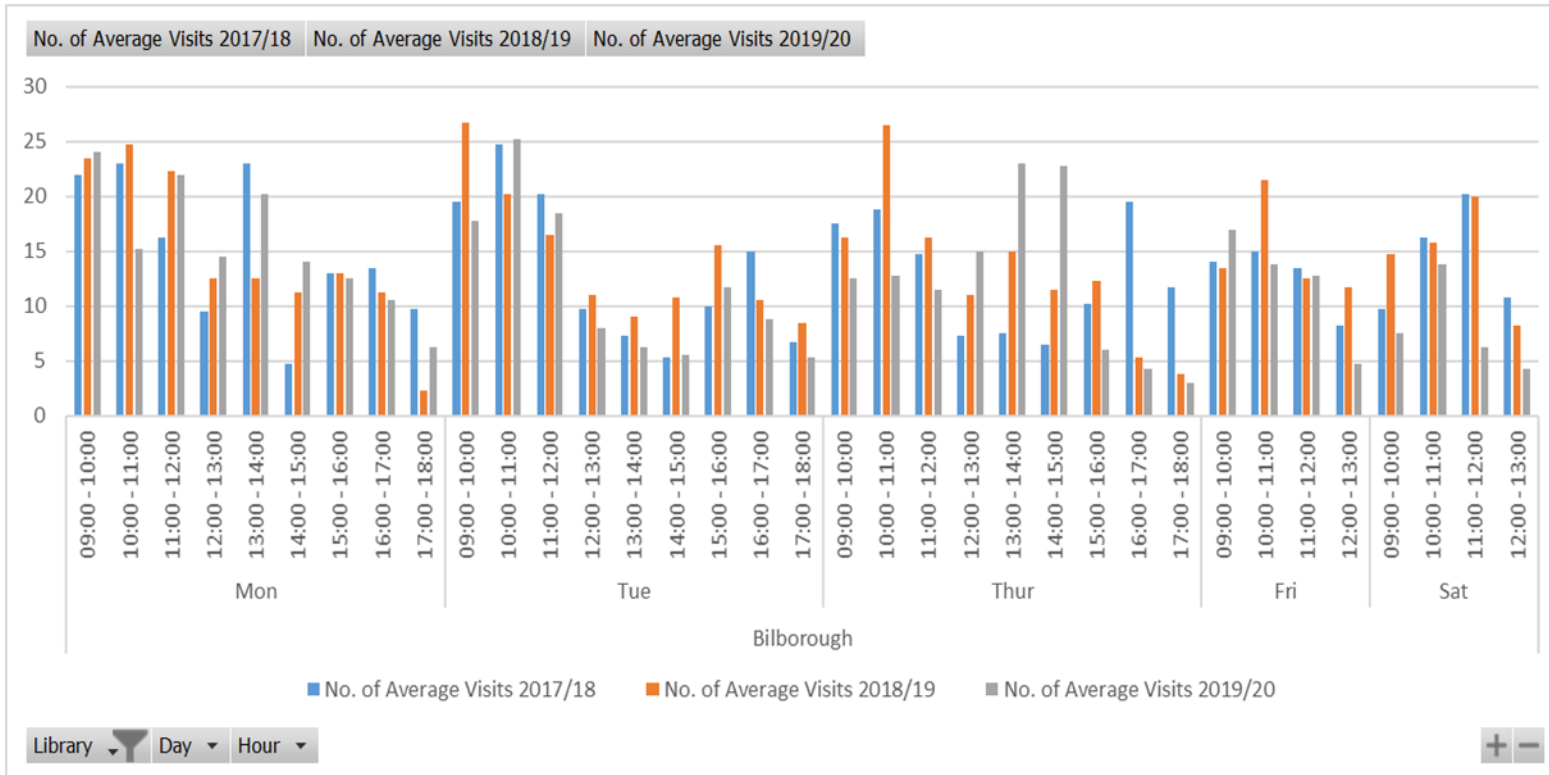
			School			
			Class/School visit (with LDO/LETCO)			
			Inside	1	50	3
			Class/School visit (with LDO/LETCO)	1	50	3
			Other			
			Inside	1	50	3
			Other	1	50	3
			School Total	2	100	6
			Under 5s			
			Children's Book Award			
			Inside	2	47	4
			Children's Book Award	2	47	4
			Other			
			Inside	1	20	20
			Other	1	20	20
			Story time			
			Inside	1	5	6
			Story time	1	5	6
			Totstime			
			Inside	6	9	8
			Totstime	6	9	8
			Under 5s Total	10	81	38
			St Ann's Valley Total	31	392	70
			Strelley Rd			
			Children/Family Activity			
			After School Activity			
			Inside	1	23	4
			After School Activity	1	23	4
			Arts & Crafts Activity			
			Inside	3	26	30
			Arts & Crafts Activity	3	26	30
			Code Club			

			Inside	4	52	11
			Code Club	4	52	11
			Holiday Activities			
			Inside	2	21	12
			Holiday Activities	2	21	12
			Other			
			Inside	3	28	29
			Other	3	28	29
			Science and Technology Event			
			Inside	1	3	4
			Science and Technology Event	1	3	4
			Children/Family Activity Total	14	153	90
			School			
			Class Book Exchange/Visit			
			Inside	2	51	4
			Class Book Exchange/Visit	2	51	4
			School Total	2	51	4
			Under 5s			
			Small Steps Big Changes (SSBC) Activity			
			Inside	3	25	26
			Small Steps Big Changes (SSBC) Activity	3	25	26
			Under 5s group visits			
			Inside	2	17	5
			Under 5s group visits	2	17	5
			Under 5s Total	5	42	31
			Strelley Rd Total	21	246	125
			Wollaton			
			Children/Family Activity			
			Science and Technology Event			
			Inside	3	41	2
			Science and Technology Event	3	41	2

			Children/Family Activity Total	3	41	2
			School			
			Other			
			Inside	1	600	20
			Other	1	600	20
			Talk in assembly/school			
			Inside	1	62	6
			Talk in assembly/school	1	62	6
			School Total	2	662	26
			Under 5s			
			Children's Book Award			
			Inside	4	112	10
			Children's Book Award	4	112	10
			Nursery/School Visit for Under 5s			
			Inside	1	14	2
			Nursery/School Visit for Under 5s	1	14	2
			Totstime			
			Inside	6	133	113
			Totstime	6	133	113
			Under 5s Total	11	259	125
			Wollaton Total	16	962	153
			Grand Total	228	4899	1171

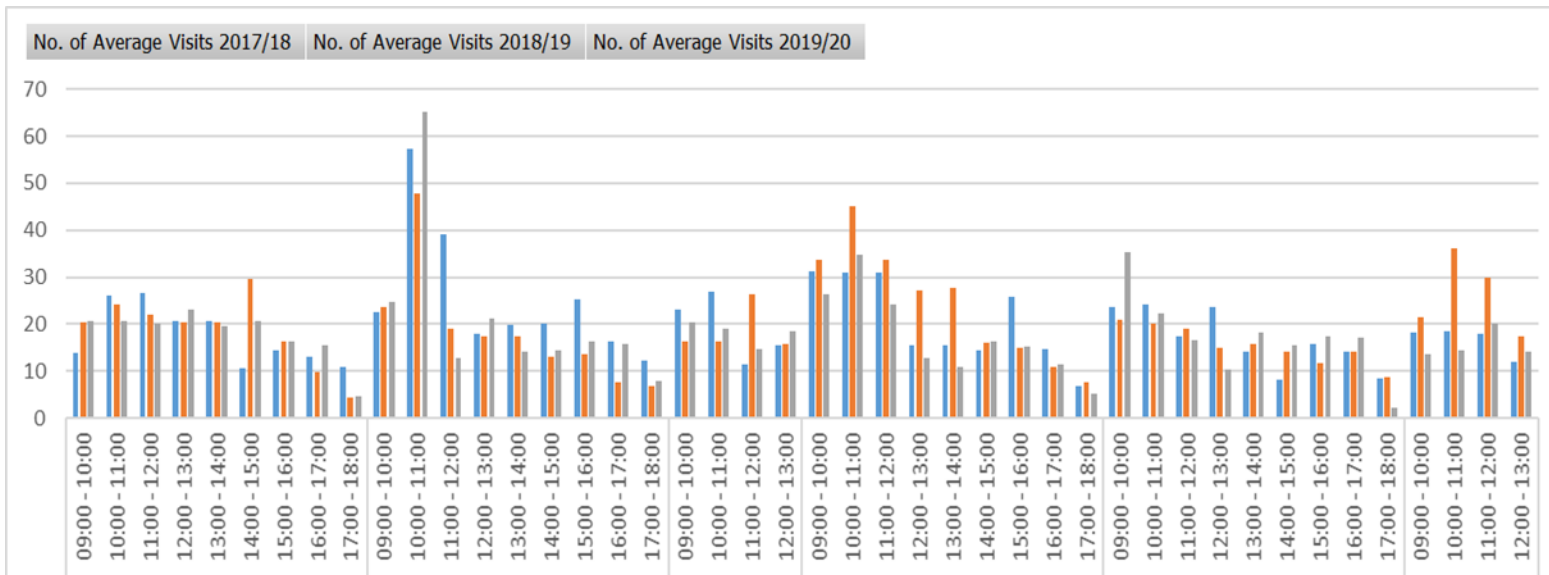
Performance Figures by Library

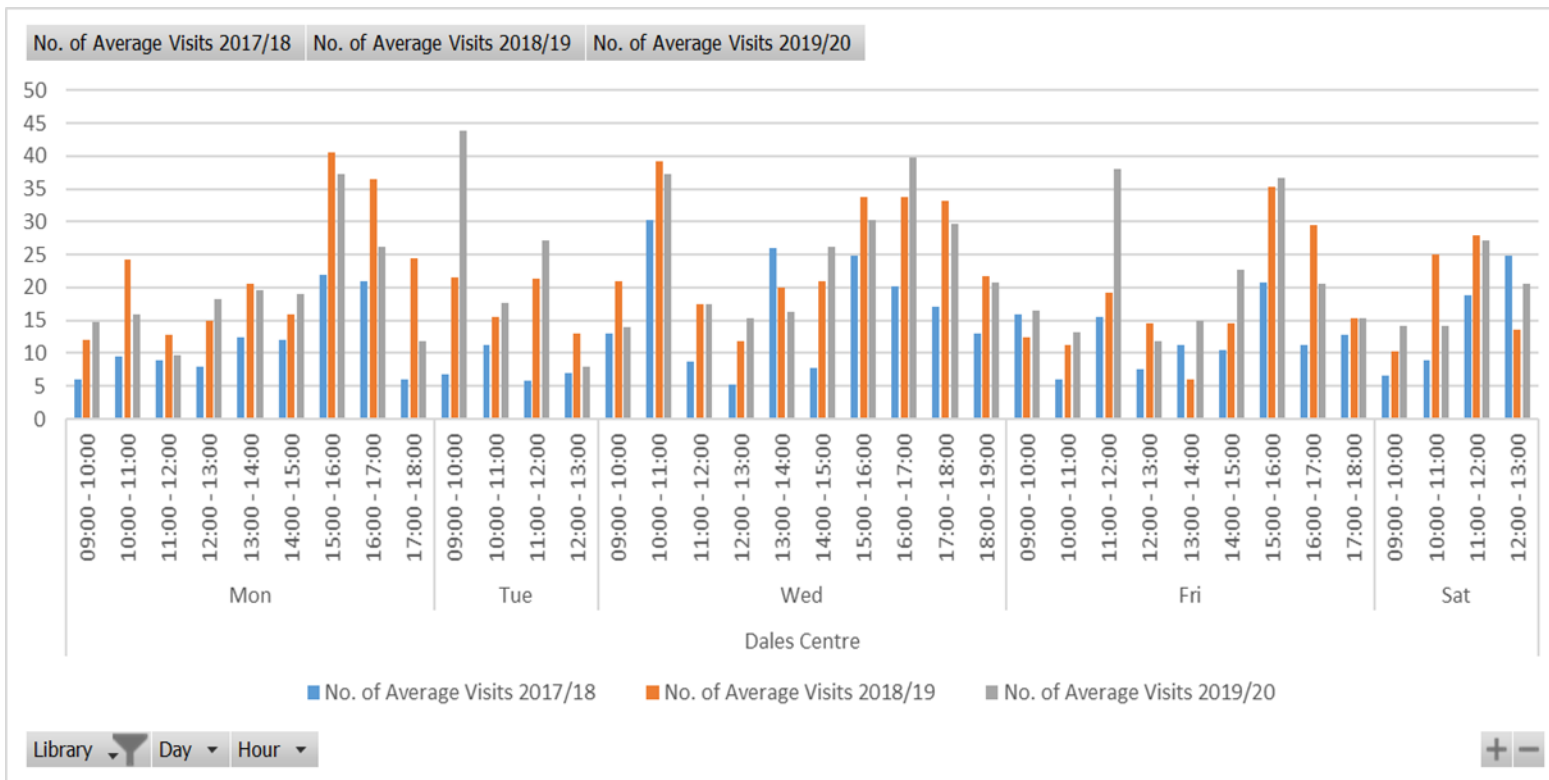


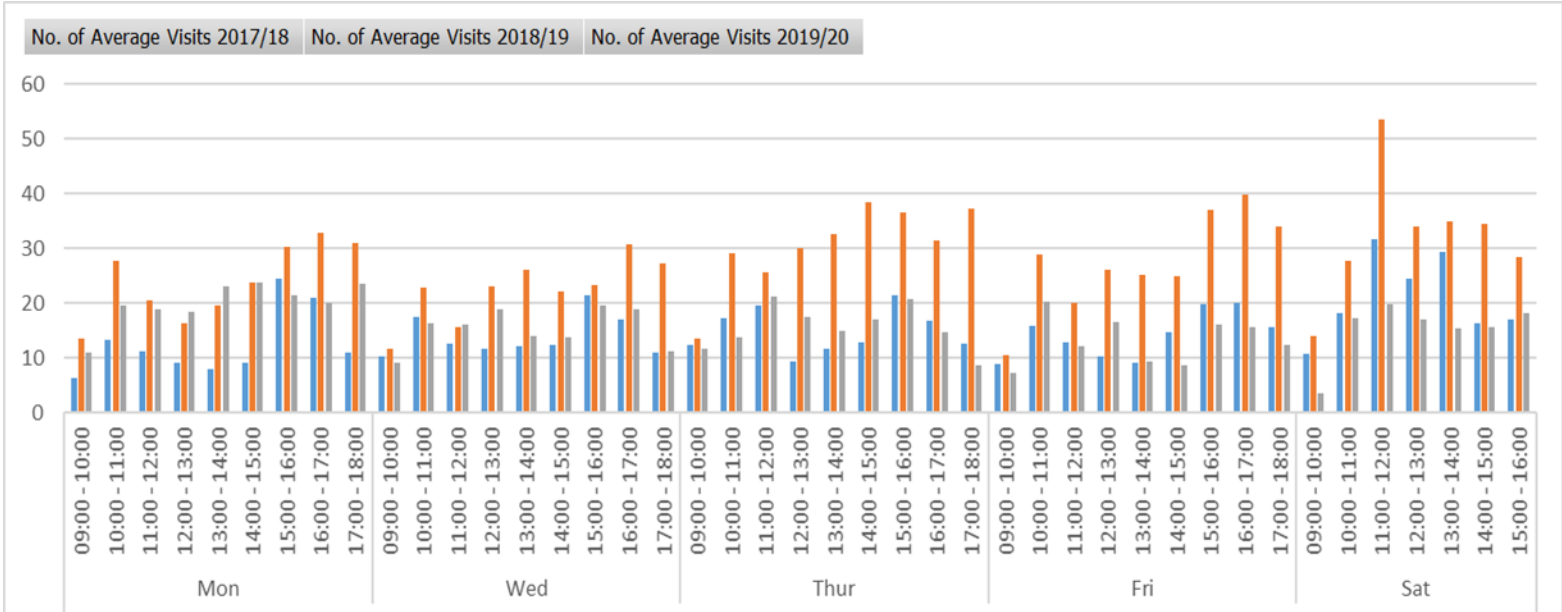
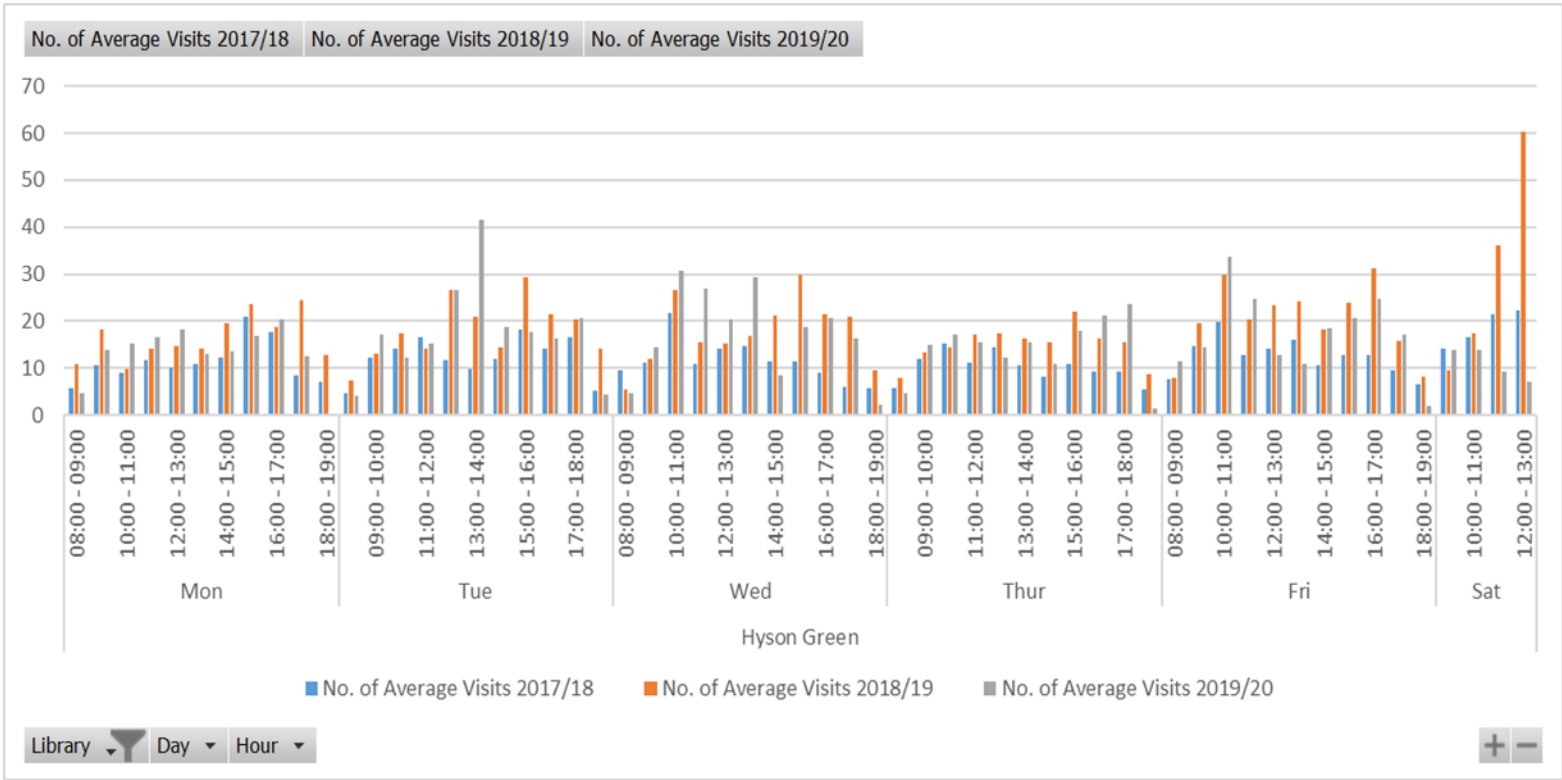


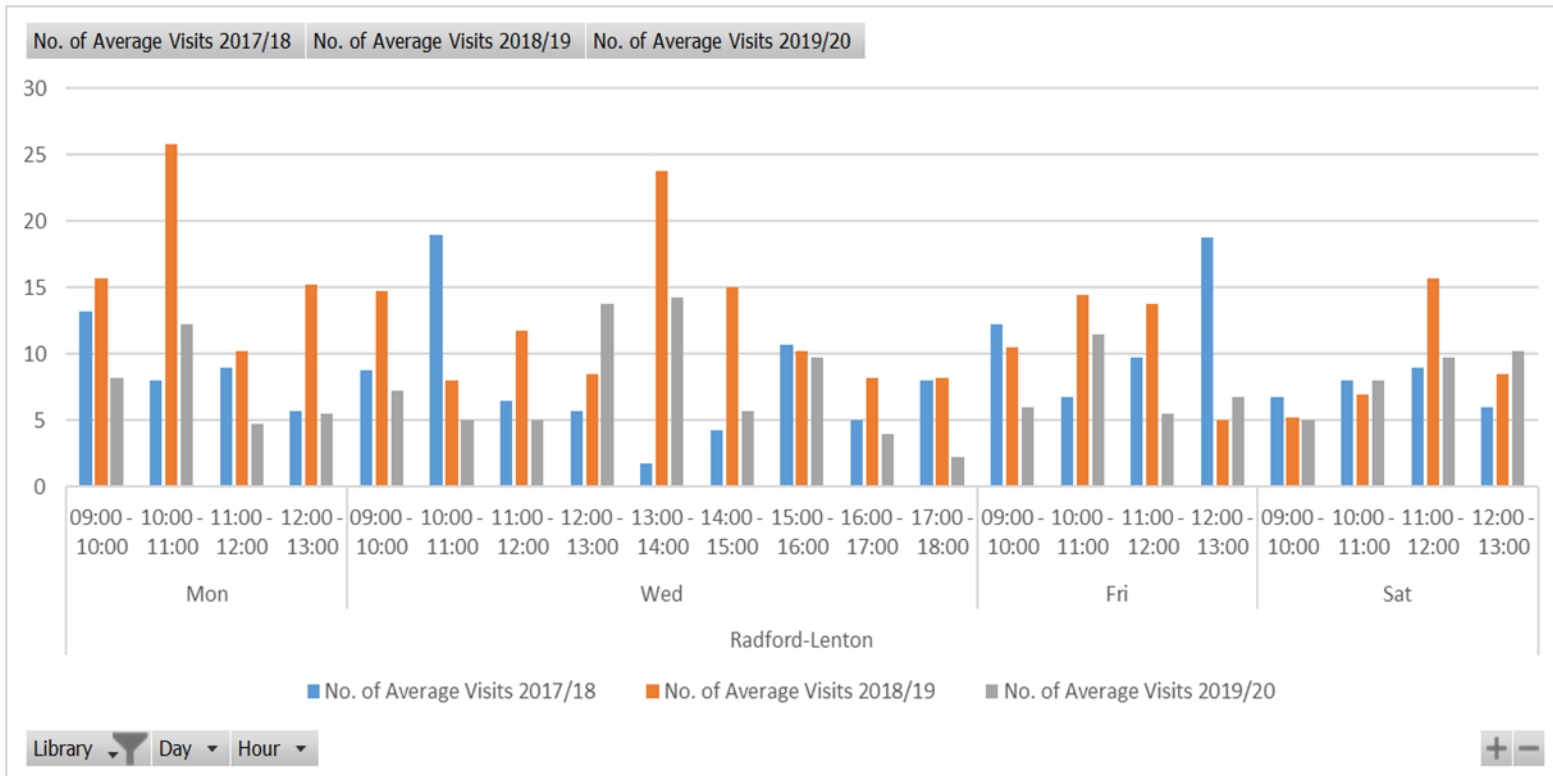
NOTE:

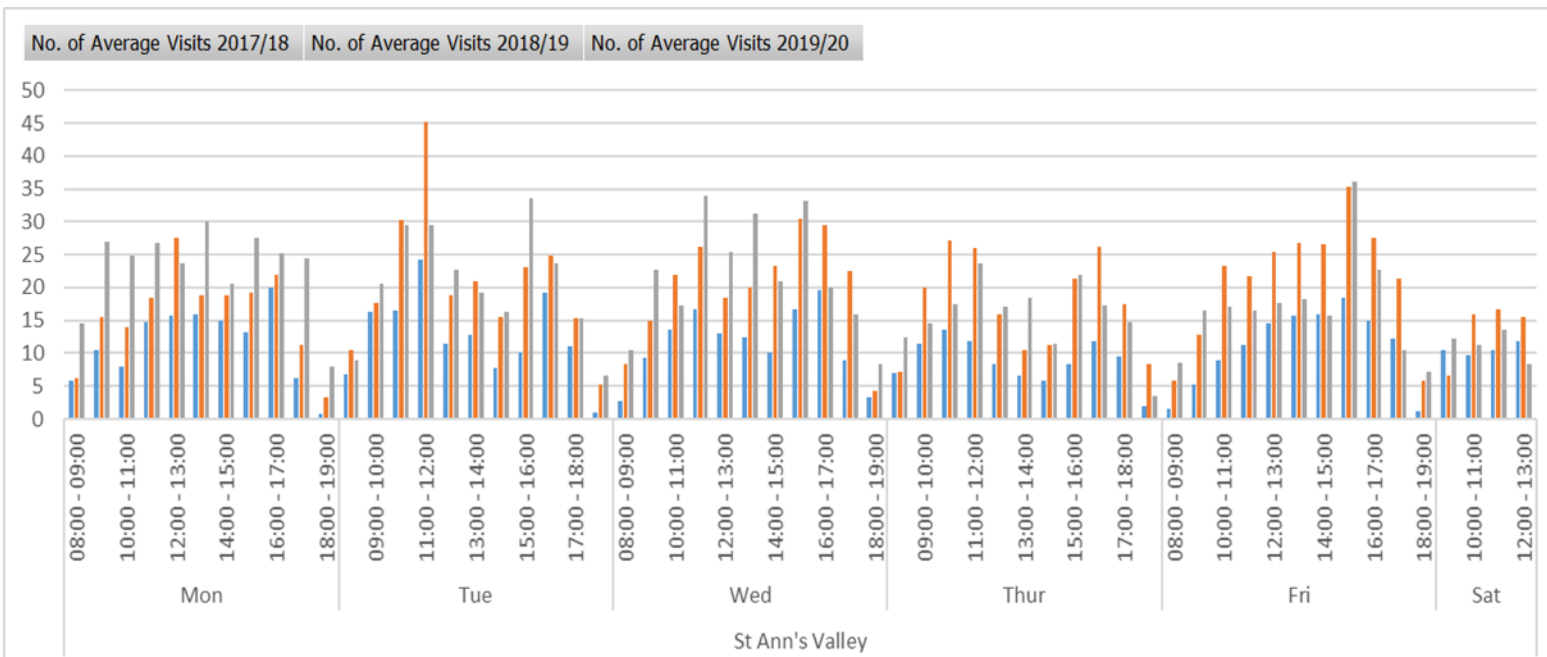
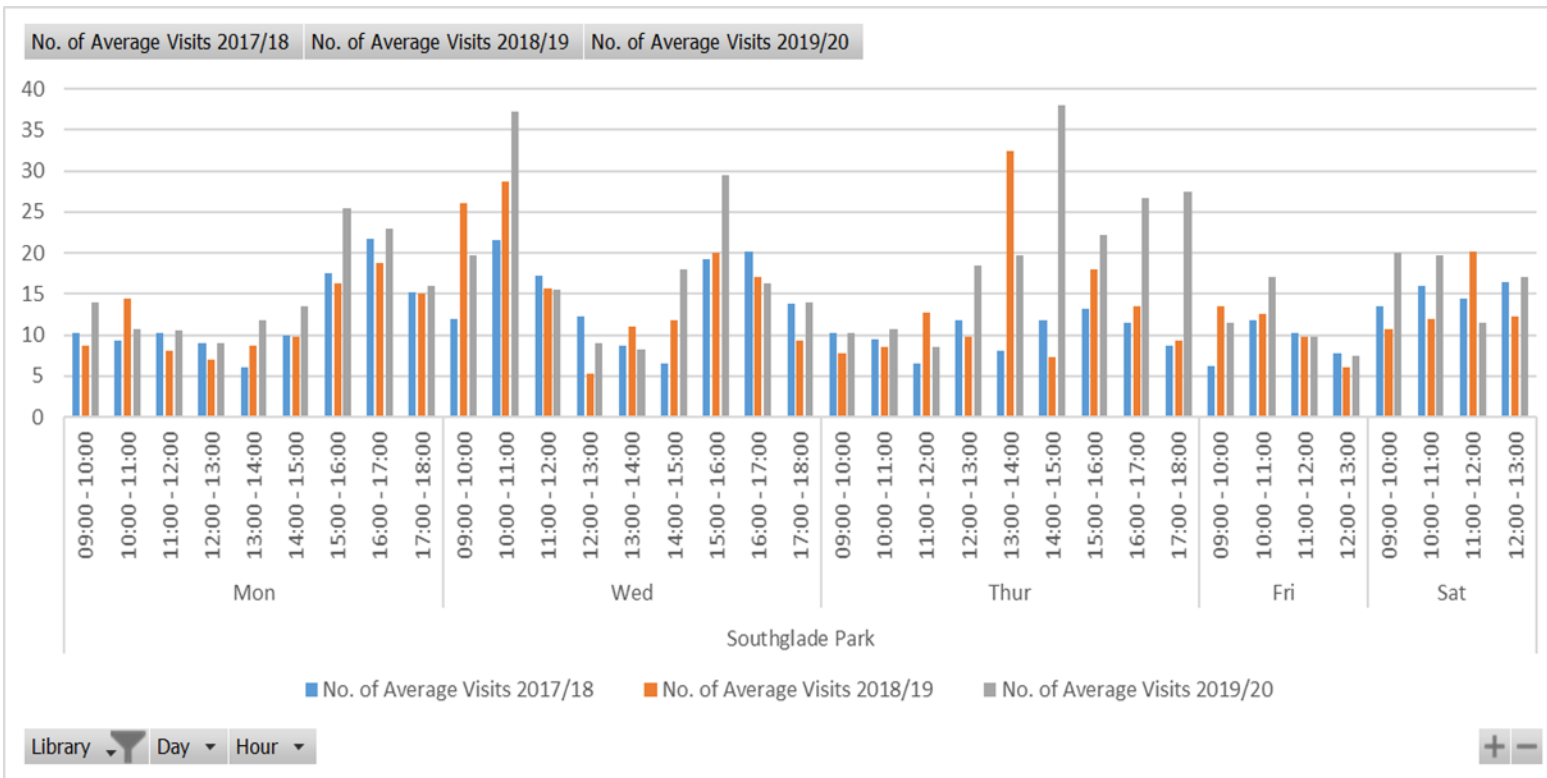
Visit data for Bulwell Riverside Library was a sample hour count during 2017-2019. There is limited comparable data to illustrate visit figures.

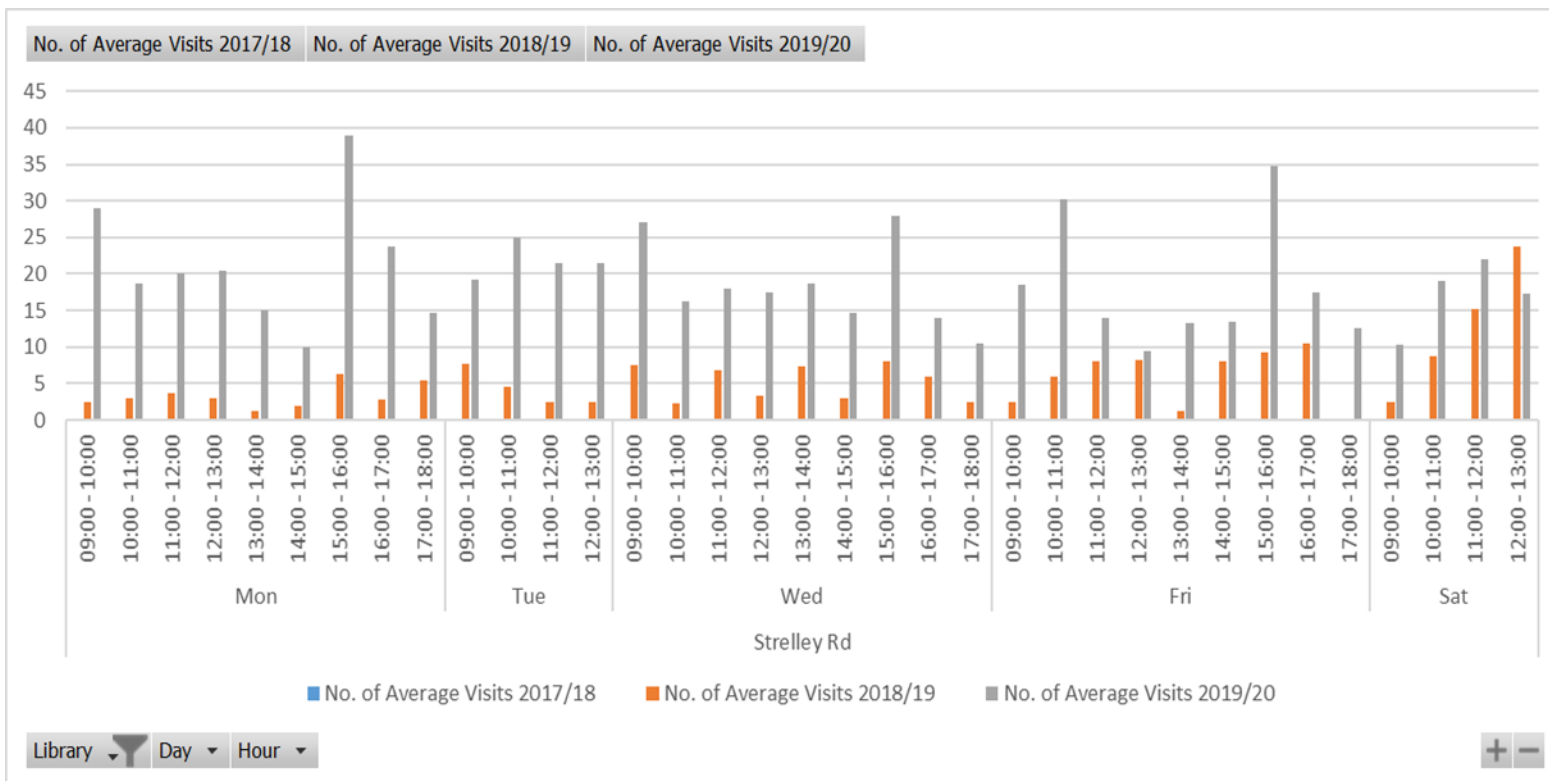




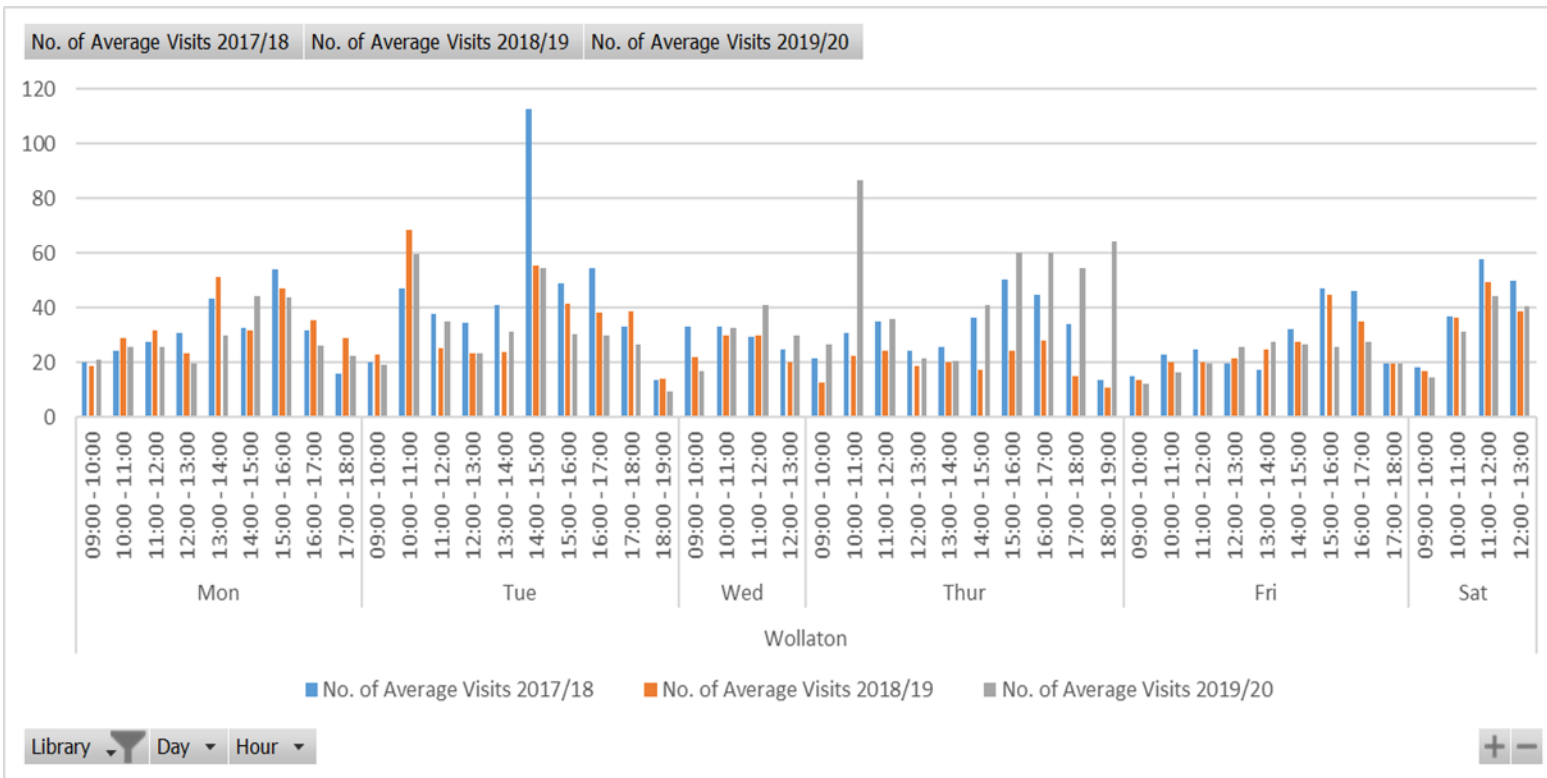




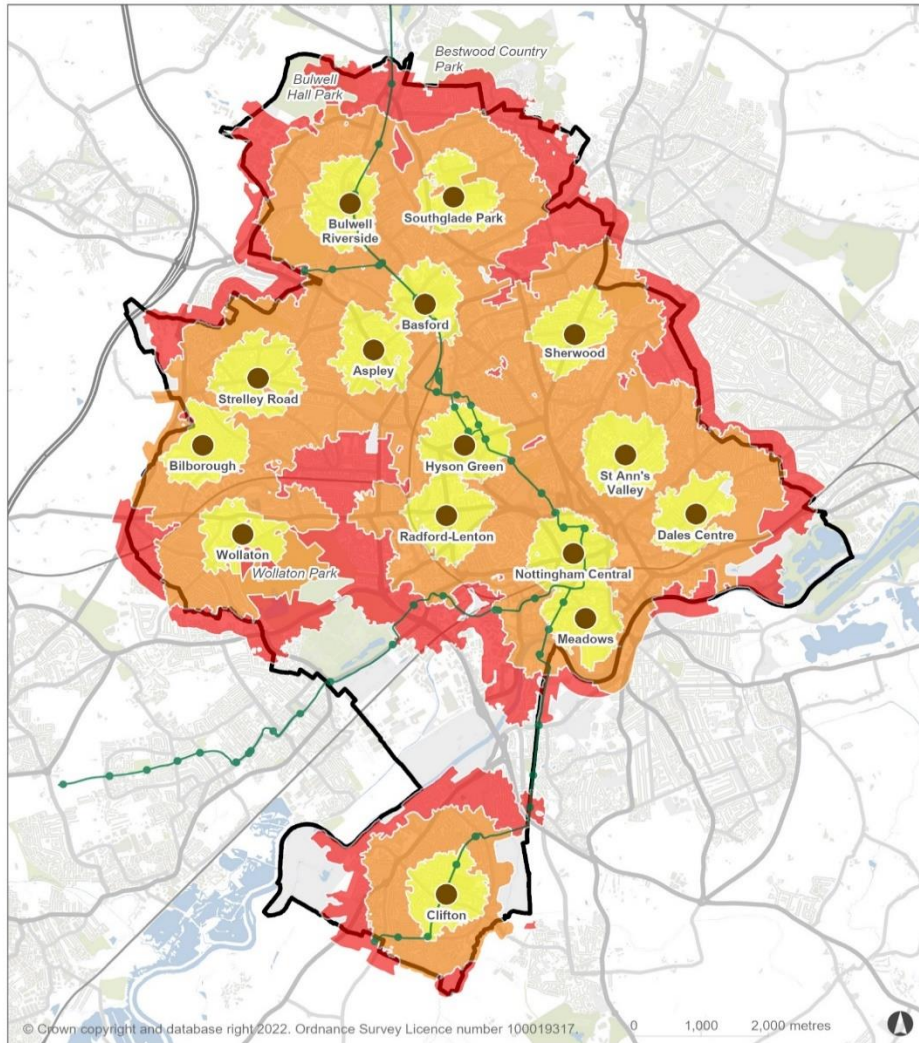




NOTE: Strelley Road Library reopened in November 2018



Walking times to the nearest library | All Nottingham City Libraries



Walking times from libraries	No of Residential Properties
Up to 10 minutes	49,833
10 to 20 minutes	72,618
20 to 30 minutes	18,663

- Nottingham City Libraries
- Walking Times
 - Up to 10 minutes
 - 10 to 20 minutes
 - 20 to 30 minutes
- City Boundary

Please note Nottingham Central Library has been relocated as part of the Broadmarsh development and is currently closed.

Residential Properties based at 25th July 2022

