

Equality Impact Assessment (EIA) Tool

Document Control

Control Details:	
Title of EIA/ Decision (DDM):	Future Library Provision and Delivery to 2030
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Strategic Budget EIA:	Yes
Exempt from publication:	No
Date decision due to be taken:	Executive Board Decision 21/01/2025

Document Amendment Record

Version	Author	Date
1.0	Janie Halsall	20/12/2024
2.0	Stephen Chartres	02/01/2025
3.0	Janie Halsall	09/01/2025
4.0	Stephen Chartres	16/01/2025

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Glossary of Terms

Term	Description
EIA	Equality Impact Assessment
NPALS	Nottingham Performing Arts Library Service
FTE	Full Time Equivalent
IT	Information Technology
MTFP	Medium Term Financial Plan
TEO	Technology Enabled Opening
UNESCO	United Nations Educational, Scientific and Cultural Organisation
LGBTQ+	Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Plus
BSL	British Sign Language
PC	Personal Computer
IMD	Indices of Multiple Deprivation

ESL	English as Second Language
SOA	Super Output Area
HR	Human Resources

Section 1 – Equality Impact

(NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

This equality impact assessment (EIA) evaluates the potential impacts of the proposed recommendations outlined in Future Library Provision and Delivery to 2030 Executive Board report. These recommendations involve reshaping the library network, adjusting opening hours, increasing volunteer support, implementing staffing and budget changes, and exploring medium to long term investments in technology. The assessment identified potential impacts on various groups and proposes measures to mitigate adverse effects while promoting equitable access to library services.

Proposed Plan for Nottingham Library Service Provision and Delivery to 2030

In response to the need for a revised vision for a modern library service that delivers required Medium Term Financial Plan savings while meeting statutory obligations and supporting the Council’s Improvement Plan, all the following changes to Nottingham Library Service are proposed.

1. Commitment to the Remaining Library Network of 12 libraries

Nottingham Central Library and 11 community libraries will form the core network, which will include the re-opening of Sherwood Library.

2. Three Library Sites with Community Delivery Potential

Aspley, Basford and Bilborough libraries will be removed from the core network with efforts to transition these spaces to alternative community management by 3rd party community organisations with community access and library provision.

3. Repurposing a Library Site as a Stock Hub

Radford-Lenton library will remain open as part of the core network but operate with reduced hours and dual-purpose use for stock distribution and the Nottingham Performing Arts Library Service (NPALS)

4. Adjustments to Opening Hours

Core library hours will be reduced from 581 to 375 hours weekly, with potential to be supplemented by volunteer hours. The Central library will open daily from 9am to 6pm with extended hours one evening per week and on Saturdays from 10am to 4pm. All community libraries will open Saturday from 10am to 1pm, nine community libraries will open early evening beyond 5pm.

5. Reduction in Staffing

Staff full time equivalent (FTE) will decrease by 36 FTE, subject to formal staff consultation.

6. Reduction in the Book Fund and Operating Costs

The budgets for books, IT and events will be reduced to align with revised service priorities.

The proposal will enable the authority to provide a sustainable library service going forward to 2030, achieving the MTFP saving agreed for the service whilst providing its statutory duty of comprehensive and efficient service. The recommendation has fully considered a range of factors including cost, usage, library performance, location, and community need, as well as feedback from an extensive consultation process regarding the future delivery of the service.

1. b. Information used to analyse the equalities implications

Consultation Overview The consultation on proposed library changes ran from 28th May – 19th August 2024 both online and in person, emphasising that no decisions had been made and inviting input to shape future services. Efforts focused on engaging a broad audience across Nottingham and encouraging innovative solutions for a sustainable library model.

Equality Considerations In development of the proposals and throughout the consultation we have been mindful of equalities considerations that need to shape and inform and future delivery model. An equality impact assessment of the consultation enabled inclusive engagement. Emerging issues from the consultation and mitigations have been addressed below.

Engagement Activities

- Surveys: 5,378 responses, including 4,360 online, 624 paper surveys and 394 from children and young people.
- Public Events: 2 public meetings at Nottingham City Council House with officers and elected members, 2 community drop-ins at Harvey Hadden Leisure Centre in Bilborough and Bulwell Riverside Library and 1 online public meeting with over 100 attendees in total.
- Online Platforms: A dedicated webpage (Shape the Vision) received 7000+ visits; social media and engage Nottingham hub amplified outreach.
- Direct Outreach: Emails to 31,000 library users, 19,162 newsletter subscribers, 160 schools and nurseries, all Nottingham City Council staff networks, and 132 stakeholders, including Arts Council England and UNESCO City of Literature.
- Workshops: Two staff engagement sessions held in person at Nottingham Central Library and Bulwell Riverside Library and a stakeholder workshop with staff from other Nottingham City Council departments with an interest in library services such as public health and education as well as representatives from University of Nottingham, Nottingham Trent University and UNESCO City of Literature.
- Community Feedback: 517 comments sheets from Friends of Meadows Library.

The online survey was available in 84 different languages due to the functionality of the software used. Efforts were made to reach as diverse a range of the community as possible through staff networks and writing to organisations representing a range of groups in the city including, women, ethnic minorities, refugees, LGBTQ+ and disability forums. The two public meetings were signed by BSL signers.

Key Findings

- Demographics: 66% of respondents were female, 29% male; 16% identified as disabled; 20% were from ethnic backgrounds other than white British.
- Library Use: 75% visit libraries monthly, with Central Library the most popular. Borrowing books, printing, and studying were the top uses. Access: 46% walk to their preferred library.

Library Membership

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

Demographic and deprivation profile of the City

In assessing the equalities impact of this proposal, we have used the latest 2021 city profile demographic and deprivation indices information outlined in attached link.

<https://www.nottinghaminsight.org.uk/document-library/district-profile-nottingham-city/>

Library Usage Data

Data from 2023/2024 on visits, issues and PC use is outlined in Table 1

Table 1: Number of Visit and Issues – comparison across the Library Network

Library	Visits	Visits per Hour Open	Rank	Issues (incl renewals)	Issues per Hour Open	Rank
Central*	298,479	113	1	153,503	58	1
Aspley*	19,978	10	= 13	24,989	12	10
Basford	12,279	12	11	14,904	14	= 6
Bilborough	19,611	11	12	13,856	8	14
Bulwell Riverside	100,547	41	2	33,803	14	= 6
Clifton	36,486	19	= 5	29,942	15	5
Dales	28,797	16	10	24,582	14	= 6
Hyson Green	44,732	18	9	31,438	13	9
Meadows	32,384	19	= 5	16,417	9	13
Radford-Lenton	11,023	10	= 13	10,174	10	12
Sherwood**	40,224	19	= 5	56,695	27	3
Southglade Park	17,477	10	= 13	19,314	11	11
St Ann’s Valley	48,030	20	4	20,070	8	= 14
Strelley Road	32,466	19	= 5	27,834	16	4
Wollaton*	53,279	24	3	73,692	33	2
Total	795,792	361		551,213	262	

*Central library is based on Dec - March average for financial year equivalent, *Aspley library is based on April- Oct average for financial year equivalent, *Sherwood library has no visitor numbers due to full year closure so based on latest 2019/20 figures, Wollaton library was closed during Feb, so average was used for financial year equivalent.

The most visited libraries are Nottingham Central, Bulwell Riverside and Wollaton. The least visited are Radford-Lenton, Basford, Southglade and Bilborough. Taking the comparable metric of visits per hour open, Radford-Lenton, Basford, Bilborough and Aspley are ranked in the bottom five with Southglade being the other library in this group. With Book issues Central Library and Wollaton perform the strongest, with St Ann’s Valley, Bilborough, Radford-Lenton, Meadows and Southglade ranked in the bottom five.

Table 2 Public Computer (PC) Use and Active Users – Comparisons across the Library Network

Library	PC Hours Used	Take-up of PC Available Hours (%)	Rank	Library	Active Users	Rank
Central*	39,774	41.00%	3	Central*	12,209	1
Aspley*	3,499	21.70%	11	Aspley*	1,371	11
Basford	1,723	42.30%	2	Basford	939	14
Bilborough	2,650	20.20%	14	Bilborough	1,026	13
Bulwell Riverside	12,511	39.60%	5	Bulwell Riverside	3,466	2
Clifton	5,147	28.80%	9	Clifton	2,320	6

Dales	4,003	29.90%	8	Dales	2,004	8
Hyson Green	10,868	32.10%	6	Hyson Green	3,092	3
Meadows	6,331	32.00%	7	Meadows	1,514	10
Radford-Lenton	1,036	20.50%	13	Radford-Lenton	767	15
Sherwood**	7,256	46.30%	1	Sherwood**	2,574	5
Southglade Park	2,168	21.40%	12	Southglade Park	1,319	12
St Ann's Valley	11,447	40.10%	4	St Ann's Valley	2,161	7
Strelley Road	4,587	22.80%	10	Strelley Road	1,902	9
Wollaton*	1,868	16.90%	15	Wollaton*	2,901	4
Total	114,868			Total	39,565	

*Central library is based on Dec - March average for financial year equivalent, *Aspley library is based on April- Oct average for financial year equivalent, *Sherwood library has no visitor numbers due to full year closure so based on 2019/20 figures, *Wollaton library was closed during Feb, so average was used for financial year equivalent.

Data outlined in Table 2 indicates that the highest PC use is at Central Library, Bulwell Riverside, St Ann's Valley, and Hyson Green, with Radford-Lenton, Bilborough, Southglade and Aspley remaining in the bottom five for PC hours used and take up of available hours. Basford ranks second for take-up of PC available hours.

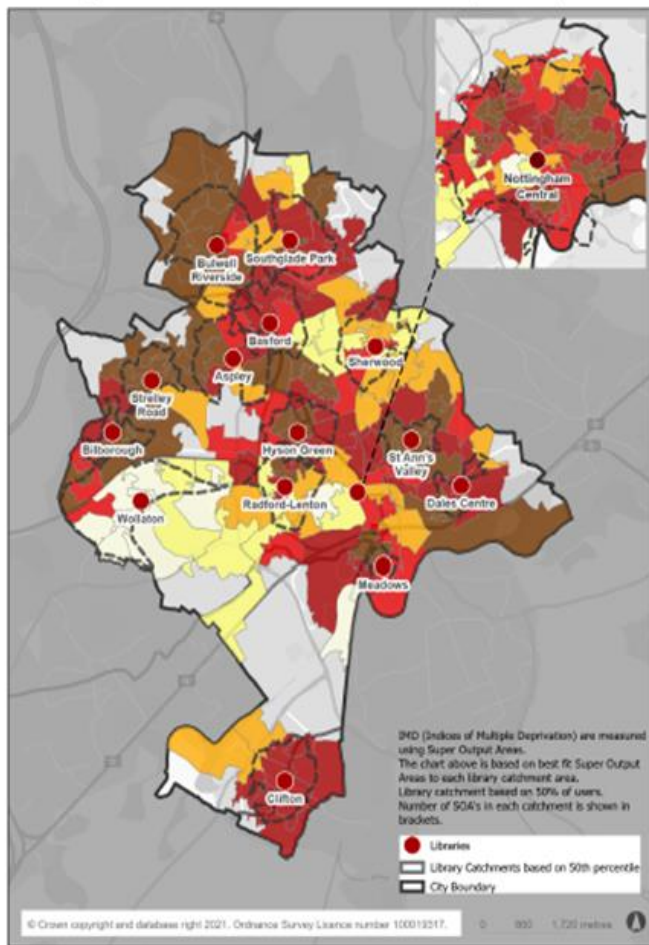
Data on active users shows a similar pattern to the other metrics where the number of active users show the same five libraries ranked lowest: Aspley, Basford, Bilborough, Radford Lenton and Southglade Park.

Needs of Neighbourhoods

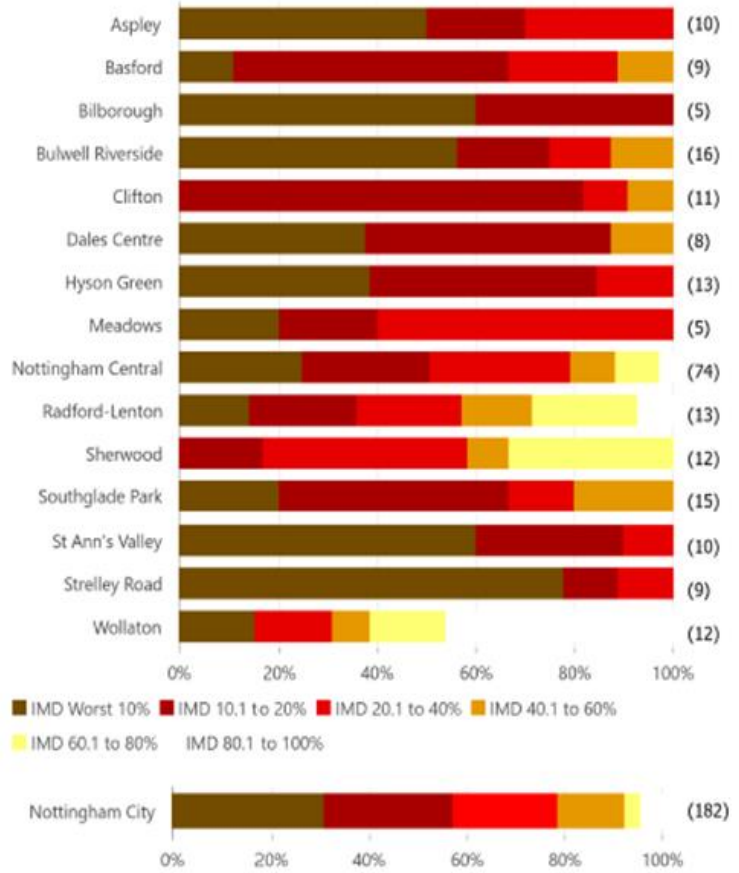
The level of deprivation within each library's catchment population is an indicator of the local need to access services. Based on Indices of Multiple Deprivation (IMD) shown on map below, Bulwell Riverside Library is located within the most deprived catchment with 9 out of its 16 Super Output Areas (SOA) in the worst 10% nationally, this is followed by Strelley Road Library and St Ann's Valley Library being the next most deprived catchments.

More detailed analysis of the available deprivation index data focusing on the largest specific cohort groups currently using libraries, namely Children and Older people, a slightly different pattern emerges. In the case of deprivation affecting children, Bilborough library catchment ranks top for having the largest percentage of SOA in worst 10%, whilst for older people this becomes Hyson Green. Radford-Lenton, while having a relatively low score and ranking for the overall IMD index, for older people the catchment is ranked fourth highest with 46% of SOA in the worst 10%.

Library catchments - Index of Multiple Deprivation 2019



Indices of Multiple Deprivation 2019 (by library catchment)



Access

There are 148,751 residential properties in the city (as of November 2024). Current provision shows that 83% of the city's residential households are within a 1-mile (approx. 20 min) walking catchment of a library. With the recommended proposals, as outlined in Table 4, this would see a reduction in access to 77% of households within a 20-minute walk of a library.

In the case of access by public Transport, under the proposal 96.6% of households will be within 40 minutes of Central Library

Table 4: City Households within 20 Minute walking catchment

Proposed Library Provision	Households	% of the City
City households within a 20 Min Walk	114,502	77%
City households within a 15 Min Walk	84,683	56.9%
City households within a 10 Min Walk	44,341	29.8%

Table 5: City Households within Public Transport Catchment of Central Library

Nottingham Central Library (by bus/ tram/ train)	Households	% of the City
City households within a 40-minute bus / tram / train journey	142,547	96.5%
City households within a 30-minute bus / tram / train journey	102,746	69.5%
City households within a 20-minute bus / tram / train journey	41,020	27.8%
<i>Households <u>not</u> within a 40-minute bus / tram / train journey</i>	5,201	3.5%

Borrowing activity by registered users across the network

The proportion of active users who exclusively use their registered library reflects the relative need of that library to its local population. This varies across sites and is influenced by factors such as geographical isolation, transport accessibility and the quality of local library services. Libraries like **Clifton**, where the nearest alternative falls outside a 20-minute walking radius, see a higher proportion of exclusive use. At Clifton, **77.9%** of users visit only their registered library, indicating strong local reliance. Areas with closely located libraries show more distributed usage: For example, **Aspley Library 43.7%** of its users remain exclusive, but alternative libraries of Strelley Road and Hyson Green are also being used along with Central Library. Nottingham’s Central Library is a frequent alternative for city residents. Additionally county libraries just outside city boundaries attract users.

Opening Hours Review

A detailed analysis of opening hours across the network was undertaken which covered the following:

- Peaks and troughs of usage and demand at each library and on an hour-by-hour basis
- Activity analysis of when and where key activities took place that might be impacted by changes to opening hours.
- Operational management constraints/considerations – aligning user needs whilst optimising staffing and building/energy costs.

Age Profile of registered and active users of Nottingham City Libraries

Registered users are all those people who have registered, with a library card, with Nottingham City Libraries. The current total number of registered users is 70,244.

Table 6 shows that Central Library has by far the largest proportion of people registering there. Reviewing the specific age cohorts, Central Library, Sherwood, Wollaton and Clifton all have over 10% of their registered users aged over 65. At the other end of the scale, Basford, Dales, Southglade, and Strelley all have over 40% of their registered users aged 0-15

Table 6: Number of Registered Users broken down by age as of 31 March 2024

LIBRARY	Under						
	5	5 – 15	16 - 17	18 - 64	65 - 84	85 plus	
Aspley Library	94	927	149	1,793	227	36	3,226
Basford Library	129	625	75	869	88	8	1,794
Bilborough Library	75	573	104	1,027	163	33	1,975
Bulwell Riverside Library	304	1,679	223	4,129	566	64	6,965
Clifton Library	261	1,198	118	2,206	433	75	4,291

Dales Centre Library	191	1,372	186	1,888	127	16	3,780
Hyson Green Library	209	1,572	251	4,143	183	13	6,371
Meadows Library	125	822	113	1,682	96	8	2,846
Nottingham Central Library	235	955	360	16,132	2,434	239	20,355
Radford-Lenton Library	43	388	60	975	43	5	1,514
Sherwood Library	35	580	65	1,032	214	29	1,955
Southglade Park Library	155	1,051	90	1,130	104	13	2,543
St Ann's Valley Library	201	1,147	159	2,515	175	14	4,211
Strelley Road Library	189	1,295	170	1,774	138	14	3,580
Wollaton Library	344	1,575	139	2,104	576	100	4,838
							<u>70,244</u>

Active user are those people who have used a Library (borrowed a book, used eResources or used a computer) in the last 12 months. The total number of active users across the network is 36,465 as detailed in Table 7

As with registered users, overall the largest number of active users are using Central Library. Reviewing the specific age cohorts, shows that Central Library, Clifton and Sherwood all have over 10% of their active user aged over 60. At the other end of the scale, Basford, Dales, Southglade, Strelley Road and Wollaton all have over 40% of their active users aged 0-15.

Table 7 : Number of active users broken down by age as at 31 March 2024

Age	Under 12	12 - 15	16 - 17	18 - 59	60 plus	Total
Aspley	334	94	114	637	109	1288
Basford	367	46	53	390	41	897
Bilborough	259	89	50	479	94	971
Bulwell Riverside	889	155	121	1,855	303	3,323
Clifton	738	130	81	1,010	243	2,202
Dales Centre	667	214	142	829	72	1,924
Hyson Green	710	183	155	1,853	78	2,979
Meadows	436	125	75	760	42	1,438
Nottingham Central	602	117	235	8,660	1,647	11,261
Radford-Lenton	204	42	22	434	26	728
Sherwood	249	48	25	373	151	846
Southglade Park	543	116	62	506	44	1,271
St Anns Valley	602	127	118	1,137	99	2,083
Strelley Road	630	186	134	809	54	1,813
Wollaton	1,023	181	93	1,122	359	2,778

Library activity impacted by proposals.

Detailed in Table 8 is the group activity that will be impacted by the proposals either from the change to opening hours or closure of a library building. With the exception of Work Clubs taking place at Basford, Bilborough & Hyson Grenn and ESL Women's Group session also at Hyson Green, the activities are attended largely by older people or people who are socially isolated, e.g. Knit and Natter or Children under 5 and families or young people e.g. Tots time, stay and play, Lego

club, after school club. Outside of holiday periods the largest attendance for an individual session is thirty-one for Totsttime at Basford. However larger numbers attend holiday activities and engage with Summer Reading Challenge. School class visits also have a high attendance, but these take place on an ad hoc basis.

Table 8: Activities impacted by the Proposals – broken down by individual library.

Library	Activity	Day of the Week	Frequency	Duration (hrs)
Aspley	Knit & Natter Group	Tuesday	weekly	1
Aspley	Craft club	Saturday	weekly	2.5
Aspley	Lego club	Saturday	weekly	2.5
Aspley	After school club	Wednesday	weekly (term-time)	2
Aspley	Stay & Play (Under 5s session)	Monday	weekly	1
Aspley	Messy Play (under 5s session)	Wednesday	Monthly	1
Aspley	Summer Reading Challenge	various	summer holidays	Various
Basford	Knit & Natter Group	Monday	weekly	3
Basford	Knit & Natter Group	Saturday	weekly	1.75
Basford	Work Club	Thursday	weekly	1.5
Basford	Totsttime	Monday	weekly	0.30
Basford	Dungeons & Dragons Club	Thursday	weekly	2.25
Basford	Games Café - Trading Cards	Tuesday	weekly	2.25
Basford	Holiday Activities	various	weekly	Various
Basford	School - class visits	various	ad hoc	Various
Basford	Summer Reading Challenge	Various	summer holidays	Various
*Bilborough	Knit & Natter Group	Monday	weekly	2.5

Bilborough	Craft & Chat	Friday	weekly	2.0
Bilborough	Work Club	Tuesday	weekly	2.0
Bilborough	Totstime	Monday	weekly	0.5
Bilborough	Saturday activities	Saturday	weekly	1.5
Bilborough	Lit Young Company (partner run))	Thursday	weekly	1.5
Bilborough	Holiday Activities	various	weekly	Various
Bilborough	Summer Reading Challenge	various	summer holidays	Various
**Bulwell Riverside	Craft Club	Saturday	weekly	2.5
**Dales	Work Club (partner led)	Wednesday	weekly	2.0
**Dales	Craft club	Saturday	Monthly	2.0
Hyson Green	Story & Rhyme Time	Monday	Weekly	1.0
**Hyson Green	ESL Women's Group	Wednesday	Weekly	2.0
**Hyson Green	Work Club	Thursday	Weekly	2.0
Hyson Green	After school club	Friday	weekly (term-time)	2.0
Meadows	Reading Group	Wednesday	Monthly	1.0
Meadows	After School Club (partner led)	Thursday	weekly	1.5
**Nottingham Central	Table WarGaming	Saturday	weekly	5.0
**Nottingham Central	Lego Club	Saturday	Monthly	4.0
**Radford Lenton	Knit & Natter Group	Friday	weekly	1.0
Radford Lenton	Work Club (partner led)	Monday	alternate weeks	2.0
Southglade Park	Games Café	Monday	weekly	1.0
Southglade Park	Knit & Natter Group	Thursday	weekly	2.0

**Southglade Park	Totstime	Wednesday	weekly	0.5
St Ann's Valley	After school club (partner led)	Monday	weekly (term-time)	2.0
**St Ann's Valley	Knit & Stitch	Friday	Weekly	2.0
**Strelley Road	Knit & Natter Group	Tuesday	weekly	2.0
**Strelley Road	Totstime & Stay and Play	Tuesday	weekly	1.0
Wollaton	Knit & Natter Group	Monday	weekly	2.0
**Wollaton	Whist Drive	Monday	monthly	2.0
Wollaton	Reading Group	Wednesday	monthly	2.0

*Note: Bilborough Library also runs the Community Centre providing a range of activities including Sports activities sewing groups and birthday parties.

**Note: For these activities, the change in opening hours impacts only on the set up or close down of the group activity.

Library Service Staff demographics

- 73.96% female
- 17.71% Black or minority ethnic
- 9.28% disabled.
- Age
- 20-24 years – 5.2%
- 25-34 years – 13.5%
- 35-44 years – 19.8%
- 45-54 years - 17.7%
- 55-59 years – 14.6%
- 60-64 years – 19.8%
- 65+ years – 9.4%

1. c. Who will be affected and how?

Equality group/ individual	Impact type	Positive	Negative	None
People from different ethnic groups	<input type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input type="checkbox"/> Citizens <input type="checkbox"/> Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasons for your assessment (Including evidence)	Library closures and opening hours reductions across the library network may impact access to culturally specific resources and language support services due to the reduction in opening hours at the sites and potential for additional travel to get to nearest library site. In the case of the ESL Women's Group session at Hyson Green, the			

	proposals only effect the set-up time. The session will be adjusted to enable as set up time from 10am.			
Details of mitigation/ actions taken to advance equality	A diverse collection of materials will be retained, and the remaining libraries will continue to provide multilingual resources and culturally inclusive programming by the library service and its delivery partners. In the case of library closures efforts will be made via marketing channels and signage in libraries before they close to direct users to where they can continue to access resources from nearest alternative libraries, online or Home Library Service where applicable.			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Monitoring of the purchase of future stock resources will take place to ensure that continued access to new multilingual materials are not disproportionately affected as a result of the impact of the reduction in the book fund budget through book purchasing agreements with publishers. The Nottingham City Council’s ‘Have Your Say’ service will also be monitored for any complaints relating to the library service and the changes being made.			
Equality group/ individual	Impact type	Positive	Negative	None
Men	<input type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input type="checkbox"/> Citizens <input type="checkbox"/> Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasons for your assessment (Including evidence)	Research on library use is challenging to find and is often outdated due to the changes brought upon by the Covid-19 pandemic. Research published by the National Government in 2019 showed women are more likely to visit a library than men. The gender split of those responding to Nottingham City Library Consultation (May-Aug 2024) also showed a greater response from women than men. Although this research shows men use libraries less than women they may still be disproportionately affected by the changes, particular men who use access support and training for employment including using the PCs, work club and volunteering/ work experience.			
Details of mitigation/ actions taken to advance equality	Where possible, job support will be scheduled during the revised hours and at alternative library locations. All library changes will be clearly advertised at library locations, where possible individual participants notified in person by library staff and/ or volunteers and alternatives either in the library network or delivered by community organisations, where available, signposted to. Digital resources will remain widely available. Despite reduced opening hours opportunities for volunteering within the library network will increase.			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Where possible, changes in take up to alternative offers will be monitored by library staff and mitigations made to ensure library services and events remain well used and attended. Nottingham City Council’s ‘Have Your Say’ service will be monitored for comments/ complaints.			
Equality group/ individual	Impact type	Positive	Negative	None

Women	<input checked="" type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input checked="" type="checkbox"/> Citizens <input checked="" type="checkbox"/> Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasons for your assessment (Including evidence)	<p>Women, who often rely on libraries for support with childcare and community activities may be disproportionately affected by reduced hours and service closures. Women may also rely on job and work clubs as well as groups specifically providing support to women such as female only language classes.</p> <p>A high proportion of the library service staff are women (73.96%). The redesign of the service will lead to a reduction in staffing, new roles, responsibilities, and contracted hours. This could disproportionately impact different protected characteristic groups, specifically women.</p>			
Details of mitigation/ actions taken to advance equality	<p>Programmes for parents and children will be scheduled during the revised hours and/or at alternative library locations. Digital resources will remain widely available. All library changes will be clearly advertised at library locations, where possible individual participants notified in person by library staff and/ or volunteers and alternatives either in the library network or delivered by community organisations, where available, signposted to.</p> <p>Consultation with staff will take place on the library recommendations and the finalised operational changes. HR and Trade unions will be engaged with the process. Support will be available at every stage such as the employee assistance programme, a free and confidential support service and signposting to career support such as Futures.</p> <p>Consultation with staff will follow the established method of consultation and the Council's and any other statutory human resources policies in relation to redeployment and any voluntary and compulsory redundancies.</p>			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	<p>The equality impact assessment will be updated with appropriate revision from the staff consultation and any impacts to existing members of staff.</p>			
Equality group/ individual	Impact type	Positive	Negative	None
Trans	<input checked="" type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input checked="" type="checkbox"/> Citizens <input checked="" type="checkbox"/> Community	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reasons for your assessment (Including evidence)	<p>There is no evidence or data to suggest that people from the Trans Community will be disproportionately affected by the proposals.</p>			

Details of mitigation/ actions taken to advance equality	None required at this stage			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Monitoring of the purchase of future stock resources will take place to ensure that access to Trans related materials is not disproportionately affected as a result of the impact of the reduction in the book fund			
Equality group/ individual	Impact type	Positive	Negative	None
Disabled people/ Carers	<input type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input type="checkbox"/> Citizens <input type="checkbox"/> Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasons for your assessment (Including evidence)	Reduced access to physical spaces and potential greater reliance on volunteers may affect the availability of tailored services such as accessible materials and one-on-one support			
Details of mitigation/ actions taken to advance equality	All remaining libraries have accessible facilities and services. All libraries are accessible either at ground level or with a ramp (or lift at Sherwood) and have accessible doors. There are also additional features like desk top magnifiers for the visually impaired. Volunteers will be trained to support users with disabilities effectively. The home library service is a free service available to users unable to get to their nearest library due to disability, limited mobility, illness, or caring responsibilities. For more details https://www.nottinghamcitylibraries.co.uk/library/home-library-service/			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Information on disabilities is not captured by the library service however anecdotal information will be developed working with individual library teams.			
Equality group/ individual	Impact type	Positive	Negative	None
Pregnancy and maternity	<input type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input type="checkbox"/> Citizens <input type="checkbox"/> Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasons for your assessment (Including evidence)	Women/families with infants who often rely on libraries for support with childcare and community activities may be disproportionately affected by reduced hours and service closures.			

Details of mitigation/ actions taken to advance equality	If programmes for parents and children are affected, they will be scheduled during the revised hours and/or at alternative library locations. Digital resources will remain widely available. All library changes will be clearly advertised at library locations, where possible individual participants notified in person by library staff and/ or volunteers and alternatives either in the library network or delivered by community organisations, where available, signposted to.			
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Monitor take-up of activities across the remaining network supporting women and families with infants.			
Equality group/ individual	Impact type	Positive	Negative	None
Marriage/ Civil Partnership	<input checked="" type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input checked="" type="checkbox"/> Citizens <input checked="" type="checkbox"/> Community	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reasons for your assessment (Including evidence)	There is no evidence or data to suggest that Marriage / Civil partnership will be disproportionately affected by the proposals.			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
People of different faiths/ beliefs and those with none	<input checked="" type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input checked="" type="checkbox"/> Citizens <input checked="" type="checkbox"/> Community	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reasons for your assessment (Including evidence)	There is no evidence or data to suggest that people of different faiths/beliefs will be disproportionately affected by the proposals			

Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
	<input checked="" type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input checked="" type="checkbox"/> Citizens <input checked="" type="checkbox"/> Community	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reasons for your assessment (Including evidence)	There is no evidence or data to suggest Lesbian/ Gay/ Bisexual people will be disproportionately affected by the proposals.			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)	Monitoring of the purchase of future stock resources will take place to ensure that access to Lesbian/Gay/Bisexual resources are not disproportionately affected as a result of the impact of the reduction in the book fund budget			
Equality group/ individual	Impact type	Positive	Negative	None
Older	<input checked="" type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input type="checkbox"/> Citizens <input type="checkbox"/> Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasons for your assessment (Including evidence)	Older adults may face challenges due to library closures and reduced hours, particularly in accessing physical spaces and in-person resources.			
Details of mitigation/ actions taken to advance equality	<p>Alternative provision at the remaining libraries and through the home library service network will continue to be available. The home library service is a free service available to customers unable to get to their nearest library due to disability, limited mobility, illness, or caring responsibilities. For more details https://www.nottinghamcitylibraries.co.uk/library/home-library-service/</p> <p>All library changes will be clearly advertised at library locations, where possible individual participants notified in person by library staff and/ or volunteers and alternatives (including the home library service) either in the library network or delivered by community organisations, where available, will be signposted to.</p>			

	<p>The changes mean 77% of Nottingham City Households are still within a 20 min (1 mile) walk of a library (was previously 83%). Virtually all Nottingham City households are within a 40 min public transport journey to Nottingham Central Library. In the case of Basford and Aspley catchments residents are within 20 minutes of an alternative library using public transport.</p>			
<p>Details of any arrangements for future monitoring of equality impact (Including any action plans)</p>	<p>Data of service users will continue to be captured and monitored to track age demographics, registered and active users at the libraries in the remaining network.</p>			
<p>Equality group/ individual</p>	<p>Impact type</p>	<p>Positive</p>	<p>Negative</p>	<p>None</p>
<p>Younger</p>	<p><input type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input type="checkbox"/> Citizens <input type="checkbox"/> Community</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Reasons for your assessment (Including evidence)</p>	<p>Children and young people may face challenges due to library closures and reduced hours, making it harder for them to find quiet, safe spaces to study, limit access to literacy resources and opportunities for work experience placements.</p> <p>A range of activities take place in most libraries to support children and families including tottime, bookstart, homework clubs and summer reading challenge.</p>			
<p>Details of mitigation/ actions taken to advance equality</p>	<p>Alternative provision at the remaining libraries and the online library offer will continue to provide study spaces and materials.</p> <p>Programmes for children and young people will be scheduled where possible during the revised hours and/or alternative libraries. Digital resources will remain widely available.</p> <p>The retention of Saturday opening hours across the network and opening to early evening in seven of the libraries will enable young people to continue to be able to access the service out of school hours.</p> <p>The Bookstart programme offers free books to all children before they start school. There will be no change to this service as a result of this proposal.</p> <p>Although the budget for new library materials will be reduced a focus will remain which seeks to protect the book stock for children and young people as well as looking at the growth in eBook requests from all people now using the service digitally.</p>			
<p>Details of any arrangements for future</p>	<p>Data of service users will continue to be captured and monitored to track age demographics and registered and active library users at the libraries in the network.</p>			

monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Care Experience (Please refer to the guidance notes for further information)	<input checked="" type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input checked="" type="checkbox"/> Citizens <input checked="" type="checkbox"/> Community	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reasons for your assessment (Including evidence)	There is no evidence or data to suggest people with Care Experience will be disproportionately affected by the proposals.			
Details of mitigation/ actions taken to advance equality				
Details of any arrangements for future monitoring of equality impact (Including any action plans)				
Equality group/ individual	Impact type	Positive	Negative	None
Other (E.g. Cohesion/ good relations, vulnerable children/ adults), socio-economic background (e.g. financial vulnerable)	<input type="checkbox"/> NCC staff <input checked="" type="checkbox"/> Service users <input checked="" type="checkbox"/> Citizens <input checked="" type="checkbox"/> Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasons for your assessment (Including evidence)	<p>Libraries often provide vital resources for individuals from low-income backgrounds including internet access and study spaces. The closures and reduced hours may limit this support.</p> <p>Closures and reductions in opening hours will, for the most vulnerable, impact their ability to access warm spaces, IT facilities and signposting and well as work and homework clubs.</p>			
Details of mitigation/ actions taken to advance equality	<p>Free wi-fi and computers are available at all the remaining libraries in the network. In the medium to long term the development of technology enabled opening (TEO) will enhance physical and digital access.</p> <p>The comprehensive public transport network in Nottingham enables virtually all households within the city boundary to be within a 40-minute bus or tram journey to Nottingham Central Library. In the case of Basford, Aspley and Radford-Lenton library</p>			

	<p>catchments, residents are also within 20 minutes of an alternative library using public transport.</p> <p>The re-opening of Sherwood library will provide wider opportunities and access due to its location on a main road in and out of the city.</p> <p>There will continue to be specialist outreach services such as the home library service and provision of multilingual materials and study for the most vulnerable and isolated adults and young people and families.</p>
<p>Details of any arrangements for future monitoring of equality impact (Including any action plans)</p>	<p>Overall monitoring of library use will take place on an individual and collective basis to look at any changing patterns of use once changes are implemented.</p>

1. d. Summary of any other potential impact
(Including cumulative impact/ human rights implications):

<p>The combined reduction in hours, staffing and budgets may amplify barriers for multiple disadvantaged groups. Coordinated strategies including partnerships with local organisation will be essential to mitigate these impacts.</p> <p>Community Partnerships: The library service is working with local charitable, social enterprise and educational organisations to explore community led management of library spaces recommended for closure.</p> <p>Volunteer Training: Comprehensive training for volunteers will be provided to support diverse user needs, including disability awareness and safeguarding.</p> <p>Digital Inclusion: The service will continue to invest in digital infrastructure and online resources to compensate for reduced physical access.</p> <p>Targeted Outreach: Outreach programmes will continue to ensure engagement with vulnerable populations, particularly in areas affected by library closures.</p> <p>The proposed recommendations for Nottingham’s library service present significant challenges but also opportunities to reshape and modernise service delivery. By implementing targeted mitigations and fostering community partnerships, the strategy can support equitable access to library services while addressing the needs of diverse groups.</p> <p>The EIA will be updated to reflect any changes as they occur.</p>

Section 2 – Equality outcome

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all the mitigations you have identified and summarise them in this action plan.

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
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Nottingham City Council

Eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010.				
Advance equality of opportunity between those who share a protected characteristic and those who don't	Monitoring of purchase of resources/materials through the Bookfund to ensure that materials and resources targeted towards specific protected characteristics are not disproportionately affected by the reduced budget available	Terranum Abbas Kam Harte	March 2026	
Foster good relations between those who share a protected characteristic and those who don't				
(Please add other equality outcomes as required – e.g., mitigate adverse impact identified for people with a disability)	<p>Ensure digital access for those unable to physically visit a library and continue specialist outreach services.</p> <p>Explore opportunities of collaboration with community organisations and spaces to create alternative access points for library services and host displaced activities.</p> <p>Explore options around developing and supporting community programmes that promote literacy, education, and information access outside of traditional library settings.</p> <p>Promote and encourage attendance at activities across the network which support a range of groups activities.</p>	Nigel Hawkins	March 2026	

Outcome(s) of equality impact assessment:

<input type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input checked="" type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

<p>The assessment must be approved by the manager responsible for the service /proposal.</p> <p>Approving Director details (name, role, contact details): Nigel Hawkins, Head of Culture and Libraries. Nigel.hawkins@nottinghamcity.gov.uk</p> <p>Approving Director Signature:</p>	<p>Date sent for advice:</p>
<p>Author Signature:</p> 	<p>16 January 2025</p>
<p>Equality Team Signature: Nasreen Miah</p>	<p>Date of final approval: 16 January 2025</p>

For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)
Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk