# Equality Impact Assessment Form

## 1. Document Control

### 1. Control Details

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| Title: | Commence Library Needs Assessment |
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| Service Area: | Culture & Libraries |
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| Strategic Budget EIA: Y/N | Y |
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### 2. Document Amendment Record

| Version | Author | Date | Approved |
|---|---|---|---|
| 1.0 | Stephen Chartres | 06.01.21 | |
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### 3. Contributors/Reviewers

| Name | Position | Date |
|---|---|---|
| Nigel Hawkins | Head of Culture & Libraries | 11.01.21 |
| Nasreen Miah | Equality & Employability Consultant | 15/01/2021 |

### 4. Glossary of Terms

| Term | Description |
|---|---|
| BAME | Black, Asian and Minority Ethnic, used to refer to non-white communities in the UK |
| DCMS | Department for Digital, Culture, Media & Sport |
| ACE | Arts Council England |
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## 2. Assessment

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

A library Needs Assessment Research and Consultation programme will take place over the period January – September 2021. The purpose of this research and consultation is to provide a robust evidence base to help develop and support longer-term and sustainable approaches to delivering future library provision in Nottingham City
An independent research company will be engaged to support with Needs Assessment.

### 2. Information used to analyse the effects on equality:

As part of the Needs Assessment the following will information will be used and gathered and analysed to inform any future library proposals and effects on equality.

- Collection and analysis of technical and statistical data to demonstrate current provision and service offer and how well it is reaching its resident population and delivering for its communities. This data will include but not be limited to:
  - Library profiles – user data, performance data, resources and activity allocation data, and staffing, budget and resource management information
  - Area and community profiles – city population and socio economic information, catchment area and travel data
- Public and stakeholder consultation including with minority groups and communities using various format e.g questionnaires/surveys, focus group, community forums and social media ensuring maximum reach and engagement

## 3. Impacts and Actions:

No decisions will be made until the Needs Assessment work has been completed. A detailed Equality Impact Assessment will be undertaken on any proposals developed, which will identify any impacts on particular groups and any actions to be taken.

| **No impacts have been identified at this stage** | **Could particularly benefit**<br>**X** | **May adversely impact**<br>**X** |
|---|---|---|
| People from different ethnic groups. | ☐ | ☐ |
| Men | ☐ | ☐ |
| Women | ☐ | ☐ |
| Trans | ☐ | ☐ |
| Disabled people or carers. | ☐ | ☐ |
| Pregnancy/ Maternity | ☐ | ☐ |
| People of different faiths/ beliefs and those with none. | ☐ | ☐ |
| Lesbian, gay or bisexual people. | ☐ | ☐ |
| Older | ☐ | ☐ |
| Younger | ☐ | ☐ |
| Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).<br><br>***Please underline the group(s) /issue more adversely affected or which benefits.*** | ☐ | ☐ |

| **How different groups could be affected** (Summary of impacts) | **Details of actions to reduce negative or increase positive impact** (or why action isn't possible) |
|---|---|
| No decisions have been made on how Nottingham City Library Service will be delivered in the future. The research and consultation will help inform any next steps to determine what a modern library service looks like for Nottingham, responding to local needs of communities | Understanding the needs of Communities and minority groups in particular in terms of accessing and using library service in the future will be a key element to the Needs Assessment work.<br><br>The research, consultation programme will be designed to ensure that information is gathered from hard to reach groups and that communities can and are able fully engage. |

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**4. Outcome(s) of equality impact assessment:**

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| ☒ | No major change needed | ☐ | Adjust the policy/proposal – with mitigations outlined |
| ☐ | Adverse impact but continue | ☐ | Stop and remove the policy/proposal |

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

A detailed equality impact assessment will be undertaken as part of the Needs Assessment work and on any outcomes and proposals which may emerge from this. A monitoring/evaluation programme will also be developed to measure impact of any changes introduced as a result of the research and consultation.

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

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| **Approving Manager:**<br>Nigel Hawkins<br>Interim Director Sport & Culture<br>Nottingham City Council | | **Date sent for scrutiny:08/01/2021**<br>Send document or Link to:<br>equalityanddiversityteam@nottinghamcity.gov.uk |

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| **SRO Approval:**<br>*Nigel Hawkins* | | **Date of final approval: 15 January 2021** |