

Swindon Borough Council Diversity Impact Assessment Library strategy and implementation – staff considerations 2016
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1 What's it about?

Refer to equality duties

What is the proposal? What outcomes/benefits are you hoping to achieve?

The Proposal is to redefine the Library Service delivered by Swindon Borough Council by 2020 taking into account the financial constraints that Swindon Borough Council are under. The stage this has reached is that there is an emerging model which will form the basis of engagement with library users and the wider Borough population.

The draft strategy takes in to account Swindon Borough Council's duties under the Public Libraries and Museums Act 1964 which details the Council as the Library Authority with the following duties;

7 General duty of library authorities.

(1) It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof

Provided that although a library authority shall have power to make facilities for the borrowing of books and other materials available to any persons it shall not by virtue of this subsection be under a duty to make such facilities available to persons other than those whose residence or place of work is within the library area of the authority or who are undergoing full-time education within that area.

(2) In fulfilling its duty under the preceding subsection, a library authority shall in particular have regard to the desirability—

(a) of securing, by the keeping of adequate stocks, by arrangements with other library authorities, and by any other appropriate means, that facilities are available for the borrowing of, or reference to, books and other printed matter, and pictures, gramophone records, films and other materials, sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children; and

(b) of encouraging both adults and children to make full use of the library service, and of providing advice as to its use and of making available such bibliographical and other information as may be required by persons using it; and

(c) of securing, in relation to any matter concerning the functions both of the library authority as such and any other authority whose functions are exercisable within the library area, that there is full co-operation between the persons engaged in carrying out those functions.

Swindon Borough Council will also need to be mindful of the following legislation:

- Race Relations (Amendment Act) (2000)
- Disability Discrimination Act (2005)
- Equality Act 2010

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The Equality Act 2010 is the most referenced of the above acts specifically Paragraph 149 which is detailed below:

149 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 any other conduct that is prohibited by or under this Act; .

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons 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 exercise of those functions, have due regard to the matters mentioned in subsection (1). .

(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 protected 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, in particular, steps to take account of disabled persons' disabilities. .

(5) Having due regard to the need to foster good relations 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) 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— .

age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

○ Other Acts or legal obligations on top of those previously mentioned that are included in the DCMS guidance issued on the 18 December 2015 – Library as a

statutory service are:

- Best Value Duty 2011 guidance
- Localism Acts 2011

The outcomes and benefits that Swindon Borough Council are hoping to achieve are:

- To provide a comprehensive and efficient library service for all persons desiring to make use of it and fulfil the other requirements of the Public Libraries and Museums Act 1964, within the cost envelope agreed by the Cabinet of Swindon Borough Council
- To comply with the other Acts detailed above.
- To develop a service that supports the most deprived groups of the population of Swindon, whom it is recognised are not being reached by the by the current service.

Who's it for?

This DIA is specifically to look at the impact on library staff of the a emerging model that is being developed taking account of the financial envelope available for the provision of a service and taking into account the statutory duty of Swindon Borough Council.

However under the Public Libraries and Museums Act 1964 the Library Authority must provide a full and comprehensive Service for residents, individuals who work in the Borough and those undergoing full-time education in the Borough.

The Act quotes in section 7(1) that “a comprehensive and efficient library service for all persons desiring to make use thereof, and for that purpose to employ such officers, to provide and maintain such buildings and equipment, and such books and other materials, and to do such other things, as may be requisite”

How will this proposal meet the equality duties?

The proposal will meet the Equality duties as the Swindon Borough Council Managing Change, Restructuring, Redeployment & Redundancy Policy will be used in any dealings with the Library Service Staff.

What are the barriers to meeting this potential?

The barrier to meeting the potential is the demographics of the staff and the perception that individuals or groups that belong to a protected equality group may be adversely affected by any change to the service.

2 Who's using it?

Refer to

equality groups

What data/evidence do you have about who is or could be affected (e.g. equality monitoring, customer feedback, current service use, national/regional/local trends)?

The current makeup of the library service staff is shown below:

Male / Female Break Down:

Male	38
Female	102

Age Break Down:

Age	Total	Female	Male
Under 25	21	12	9
25-39	40	25	15
40 -55	42	36	6
55 Over	37	29	8

Break Down by Pay Grade:

Pay Grade	Total	Female	Male
J	2	1	1
K	126	90	36
L	11	8	3
M	8	7	1
N	12	10	2
Q	2	1	1
R	2		2
S	1	1	

Please note this table shows all pay grades as some staff hold dual jobs with differing pay scales

Break Down by hours worked:

Hours per week	Total	Female	Male
below 20	86	65	21
20+	54	37	17

We Can see that the workforce is:

- Predominately Female.
 - A high per cent of female workers over 40.
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- Most of the staff on Pay grade K for both Male and Female.
- Majority of staff are contracted do less than 20 hours per week.

How can you involve your customers in developing the proposal?

The library service management team have been involved in discussions in relation to the financial envelope that was included in the December 15 Cabinet Paper 2016 – 2020 Direction of Travel, Financial context and Budget Proposals 2016/17 that detailed a reduction of the library service budget of £1.5M by 2020.

A period of engagement is to take place from February 16 if agreed at Cabinet that month. This will include work with libraries staff to understand the impact on them and how this can be minimised. Staff will continue to be met with and any proposal discussed with them to enable them to articulate their views.

Who is missing? Do you need to fill any gaps in your data? (pause DIA if necessary)

The current gaps identified in relation to the data currently held on library staff is:

- Disability
- Race/ethnicity
- Religion
- Sexual orientation
- Gender identity

3 Impact

Refer to dimensions of equality and equality groups

Show consideration of: age, disability, sex, transgender, marriage/civil partnership, maternity/pregnancy, race, religion/belief, sexual orientation and if appropriate: financial economic status, homelessness, political view

Using the information in parts 1 & 2:

a) Does the proposal create an adverse impact which may affect some groups or individuals? Is it clear what this is? How can this be mitigated or justified?

We have identified that there is no potential for an adverse impact on the basis of age, disability, sex, transgender, marriage/civil partnership, maternity/pregnancy, race, religion/belief, or sexual orientation at this point of the process.

What can be done to change this impact?

At this period this is not applicable.

b) Does the proposal create benefit for a particular group? Is it clear what this is? Can you maximise the benefits for other groups?

This proposal does not create any benefit any particular group of staff at this stage that has been identified.

Does further consultation need to be done? How will assumptions made in this assessment be tested?

If agreed at Cabinet in February 16 the emerging model and supporting documents will go to consultation from late February. This will take the form of general engagement events, pro-forma to be completed and targeted meetings or events.

The findings of the consultation will then be used to inform any decision that is proposed on any future library strategy and service.

Library Service Staff are being met with to keep them informed of any future proposal which they will be involved in refining and to be made aware of the consultation feedback.

4 So what?

[Link to business](#)

planning process

What changes have you made in the course of this DIA?

This DIA has been developed in conjunction with the Needs Assessment and an emerging model. At present this covers the decisions to be made at Cabinet in February 16 to go to consultation on the emerging model.

What will you do now and what will be included in future planning?

The emerging model will go to consultation in February if agreed by Cabinet and feedback from the consultation will be used to inform any future decision. Swindon Borough Council for any impact to staff in relation to restructuring, redeployment or redundancy will implement the Managing Change, Restructuring, Redeployment & Redundancy Policy.

When will this be reviewed?

This DIA will be reviewed at the end of the consultation period has closed and all of the information received has been collated and interrogated. The DIA will then be developed with any proposed strategy that is put to Cabinet for approval.

How will success be measured?

For the record			
Name of person leading this DIA	Jim Catton	Date completed	29/1/2016
Names of people involved in consideration of impact	Rachel Watts, Nick Stephenson		
Name of manager signing DIA	Stuart McKellar	Date signed	29/1/2016

Diversity Impact Assessment – an inclusive business planning tool

1. What's it about? refer to equality duties

- What is the proposal? What outcomes/benefits are you hoping to achieve
- Who's it for?
- How will this proposal meet the equality duties?
- What are the barriers to meeting this potential?

2. Who's using it? consider all equality groups

- What data/evidence do you have about who is or could be affected? (e.g. equality monitoring, customer feedback, current service use, national/regional/local trends)?
- How can you involve your customers in developing the proposal?
- Who is missing? Do you need to fill any gaps in your data?

3. Impact consider dimensions and equality groups

Using information in parts 1 & 2:

- a) Does the proposal create an adverse impact which may affect some groups or individuals? How can this be mitigated or justified?
> What can be done to change this impact?
- b) Does the proposal create benefit for particular groups or individuals. Is it clear what this is? Can you maximise the benefits for other groups?
 - Does further consultation need to be done? How will assumptions made in this assessment be tested?

4. So what?

- What changes have made in the course of this DIA?
- What will you do now and what will be included in future planning?
- When will this be reviewed?
- How will success be measured?

Considerations

Our equality duties

1. Eliminate discrimination, harassment and victimisation
2. Advance equality of opportunity
3. Foster good relations

Equality groups

For the following equality groups: age, disability, sex, transgender, marriage/civil partnership, maternity/pregnancy, race, religion/belief and sexual orientation.

Extended by SBC policy to include: financial economic status, homelessness, political view.

Dimensions of equality

How will the proposal affect Human Rights and life chances of different groups? Consider how the proposal affects

1. Longevity.
2. Physical security.
3. Health.
4. Education.
5. Standard of living.
6. Productive and valued activities.
7. Individual, family and social life.
8. Participation, influence and voice.
9. Identity, expression and self-respect.
10. Legal security.