

Equality Impact Assessment

EIA (Equalities Impact Assessment) Proposed transfer of financial responsibility to the Community Partnered Libraries

Did you use the EIA Screening Tool? (Delete as applicable)

No

1. Explaining the matter being assessed

Is this a:

(Delete the ones that don't apply)

- Change to a service or function

Summarise the strategy, policy, service(s), or function(s) being assessed. Describe current status followed by any changes that stakeholders would experience.

Describe the change being assessed in plain English. Give your rationale for writing the EIA. Identify the key stakeholders affected by this change, including residents and staff. Consider what evidence you have gathered on the impact of your proposals. Surrey County Council has a statutory requirement under the [Public Libraries and Museums Act 1964](#); to provide a comprehensive and efficient library service. In providing this service, councils must, among other things:

- “encourage both adults and children to make full use of the library service (section7(2)(b))”
- “lend books and other printed material free of charge for those who live, work or study in the area (in accordance with section 8(3))”

The library service in Surrey has a network of 52 libraries, including 10 that are Community Partnered Libraries (CPLs). These are Bagshot, Bramley, Byfleet, Ewell Court, Lingfield, New Haw, Stoneleigh, Tattenhams, Virginia Water and Warlingham. CPLs are run by volunteers, with their own trustees and management committee, however, they are supported by the County Council who cover the costs for the library book budget, Van Delivery costs, Summer Reading Challenge materials, IT costs, Telephony and Property Costs. They are further supported by teams from across the wider library service. The first CPLs were set up in 2012 and the final one was set up in 2016.

Supporting the CPLs costs the council £477,889 of which £160,554 of this is within the library service's control. (See table A)

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The service budget is currently, £6,482,000 and is made up of staffing and supplies and services which include the Library Book Budget.

As the library service is required to make budget reductions in order to contribute to the overall medium term financial plan of the council, the service is proposed to make £182,733 worth of savings from 2023/2024.

Since 2018, the library service has made £3m of savings from its controllable budgets therefore, opportunities to drive further savings in the current model are more limited than previously was the case. One option is for the CPLs to take on more of the costs of delivering their service.

To allocate the £182,733 reductions equitably across the service it is proposed that £102,179 comes from the allocation of resources to the 42 libraries in the main Surrey Libraries network (this is covered in a separate EIA) and the remaining £80,554 is proposed to come from the 10 Community Partnered Libraries. This comprises £57,821 from the Library book budget, £22,000 from the Library Transport Budget and £733 from the cost of providing Summer Reading Challenge materials. In total, this is a 16.85% of the total cost of supporting the CPLs.

Table A) Breakdown of Community Partnered Libraries Support Costs.

Area	Cost per annum
Library Book Budget	£57,821
Van Delivery costs	£22,000
Summer Reading Challenge Materials	£733
IT costs Year 1 (Year 1 is when there is an IT refresh)	£50,339
IT costs Years 2, 3 and 4	£24,709
Telephony	£2,150
Property Costs	£240,137
Staffing costs (including the dedicated team as well as additional support from across the network)	£80,000
Total	£477,889

The IT, telephony and property costs are not part of the library service's budget and so are out of scope of these proposed reductions. Any future savings from these budgets would still be a net savings for the council.

This document will look at the impact of transferring the financial responsibility to the CPLs of the Library Book Budget, the Summer Reading Challenge and their proportion of the van delivery service. The change will affect all residents and users of the service, so there would be little impact on any of the individual protected characteristics. However, the rationale for writing this Equality Impact Assessment is to identify impact amongst residents with protected characteristics likely to be affected by this change and key actions to mitigate impact.

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Library Book Budget

The book stock for the CPLs is currently funded from the main library book budget. (*General reductions to the Library Book budget are covered in a separate EIA*). It is proposed that the CPLs will take on the cost of their proportion of this budget with the remaining reductions allocated proportionately across the other 42 libraries in the network.

The table below shows the latest spend from the book budget in the closest normal year (Covid reasons and in-year budget cuts have skewed more recent figures)

Library	Book and Resources budget 2022/23
Bagshot	£2,679.75
Bramley	£5,030.67
Byfleet	£5,683.05
Ewell Court	£6,057.35
Lingfield	£2,801
New Haw	£8,480.04
Stoneleigh	£9,425.05
Tattenhams	£7,246.42
Virginia Water	£3,872.84
Warlingham	£6,544.85
Total	£57,821.02

These are currently indicative figures and more detailed analysis is being completed.

Van Delivery Service

The CPLs are also included in our van delivery service. This provides a transport service around the county to satisfy reservations and other deliveries to the CPLs. The proportionate cost to the CPLs of the van contract would be £22,000.

This is currently an indicative figure and the cost of the van delivery service will be confirmed with the new contract.

Summer Reading Challenge

The Summer Reading Challenge is an annual national reading scheme run by the Reading Agency which is delivered in partnership with all UK public libraries to encourage children aged between 4 and 11 to enjoy the benefits of reading for pleasure over the summer holidays. This scheme generates visits from children throughout the summer and is a very popular scheme which has been running for over 20 years. All libraries in Surrey take part in the challenge and the supporting materials are bought centrally from the Reading Agency. The proportionate costs for the CPLs to take part in the Challenge in 2022 was £733. The CPLs had 736 children participating, which was 7% of the total 10,430 children taking part across the county. This works out at around £1 per child in the CPLs.

Breakdown of Proposed Reductions in Community Partnered Libraries

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Area	Cost per annum
Library Book Budget	£57,821
Van Delivery costs	£22,000
Summer Reading Challenge Materials	£733
Total	£80,554

How does your service proposal support the outcomes in [the Community Vision for Surrey 2030](#)?

Specify which of the ten Vision outcomes this work is linked to.

Library and Cultural Services Strategy 2020-2025 identified five strategic objectives to underpin the development of services and ensure the link with Surrey 2030 and Surrey's Organisation strategy. These reflect the five strategic principles endorsed by the Libraries and Cultural services consultation undertaken in late 2018 and early 2019.

Ambitions for people are:

- Children and young people are safe and feel safe and confident.
- Everyone benefits from education, skills and employment opportunities that help them succeed in life.
- Everyone lives healthy, active and fulfilling lives, and makes good choices about their wellbeing.
- Everyone gets the health and social care support and information they need at the right time and place.
- Communities are welcoming and supportive, especially of those most in need, and people feel able to contribute to community life.
-

We want our county's economy to be strong, vibrant and successful and Surrey to be a great place to live, work and learn. A place that capitalises on its location and natural assets, and where communities feel supported, and people are able to support each other.

Our ambitions for our place are:

- Residents live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities.
- Businesses in Surrey thrive.
- Well-connected communities, with effective infrastructure, that grow sustainably.

Are there any specific geographies in Surrey where this will make an impact?

(Delete the ones that don't apply)

- County-wide

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Assessment team – A key principle for completing impact assessments is that they should not be done in isolation. Consultation with affected groups and stakeholders needs to be built in from the start, to enrich the assessment and develop relevant mitigation.

- Susan Wills, Assistant Director Art, Culture and Libraries MBE
- Simon Harding, Service Manager Libraries and Heritage
- Katie Kinnear, Surrey Libraries Strategic Manager: Development and Support Services, Chartered Librarian
- Craig Jones, Area Lead Communities, Chartered Librarian

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2. Service Users / Residents

Who may be affected by this activity?

There are 9 protected characteristics (Equality Act 2010) to consider in your proposal. These are:

1. Age including younger and older people *
2. Disability *
3. Gender reassignment *
4. Pregnancy and maternity *
5. Race including ethnic or national origins, colour or nationality *
6. Religion or belief including lack of belief *
7. Sex *
8. Sexual orientation *
9. Marriage/civil partnerships *

Though not included in the Equality Act 2010, Surrey County Council recognises that there are other vulnerable groups which significantly contribute to inequality across the county and therefore they should also be considered within EIAs (Equalities Impact Assessment). If relevant, you will need to include information on the following vulnerable groups (Please **refer to the EIA guidance** if you are unclear as to what this is).

- Members/Ex members of armed forces
- Adult and young carers*
- Those experiencing digital exclusion*
- Those experiencing domestic abuse*
- Those with education/training (literacy) needs
- Those experiencing homelessness*
- Looked after children/Care leavers*
- Those living in rural/urban areas
- Those experiencing socioeconomic disadvantage*
- Out of work young people) *
- Adults with learning disabilities and/or autism*
- People with drug or alcohol use issues*
- People on probation
- People in prison
- Migrants, refugees, asylum seekers
- Sex workers
- Children with Special educational needs and disabilities*
- Adults with long term health conditions, disabilities (including SMI) and/or sensory impairment(s)*
- Older People in care homes*
- Gypsy, Roma and Traveller communities*
- Other (describe below)

(*as identified in the Surrey COVID Community Impact Assessment and the Surrey Health and Well-being Strategy)

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Age including younger and older people

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

The library service has 323,694 registered members (membership data March 2022). As part of the registration process the service does not collect data regarding members dates of birth so we are unable to provide exact data, however, users are placed into certain categories such as Child, Young Person, Adult, Concession and Open Ticket (our card for vulnerable users). This data is represented below. It is recognised that the reach of the service is far greater than the number of registered users as evidenced through the SCC (Surrey County Council) Library and Cultural Services Strategy 2020-2025 and as a universal service any of the counties 1.2million residents are able to access library services as they are free at the point of access.

Whilst this cannot be directly compared with population data due to the wide range of ages each library membership category covers, we are conscious that compared to the population both children and young people and over 65s are overrepresented as library members

Category	Number of borrowers
Children 0-11	63,743
Age 65+	53,893
Age 75+	27,135

Bookstock

- Older residents are also more reliant on books in other formats such as large print and audio/e-audio which on average cost 2-3 times as much as a standard format book. If the CPLs fund their own book stock they may not have the experience, skill or time to purchase stock in alternative formats.
- If the CPLs fund their own book stock they may not have the experience, skill or time to purchase stock that is suitable for residents of all ages.

Describe here suggested mitigations to inform the actions needed to reduce inequalities

The library service will set up supplier selection for the CPLs. This is where book titles are selected by our contracted library suppliers working to a specification provided by The SCC Library Service. This would mean that as in the other libraries in Surrey, stock purchasing remains balanced, reflecting all the needs of Surrey's residents, including those with protected characteristics.

CPLs will also be able to accept donated stock as other Community Libraries do across the country. This can supplement their collection and contribute to mitigating any shortfall in their funding.

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Additionally, the CPL would retain access to the rest of Surrey Libraries stock and that of the [Libraries Consortium](#), via the reservation service which would further lessen any impact on quantity and breadth of resources.

Summer Reading Challenge

CPLs taking on the financial responsibility for the Summer Reading Challenge (SRC), will produce no impact on the protected characteristics. The library service will continue to order centrally for all 52 libraries as is the case now. The Library Service will invoice the CPLs for their agreed share of the materials.

Delivery van costs

CPLs taking on the financial responsibility for the delivery van costs will produce no impact on the protected characteristics. The library service will continue to manage the van contract and invoice the CPLs for their share of the costs.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

If so, please detail your awareness of whether this will exacerbate impacts for those with protected characteristics and the mitigating actions that will be taken to limit the cumulative impacts of these changes.

This proposal is one of several linked to budget reductions required across the council in 2023/2024. Likely impacts from these yet to be confirmed. The current proposal would not exacerbate the other proposals as it currently stands.

Any negative impacts that cannot be mitigated?

No negative impacts that cannot be mitigated have been identified.

Disability

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

- The library service has 323,694 registered members (membership data March 2022) and although the service does not monitor the number of people with disabilities amongst its membership, the library service offers Open Ticket membership categories for residents who have a 'short- or long-term medical condition that has a substantial and negative effect on their day-to-day life'. 181 of those customers use the Library Direct service which is for those residents who find it difficult or impossible to visit a library themselves because of illness, disability, mobility problems or caring responsibilities (including young carers). Current library membership of these different categories is shown below:

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- 9 Open Ticket aged 0-4
- 18 Open Ticket aged 5-15
- 48 Open Ticket aged 16-17
- 6406 Open Ticket aged 18+ 181 Library Direct member (all ages) 9 169 48 6,406 181
[Source: Library membership data as at 3 Nov 2020]

Negative impacts for this characteristic include:

- Residents with disabilities are more reliant on books in other formats such as large print and audio/e-audio which on average cost 2-3 times as much as a standard format book. If the CPLs fund their own book stock they may not have the experience, skill or time to purchase stock in alternative formats.
- If the CPLs fund their own book stock they may not have the experience, skill or time to purchase stock that is suitable for residents with disabilities.
- Describe here suggested mitigations to inform the actions needed to reduce inequalities.

The library service will set up supplier selection for the CPLS. This is where book titles are selected by our contracted library suppliers working to a specification provided by The SCC Library Service. This would mean that as in the other libraries in Surrey, stock purchasing remains balanced, reflecting all the needs of Surrey's residents, including those with protected characteristics.

CPLs will also be able to accept donated stock as other Community Libraries do across the country. This can supplement their collection and contribute to mitigating any shortfall in their funding.

Additionally, the CPL would retain access to the rest of Surrey Libraries stock and that of the [Libraries Consortium](#), via the reservation service which would further lessen any impact on quantity and breadth of resources.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

This proposal is one of several linked to budget reductions required across the council in 2023/2024. Likely impacts from these yet to be confirmed. The current proposal would not exacerbate the other proposals as it currently stands.

Any negative impacts that cannot be mitigated?

No negative impacts that cannot be mitigated have been identified.

Gender Reassignment; Pregnancy and Maternity; Race including ethnic or national origins, colour or nationality; Religion or belief

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including lack of belief; Sex; Sexual Orientation; Marriage/Civil Partnerships

Describe here the considerations and concerns in relation to the programme/policy for the selected group.

Library book budget

For the remaining protected characteristics, the CPLs taking on the financial responsibility for their share of the library book budget has no specific impact.

Summer Reading Challenge

CPLs taking on the financial responsibility for the Summer Reading Challenge (SRC), will produce no impact on the protected characteristics. The library service will continue to order centrally for all 52 libraries as is the case now. The Library Service will invoice the CPLs for their agreed share of the materials.

Delivery van costs

CPLs taking on the financial responsibility for the delivery van costs will produce no impact on the protected characteristics. The library service will continue to manage the van contract and invoice the CPLs for their share of the costs.

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3. Staff

Our screening process suggests that there will be no impact on staff as a result of this proposal

4. Recommendation

Based your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation below.

- **Outcome One: No major change to the policy/service/function required.** This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken
- **Outcome Two: Adjust the policy/service/function** to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments would remove the barriers you identified?
- **Outcome Three: Continue the policy/service/function** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:
 - Sufficient plans to stop or minimise the negative impact
 - Mitigating actions for any remaining negative impacts plans to monitor the actual impact.
- **Outcome Four: Stop and rethink the policy** when the EIA shows actual or potential unlawful discrimination. (For guidance on what is unlawful discrimination, refer to the [Equality and Human Rights Commission's guidance and Codes of Practice on the Equality Act](#) concerning employment, goods and services and equal pay).

Recommended outcome:

Confirm which outcome you are recommending

Outcome Number 3

Explanation:

Explain the reasons for your recommendation

Outcome 3. The CPLs taking on financial responsibility for the areas outlined above will have little impact or negative consequences on residents and those with protected characteristics. Any impact has been explained in the mitigations and these are of sufficiently low risk to proceed.

We recognise that there are groups that could be adversely impacted however,

5. Action plan and monitoring arrangements

Insert your action plan here, based on the mitigations recommended.

Involve you Assessment Team in monitoring progress against the actions above.

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Item	Initiation Date	Action/Item	Person Actioning	Target Completion Date	Update/Notes	Open/ Closed
1	09/01/2023	<p>Work with the CPLs to discuss the transfer of financial accountability in the 3 areas outlined above.</p> <p>The library service will set up supplier selection for the CPLs. This is where book titles are selected by our contracted library suppliers working to a specification provided by The SCC Library Service. This would mean that as in the other libraries in Surrey, stock purchasing remains balanced, reflecting all the needs of Surrey's residents, including those with protected characteristics.</p>	Craig Jones	1 April 2023		

6a. Version control

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Version Number	Purpose/Change	Author	Date
1	First draft	Craig Jones	17/11/22
2	Review and changes requested	Marie Snelling	21/11/22
3	Changes made, second draft	Simon Harding	22/11/22

The above provides historical data about each update made to the Equality Impact Assessment.

Please include the name of the author, date and notes about changes made – so that you can refer to what changes have been made throughout this iterative process.

For further information, please see the EIA Guidance document on version control.

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6b. Approval

Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.

Approved by	Date approved
Head of Service	25/10/2022
Executive Director	29/10/2022
Cabinet Member	01/12/2022
Directorate Equality Group	

Publish:

It is recommended that all EIAs are published on Surrey County Council's website.

Please send approved EIAs to: **INSERT SHARED EMAIL ACCOUNT ADDRESS**

EIA author:

6c. EIA Team

If you would like this information in large print, Braille, on CD or in another language please contact us on:

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