

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: City Development	Service area: Libraries Arts & Heritage
Lead person: Bev Rice	Contact number: 2478287
Date of the equality, diversity, cohesion and integration impact assessment: 1st March 2015	

1. Title: Closure of Methley Library
Is this a:
<input type="checkbox"/> Strategy /Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Bev Rice	Leeds Library & Information Service	Head of service
Lynn Towler	Leeds Library & Information Service	Community Development Manager (Mobiles)
Julie Wood	Leeds Library & Information Service	Community Development Manager (East)

3. Summary of strategy, policy, service or function that was assessed:
Provision of library service in Methley.

4. Scope of the equality, diversity, cohesion and integration impact assessment
 (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
Please provide detail:	

4b. Service, function, event please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant)	<input type="checkbox"/>
Please provide detail: Reviewed provision of the library service in Methley based on statistical information gathered, including useage by the community. For example, issue	

figures, number of visits, computer useage.

5. Fact finding – what do we already know
Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.
(priority should be given to equality, diversity, cohesion and integration related information)

- Statistical information – decreased useage by the community
- Community consultation around re-location of service to another venue, with the support of community volunteers

Are there any gaps in equality and diversity information
Please provide detail: **No**

Action required: None

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes **No**

- Please provide detail:**
- Five community meetings held over a year, including a paper consultation for people who were unable to attend the meetings
 - Attendance at tenants association meeting to discuss proposals
 - Consultation with Ward Members

Action required: The community agreed to the closure of Methley Library (re-location to the local Chapel was not seen as a viable option by the community), and the introduction of a tailored mobile library service.

7. Who may be affected by this activity?
 please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Carers	<input type="checkbox"/> Disability
<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief
<input type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation	
<input type="checkbox"/> Other		

(for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)

Please specify: Mobility issues (all mobiles have lifts to aid access)

Stakeholders

<input checked="" type="checkbox"/> Services users	<input type="checkbox"/> Employees	<input type="checkbox"/> Trade Unions
<input checked="" type="checkbox"/> Partners	<input checked="" type="checkbox"/> Members	<input type="checkbox"/> Suppliers
<input type="checkbox"/> Other please specify		

Potential barriers.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Built environment	Location of premises and services
<input type="checkbox"/> Information and communication	<input type="checkbox"/> Customer care
<input type="checkbox"/> Timing	<input checked="" type="checkbox"/> Stereotypes and assumptions
<input type="checkbox"/> Cost	<input type="checkbox"/> Consultation and involvement
<input type="checkbox"/> specific barriers to the strategy, policy, services or function	
Please specify	

8. Positive and negative impact
Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers.

8a. Positive impact:

The implementation of a mobile library service will be more accessible to the wider community, including current non users.

Action required:

Continued consultation around the location of the vehicles will be carried out, and regular reviews undertaken.

8b. Negative impact:

Some people view the removal of a static service as a negative step and a loss of a village asset.

Action required:

To promote the accessibility of the mobile library service, in terms of location, stock and wi-fi access to the local community.

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes No

Please provide detail: The service will provide books for the Readers Group at 'Rivers Meet', a local café and craft centre.

Action required: We will develop this partnership, and look at the provision of a 'pop up' library, and shared events and activities.

10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)

Yes No

Please provide detail: By the use of the mobile library in various locations, the community will have regular opportunities to interact.

Action required: To regularly review the locations of the mobile library service, in consultation with the community, to ensure continued use.

11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)

Yes No

Please provide detail:

Action required:

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
The implementation of a mobile library service will be more accessible to the wider community, including current non users; and to promote the location stock and IT/wi-fi access to the local community	From.....	Date implemented	Head of Service – Bev Rice
Continued consultation around the location of the vehicles will be carried out, and regular reviews undertaken	Annual reviews	Analysis of useage, and customer consultation	Head of Service – Bev Rice
The library service will continue to provide books for the Readers Group at 'Rivers Meet', a local cafe and craft centre	From the date of closure of Methley Library	Readers Group will continue to meet and maintain links with the library service	Arts & Culture Manager – Allison Millar

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Richard Hart	Business Development Manager	12 th March 2015

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board
- Other (please specify)

15. Publishing

This Equality, Diversity, Cohesion and Integration impact assessment will act as evidence that due regard to equality and diversity has been given.

If this impact assessment relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** Equality and Diversity, Cohesion and Integration impact assessment's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date impact assessment completed

12th March 2015

If relates to a Key Decision – **date sent to Corporate Governance**

Any other decision – **date sent to Equality Team (equalityteam@leeds.gov.uk)**