Equality Analysis (Previously Equality Impact Assessment)

The Equalities Duties and Equality Analysis
Cabinet must have due regard to its equalities duties when making decisions. EAs are the means by which the Council demonstrates compliance with the duties. The data used, the findings and actions arising from an equality analysis of the recommendation should be set out in the EA and summarised in the equalities implications section of the Cabinet report. Failure to complete an EA and implications will result in the deferral of the report

The Equalities Duties
The Council has statutory equalities duties in relation to race, gender, disability, religion or belief, age, sexual orientation, gender reassignment and pregnancy and maternity.

The Council must have ‘due regard' to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristic
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people including steps to take account of disabled people's disabilities
- Encouraging people from protected groups to participate in public life or in other activities where their participation in disproportionately low
- Fostering good relations involves tackling prejudice and promoting understanding between people

NB Please note that duty provides for positive discrimination for disabled persons to “level the playing field” with non-disabled persons, e.g. in accessing services through dedicated car parking spaces)

THIS FRONT SHEET FORMS PART OF THE EIA – PLEASE COMPLETE THE REST OF THE TEMPLATE AND SUBMIT AS A SINGLE DOCUMENT. FOR FURTHER INFORMATION AND GUIDANCE YOU SHOULD ALSO READ THE CORPORATE GUIDANCE PROVIDED ON EQUALITIES IMPLICATIONS.

1
Context

What is the purpose or desired outcome of this policy/proposal from an equalities perspective?

Waltham Forest must provide a ‘comprehensive and efficient public library service for all persons desirous to make use thereof’, in line with the Public Libraries and Museums Act, 1964.

A strategic review of Waltham Forest Library and Information Service has been undertaken; it identifies the following new vision for the service:

‘Waltham Forest’s Library Service will offer a modern and comprehensive network of libraries with a high quality library stock, free internet, excellent customer care and access to a range of Council services. The library service will encourage local people to use and get involved with their libraries and make sure that all services provide value for money.’

In order to deliver this vision within available resources, and to enable resources to be concentrated on the best located libraries a needs assessment, including a survey of over 1200 library users and non-users, has been completed and used to inform a development plan.

From an equalities perspective the aim of the development plan is to provide a service that is accessible and meets the different needs of a diverse customer base.

The aim of this Equality Analysis (EA) is to determine how to facilitate and support the full engagement of all residents in the proposed consultation on the future development of Library services, with a particular emphasis in ensuring those groups that are likely to be most affected by the proposals have adequate opportunities to be involved in an inclusive way.

This equality analysis will also broadly consider the likely impact on the protected equality groups of the various consultation proposals.

The outcome of this analysis will inform the consultation plan as well as help shape the methodology used and contribute to identifying key equality
Aim of this Equality Analysis

Given the recommendation at this stage is for cabinet to agree to go out to consultation on the Library service development proposals, the focus of this EA will be to:

- Consider the impact of going out to consultation on current service users from the equality groups
- Consider the equalities impact of going out to consultation on the wider community
- Broadly outline the potential equalities impact of going out to consultation on each of the preferred Library development proposals as follows:
  1. Proposed creation of Library Plus and Library Local tiers of service delivery and proposed reduction in opening hours of Library Local venues
  2. Proposed closure of South Chingford and Harrow Green Library

Further detailed individual Equality Analysis will be undertaken on each of the proposals, these will be ‘live’ documents and will take account of the outcome of the consultation process.

Stage 1  Gathering and Reviewing Evidence

What sources of evidence are you drawing on in this analysis? What key equality issues does the evidence show?

In undertaking this analysis, the assessors have reviewed and analysed the following data/information disaggregated where possible by the equalities groups:

- Borough profile of all residents
- Detailed needs assessment including full data on WF Library service
- BMG user and non-user survey

Reviewing the Evidence

Given the universal nature of Library services all residents and those who work and study in Waltham Forest are likely to be affected. Clearly, existing library service users will be more affected, in particular, users of the libraries that are proposed as part of the consultation process for closure and/or proposed for reduced opening hours.

Library staff will also need to be consulted with as the proposals may have a future impact on their employment with the council. This will be subject to a
further assessment once a final proposal is put forward for agreement to cabinet.

The consultation on the proposals will need to broadly involve all residents, staff, existing library users (with a particular focus on users from the libraries that are proposed for closure and/or proposed for reduced opening hours). Additionally, key stakeholder (including equality stakeholder) groups will need to be consulted with.

Age Equality

Borough Profile:

The Waltham Forest age structure follows a similar pattern to the London average, with a considerably higher number of children and people in prime working age (25-50) compared to the UK average.

The future population growth projections suggest both a distinct ageing pattern, with rapid increases of the population aged over 50, and an increase in the number of children aged 0-5.

According to these projections (GLA) there will be 3,400 more children of school age (4-15) and 9,800 more people above the state pension age (over 65s) living in Waltham Forest by 2031.

Library Users Age Profile:

<table>
<thead>
<tr>
<th>Library</th>
<th>0-4</th>
<th>5-15</th>
<th>16-65</th>
<th>65+</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hale End</td>
<td>8%</td>
<td>36%</td>
<td>48%</td>
<td>8%</td>
<td>2152</td>
</tr>
<tr>
<td>Harrow Green</td>
<td>16%</td>
<td>36%</td>
<td>45%</td>
<td>3%</td>
<td>1304</td>
</tr>
<tr>
<td>Higham Hill</td>
<td>10%</td>
<td>42%</td>
<td>44%</td>
<td>4%</td>
<td>1393</td>
</tr>
<tr>
<td>Lea Bridge</td>
<td>8%</td>
<td>41%</td>
<td>49%</td>
<td>2%</td>
<td>2197</td>
</tr>
<tr>
<td>Leyton</td>
<td>6%</td>
<td>27%</td>
<td>64%</td>
<td>3%</td>
<td>2535</td>
</tr>
<tr>
<td>Leytonstone</td>
<td>7%</td>
<td>23%</td>
<td>67%</td>
<td>3%</td>
<td>4092</td>
</tr>
<tr>
<td>North Chingford</td>
<td>8%</td>
<td>30%</td>
<td>47%</td>
<td>15%</td>
<td>2693</td>
</tr>
<tr>
<td>South Chingford</td>
<td>8%</td>
<td>39%</td>
<td>42%</td>
<td>11%</td>
<td>1932</td>
</tr>
<tr>
<td>Walthamstow</td>
<td>8%</td>
<td>28%</td>
<td>61%</td>
<td>3%</td>
<td>10776</td>
</tr>
<tr>
<td>Wood Street</td>
<td>9%</td>
<td>39%</td>
<td>47%</td>
<td>5%</td>
<td>2471</td>
</tr>
</tbody>
</table>

There is a significant proportion of current library users in the 15 and under age group. Most notably, Harrow Green Library has 52% of users in this age group.

In addition, 47% of users in South Chingford are aged 15 and under.

Users from the 65+ age group are more likely to be affected by proposals in relation to the Chingford Libraries, given there is a higher percentage of users over 65 in North and South Chingford Libraries than in any other Library.
Gender Equality

Borough Profile:

In total, 51% of the population in Waltham Forest is female, with a slightly higher number of boys than girls in younger age groups and more females than males among the older population.

Library Users Gender Profile:

<table>
<thead>
<tr>
<th>Library</th>
<th>Female</th>
<th>Male</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hale End</td>
<td>59%</td>
<td>39%</td>
<td>2%</td>
</tr>
<tr>
<td>Harrow Green</td>
<td>58%</td>
<td>41%</td>
<td>1%</td>
</tr>
<tr>
<td>Higham Hill</td>
<td>60%</td>
<td>38%</td>
<td>2%</td>
</tr>
<tr>
<td>Lea Bridge</td>
<td>59%</td>
<td>39%</td>
<td>2%</td>
</tr>
<tr>
<td>Leyton</td>
<td>58%</td>
<td>40%</td>
<td>2%</td>
</tr>
<tr>
<td>Leytonstone</td>
<td>56%</td>
<td>40%</td>
<td>4%</td>
</tr>
<tr>
<td>North Chingford</td>
<td>62%</td>
<td>36%</td>
<td>2%</td>
</tr>
<tr>
<td>South Chingford</td>
<td>63%</td>
<td>36%</td>
<td>1%</td>
</tr>
<tr>
<td>Walthamstow</td>
<td>58%</td>
<td>40%</td>
<td>2%</td>
</tr>
<tr>
<td>Wood Street</td>
<td>61%</td>
<td>37%</td>
<td>2%</td>
</tr>
</tbody>
</table>

It is evident that women make up a larger proportion of Library users in comparison to men. Particular attention will need to be given to ensure that women are well represented in the consultation process and are able to contribute. 63% of users of the South Chingford Library are female, this is significant as this Library is one that is proposed for closure. Opening times will also be a key consideration for women in particular those who have children. Given the high proportion of female users, it is important to give due consideration to issues in relation to pregnancy and maternity as a protected group in the consultation process.

Race Equality

Borough Profile:

Waltham Forest is one of the most ethnically diverse of the 33 London boroughs and has a diverse range of faith communities. The GLA population projection data for 2011 shows that Waltham Forest has the 13th highest BAME population (97,600) across London boroughs and 8th highest when expressed as a percentage of total (43%). Correspondingly, the white group makes up about 58% of the borough’s population.

The largest minority ethnic groups are estimated to be of Pakistani origin (9%), Black Caribbean (9%) and Black African (7%) and other Black groups (4%).
There are high proportions of users from White backgrounds, in particular in North Chingford, which is in keeping with demographics of this area. Notably, Lea Bridge library also has a significant proportion of users from White backgrounds which is considerably higher than their make up in the immediate area, conversely, BAME usage is lower than the area make-up, in particular with regards to the particular Black/African Caribbean/Black British group.

South Chingford Library has a higher proportion of BAME users in comparison to the local population of the area, in particular Black/African Caribbean/Black British are a significant user group. This group also is well represented as users of the Wood Street Library.

Harrow Green library has a high proportion of Asian/Asian British users, this library also has the highest percentage of Mixed/Multiple Ethnic group users.

Community language is 3.3% of the total libraries stock. The highest is at 5.9% in Walthamstow, followed by 5.1% in Leyton.

Religion/ Beliefs

Borough Profile:

Waltham Forest is a religiously diverse borough. According to the 2001 Census the borough has 57% of its population stating their religion to be Christian, Muslim – 15.1%, Hindu -1.8%, Jewish - 0.7%, Sikh – 0.6%, Buddhist – 0.4% and other - 0.4%. Some 15% of residents claimed no religion whilst 9% didn’t state an answer.

Library Users Profile by Religion/Belief:

The BMG survey of library users and non-users indicated that the largest
proportion of respondents were Christian (40% of users and 44% of non-users). The second largest are Muslim (30% and 27% respectively) followed by respondents of no religion (18% and 24%).

Sexual Orientation

Borough Profile:

It is difficult to estimate the size of the Lesbian, Gay, Bisexual and Transgender (LGBT) population due to the absence of national and local data. The latest LGBT study report estimated the Waltham Forest lesbian, gay or bisexual population to be somewhere between 7,000 and 10,000 people in 2007 (this is 4-6% of the adult population).

A wide range of survey evidence suggests that people in older age groups are less likely to respond to sexual orientation questions than other age groups. Proportions of those giving no answer increased with age and were much higher among females than males in the older age groups.

The SIGMA research undertaken in 2009 suggests that LGBT communities in the borough are not fully accessing services or that these services are responsive to their needs.

Library User Profile by Sexual Orientation:

The BMG survey of library users and non-users indicated that 94% of the user sample and 97% of the non-user sample identified themselves as heterosexual. Within the non-user sample, 3% opted not to respond, while among users, 1% or respondents identified as gay/lesbian and 1% as bisexual, the remaining 4% opted not to respond.

Disability Equality

Borough Profile:

There are difficulties in identifying an absolute number of disabled people as the definitions and concepts of disability vary significantly across the different sources.

However, according to the 2001 Census there were about 35,000 people living in Waltham Forest who reported to have a limiting long-term illness involving any long-term illness, health-problem or disability that limits daily activities or work. This makes 16% of the total population at the time. It is known that health deteriorates with age. Among the over 50s as many as 40% of people recorded to have a limiting long-term illness.
Library Users Profile by Disability:

<table>
<thead>
<tr>
<th>Library</th>
<th>Registered disabled borrowers</th>
<th>Active disabled users (used service in the past year)</th>
<th>Registered blind borrowers</th>
<th>Active blind borrowers (used service in the past year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hale End</td>
<td>147</td>
<td>18</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>Harrow Green</td>
<td>95</td>
<td>8</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Higham Hill</td>
<td>117</td>
<td>17</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>Lea Bridge</td>
<td>77</td>
<td>16</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Leyton</td>
<td>114</td>
<td>22</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Leytonstone</td>
<td>207</td>
<td>21</td>
<td>42</td>
<td>6</td>
</tr>
<tr>
<td>North Chingford</td>
<td>164</td>
<td>27</td>
<td>51</td>
<td>10</td>
</tr>
<tr>
<td>South Chingford</td>
<td>122</td>
<td>27</td>
<td>40</td>
<td>5</td>
</tr>
<tr>
<td>Walthamstow</td>
<td>408</td>
<td>93</td>
<td>86</td>
<td>19</td>
</tr>
<tr>
<td>Wood Street</td>
<td>152</td>
<td>10</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>1603</strong></td>
<td><strong>259</strong></td>
<td><strong>360</strong></td>
<td><strong>53</strong></td>
</tr>
</tbody>
</table>

The largest number of disabled borrowers are registered at Walthamstow Library followed by Leytonstone Library. In terms of active disabled users, again Walthamstow Library is by far the most used. North and South Chingford Libraries have the second highest active disabled users. Although, Hale End Library has the highest number of registered blind borrowers, this is not reflected in those that are active borrowers. Walthamstow Library has the second highest registered blind users and the highest active blind borrowers. North Chingford Library has the second highest active blind borrowers, followed by Leytonstone and South Chingford.

Under the consultation proposals the 2 proposed Library closures (South Chingford and Harrow Green) both have accessible disabled toilets.

Of the 4 proposed Library Locals, all 4 have accessible disabled toilets.

Where are the gaps in this evidence; which groups or issues do we know least about?

More information will be gathered and collected from those participating in consultation.

Where you have involved or consulted on this policy/proposal with equality stakeholders and what did they tell you?

A further assessment of the impact of the proposals will be undertaken once the outcome of the consultation is known and will be used to inform the final proposal presented to cabinet.
Stage 2. Making an Assessment of the Impact

Drawing on aims of the policy, the evidence of issues and barriers and the outcomes of involvement activity please list all potential negative impacts on;

- people from the equality groups
- the promotion of equality in general and
- the promotion of community cohesion.

Impact of going out to consultation on the proposed options:

Age Equality:

Stage 1 of this assessment has indicated that a significant proportion of library users are aged 15 and under and so this group is likely to be particularly affected as a result of the proposal. It is likely that those aged 15 and under are unlikely to be active participants through the open consultation mechanisms and it is therefore important to ensure that specific targeted consultation is undertaken with this group. Particular focus will need to be given to engaging with children and young people and their parents who are current users of the Harrow Green Library as well as South Chingford Library. There is a likelihood that a significant proportion of children and young people using Harrow Green Library will be from a BAME background and the consultation process needs to be designed to ensure it is wholly inclusive of this group.

Older people, aged 65+ that are likely to be affected particularly by the proposed closure of South Chingford will need to be engaged with as will the older users of North Chingford, given there is likely to be additional demand at this Library if the proposal goes ahead. The possibility of having a local provision closed and/or having to travel to a different location may be a cause for upset and stress for some older and more vulnerable residents.

Gender Equality (including pregnancy and maternity):

From the evidence in Stage 1 the proposals are likely to have a significant impact on women as they are over represented as users of Library services. The higher proportion of females using the South Chingford Library (63%) is of particular relevance given this library is proposed for closure under the consultation. It is therefore essential that women generally (but specifically female users of South Chingford Library) are appropriately involved in the consultation process. The consultation will also need to take into account the views of pregnant women and those on maternity as a protected equality characteristic in relation to the Library proposals.

In addition, the proposal to reduce opening hours to the Library Locals may also have the potential to negatively impact women, this will need to be specifically consulted on depending on which proposals are agreed in the future.
Race Equality:

There is an over representation of white users (in comparison to their population in the immediate area) of the Lea Bridge Library, so any proposed changes to this service is likely to affect this group more than others. It is therefore essential that this group are represented well in the consultation process.

Black/African Caribbean/Black British are a significant user group of the South Chingford Library and the Wood Street Library. It is therefore likely that this group maybe negatively impacted by some of the consultation proposals, in particular the proposal to close Chingford Library and the proposed changes to Wood Street Library. Given this group tends to be under-represented as users in other Libraries it is even more important to ensure they are appropriately involved and engaged with.

The evidence suggests that BAME users are concentrated in particular Libraries, most notably Harrow Green. Given this is a Library that has been identified as a potential closure in the consultation and has a very high proportion of Asian/Asian British users and the highest percentage of Mixed/Multiple Ethnic group users, it is likely that this group could be adversely affected. It is essential that the views of this group are actively sought in the consultation process.

Religion/Belief:

Although the evidence has not demonstrated any particular impact on this group, the BMG survey has indicated a high proportion of both users and non-users from a faith group. In particular, there is a higher proportion of users from Muslim backgrounds in comparison to their make-up in the borough. It is important that the consultation process/plan makes conscious efforts to ensure that faith groups are adequately involved and engaged. In particular, given the very close proximity of Lea Bridge Library to the Lea Bridge Rd Mosque, it would be sensible to approach them for involvement.

In addition, it would be sensible to seek out more broadly, the views of other faith groups in relation to the proposals to ensure that there is no potential for negative impact on this protected group in relation to access of the services.

Sexual Orientation:

Although the evidence has not demonstrated any particular impact on this group, it is important to ensure the consultation process is inclusive of this protected group. Given there is an established Lesbian reading group in North Chingford Library, it is important to utilise the views of this group on the proposals.

In addition, local groups such as East London Out Project (ELOP) should be consulted with and encouraged to promote the consultation more widely to
ensure the proposals actively seek out the views of LGBT people in the borough.

Disability Equality:

Given that North and South Chingford Libraries have the second highest active disabled users, it is likely that the proposed closure (under the consultation) of South Chingford Library could have an adverse impact on this group. Equally, there could be potential adverse impacts on the existing disabled users of North Chingford Library if additional demand is not appropriately managed. It is therefore essential that the consultation process is inclusive of the views of this specific users group that their views are sought and considered.

As set out in Stage 1 of this assessment Walthamstow Library has the second highest registered blind users and the highest active blind borrowers. North Chingford Library has the second highest active blind borrowers, followed by Leytonstone and South Chingford. There is a potential for negative impact in particular on the blind service users of South Chingford Library, as under the consultation proposal this Library has been identified for potential closure. The consultation process will therefore need to target this group specifically to determine their views on the proposals.

The make-up of the South Chingford Library users also suggests that there could be a proportion of disabled children and young people users, this group could also be potentially adversely affected and the consultation process needs to be inclusive of this group.

The proposals could cause some anxiety amongst disabled people generally and in particular disabled library users as the proposal could mean the loss of accessible toilet facilities at South Chingford Library and Harrow Green Library. In addition, the proposed Local Library venues could mean that the availability of these facilities could be affected by reduced opening hours. This however, is a wider impact outside of what the statutory library service provides, however, it will be picked up in further EAs of the individual proposals to ensure any potential adverse impacts are mitigated against.

Summary of likely equality impact on each of the proposed options

1. Proposed creation of Library Plus and Library Local tiers of service delivery and proposed reduction in opening hours to Library Locals (this proposal will be subject to a separate detailed Equality Analysis)

- The creation of Library Plus services could have a positive impact on equalities in general given the diverse borrower profile and in particular, there could be a positive impact on disabled people, older people with mobility problems, pregnant women and women with children as they will have continued physical access to a
• The creation of Library Local services could have a mixture of positive and negative impacts on equalities. Given the diverse borrower profile it is likely that disabled people, older people with mobility problems, pregnant women and women with children could be affected by the proposed changes. Potential positive impacts could arise from being able to access a wider number of council services from the library in future. Potential negative impacts could arise from reduced opening hours, which, depending on the final distribution could have a negative impact on some groups including disabled people who could have reduced access to accessible toilet facilities.

2. Proposed closure of Harrow Green and South Chingford Library (both these proposals will be subject to separate individual Equality Analysis)

• The proposed closure of Harrow Green and South Chingford Library could reduce access to library services for the people living, working and studying in the area where it is located. This could particularly negatively impact women, children and young people, older people, BAME groups and disabled people. In addition the affected library users may need to travel further to access a library. This could involve extra travel costs, although in some cases the cost of travelling to an alternative library may be the same as the amount the user is currently paying. The proposed closure of the libraries could also reduce access to toilet facilities including facilities for disabled people as the provision in the libraries is wheelchair accessible.

Please specify what action could you take to remove or partially mitigate each negative impact.

Age Equality:

• To help ensure active participation of children and young people and their parents, all users who come into the Libraries will be handed information about the proposals as well as consultation questionnaires, there will be a particular focus on children and young people, including any disabled children and young people, using Harrow Green and South Chingford Libraries.
• Children’s Centres in close proximity to the Libraries will be given information about the proposals and questionnaires to distribute to parents.
• Information about the consultation proposals will be on every PC in the
• A meeting with head teachers will be arranged to ensure they are aware of the proposals and encourage parents and children to contribute to the consultation process
• Consultation with schools will be included in the stakeholder consultation
• Engagement with young people in partnership with our local Young Advisors to deliver a bespoke consultation with young people
• Close and regular monitoring of the profile of respondents will be undertaken to ensure there is good and proportionate representation of children and young people from diverse backgrounds. This will be done on a fortnightly basis. If it is found that there is under representation then additional targeted activity will be undertaken.

The extent to which older/disabled peoples anxieties and ability to effectively contribute is dependent upon the way in which the consultation is managed; specifically the transparency of the process; the accuracy and relevance of the information available; accessible formats; and the availability of support for older people who may also have a disability. If these factors are fully considered and actions taken to mitigate their impact, then an inclusive process for consultation will be achievable.

• Age UK will be utilised as a group to ensure that older people’s views are taken on board as part of the consultation process and to encourage older people to participate in the consultation.
• Additionally, particular efforts will be made to target users over 65 in South Chingford Library (and North Chingford given there is likely to be more demand) to encourage responses on the proposals.
• Staff will be on hand to explain and support older people in the process
• Large Print and accessible formats will be made available.
• Users of the home delivery service will be made aware of the proposals and encouraged to contribute
• Responses will be monitored to ensure there is good and proportionate representation of older people, if it is found that responses from this group is low, then additional work will be undertaken to engage with this group, through for example using focus groups

Gender Equality (including pregnancy and maternity):

• Targets on all of the consultation elements will be set to ensure there is adequate and proportionate diverse representation from women/men in comparison to their usage of the service.
• Where there is significantly high proportions of female users such as South Chingford Library, Library staff will actively encourage participation, including those who are pregnant or on maternity.
• The consultation proforma will be amended to ensure that the views of pregnant women and/or those on maternity are sought
• Consultation will be promoted via Waltham Forest News, and on-line
• The consultation responses will be monitored by gender to ensure there is good proportionate representation of views and if this is not the case, top up targeted action will be taken to increase responses.

Race Equality:

• The consultation process will be closely monitored to ensure there is good representation of all ethnic groups, including white groups for Lea Bridge Library where there are a higher proportion of users.
• Particular attention will be given to encourage responses from Black/African Caribbean/Black British users in South Chingford and Wood Street Libraries. Similarly, Asian/Asian British users of Harrow Green Library, including BAME children and young people will be targeted to ensure good representation.
• The consultation responses will be monitored by ethnicity to ensure there is good proportionate representation of views and if this is not the case, top up targeted action will be taken to increase responses from BAME groups.
• Key BAME voluntary and community sector organisations will be made aware of the proposals and ways in which responses can be made, as well as encouraging their respective community users and non-users to participate in the process.
• Face-to-face meetings with the Head of Service or Portfolio holder will be available at request to all interested parties.

Religion/Belief:

• Specifically engage with the Waltham Forest Islamic Association on Lea Bridge Rd and utilise the Faith Communities Group as a way of ensuring the views of faith groups are captured on the proposals.
• Write to the Faith Communities Forum to ensure the views of all faith groups in the borough are sought.
• Write to faith groups in the immediate vicinity of both South Chingford and Harrow Green Libraries for their views on the proposals.

Sexual Orientation:

• Consult with the North Chingford Lesbian Reading Group – Face- to -Face meeting when the group holds its next session.
• Write to ELOP with details of the proposals asking for an organisational response as well as a request to encourage their service users and wider LGBT community to respond on an individual basis.

Disability Equality:

• To help ensure active participation of disabled library users, information about the proposals as well as consultation questionnaires will be
Staff will actively ask users, if they require the information of the proposals in alternative accessible formats and will provide support.

The borough’s Low Vision Forum will be used as means of consulting with blind and visually impaired people including blind service users in South Chingford.

Disability Action WF and the Disability Resource Centre will be involved in disseminating questionnaires to their users as well as asked to provide organisational responses to the consultation proposals.

All visually impaired service users of the library services will be made aware of the proposals and how they can respond.

Users of the home delivery service will be made aware of the proposals and encouraged to contribute.

Consultation will be promoted via Waltham Forest News, and on-line with opportunities to respond via free-post, phone, e-mail or on-line.

Monitor responses by disability and take additional action if required.

If any of these negative impacts cannot be mitigated at all please provide justification for this.

N/A

Drawing on the evidence, the outcomes of involvement activity and the detail of the policy please list any additional improvements and positive benefits that can be made to better promote equality and community cohesion.

The proposal will enable people to be fully involved in the consultation process and be involved in the shape of library services in the future. The aim is for the resulting service to be fit for purpose and better meet the needs of all current and future service users.

Conclusion

This equality analysis has identified very clear impacts on particular equality groups, namely children and young people, older people, disabled people, women and some BAME people. The analysis will be used to inform the consultation plan as well as the key stakeholder list to ensure these groups are sufficiently and appropriately involved and engaged in the consultation process. Clear actions have been identified to help ensure that the consultation process is inclusive. The equality analysis has highlighted the fact that some equality groups are unlikely to be fully engaged via the open consultation methods/channels or indeed may face particular barriers to engagement and so additional steps have been identified to remove these and/or identified alternative ways of engaging with these groups to ensure they are able to contribute to the consultation process.

EHRC guidance on Equality Analysis suggests that there are 4 possible
outcomes arising from an assessment and that more than one may apply. The 4 options are as follows;

1. **No major change** – Your analysis demonstrates that the policy is robust and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.

2. **Adjust the policy** – This involves taking steps to remove barriers or to better advance equality. It can mean introducing measures to mitigate the potential effect.

3. **Continue the policy** – This means adopting your proposals, despite any adverse effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not unlawfully discriminate. In cases where you believe discrimination is not unlawful because it is objectively justified, it is particularly important that you record what the objective justification is for continuing the policy, and how you reached this decision.

4. **Stop and remove the policy** – If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy altogether. If a policy shows unlawful discrimination it **must** be removed or changed.

This equality analysis has concluded that for the most part, the proposal to go out to consultation on the future development of library services is in line with option 1. Where some adjustments have been identified as set out in the action plan of this analysis to better advance equality or mitigate potential adverse impact these are in line with option 2.
### Stage 3  Planning Mitigating and Improvement Action

See Action Plan

### Stage 4  Governance, Monitoring and Review

Which group, Board or Officer will be responsible for the implementation and review of the action plan?

Monthly Library Project Board over the duration of the public consultation.

### Stage 5  Recording and Communicating the Results of the Assessment

**Checklist to ensure proper completion of the assessment**

Executive Director has signed off this assessment

Cabinet report EAs has been signed off by the Portfolio holder

The results of the assessment are included in the relevant report and this record is attached as background information

The assessment is available on the Council’s website

Relevant officers are aware of the action allocated to them in the action plan
## EIA Action Plan

<table>
<thead>
<tr>
<th>Negative impact or improvement</th>
<th>Action required</th>
<th>Lead Officer</th>
<th>Time scale</th>
<th>Expected Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential negative impact on children and young people</td>
<td>Encourage responses from young people and parents of children on the proposals:</td>
<td></td>
<td></td>
<td>Consultation process is inclusive and children and young people are participating and putting forward their views on the proposals</td>
</tr>
<tr>
<td></td>
<td>1. Utilise distribution of information through Children’s Centres (in particular those in close proximity to libraries)</td>
<td>Lorna Lee</td>
<td>w/s 20th June</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Library staff to target parents and young people, including any disabled children and young people, with information on the consultation proposals and how to respond</td>
<td>Lorna Lee</td>
<td>(as part of wider distribution at launch of consultation)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Ensure PC terminals in libraries have proposals and ways of responding on front screen</td>
<td>Lorna Lee/Library Staff/ICT</td>
<td>w/s 20th June</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Meet with head teachers to explain</td>
<td>Lorna Lee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Consult with schools
6. Engage with young people in partnership with Young Advisors
7. Monitor consultation responses by age and other equality groups to ensure there is good representation and/or identify further action if responses are low.

Potential negative impact on older people

Encourage responses on proposals from older people:
1. Contact Age UK to distribute and communicate the proposals with their networks and users and encourage responses both organisationally and from individuals
2. Large print versions of all

| Lorna Lee | w/s 20th June |
| James Gould | w/s 20th June |
| Mark Yeadon | w/s 20th June and throughout consultation |

Consultation process is inclusive and older people are participating and putting forward their views on the proposals

| Lorna Lee | Lorna Lee |
| w/s 20th June | w/s 20th June |
3. Library staff to target older people as a priority group especially in South & North Chingford Library and provide support as necessary

4. Users of the home delivery service to be made aware of the consultation proposals and ways of responding

5. Monitor consultation responses by age and other equality groups to ensure there is good representation of older people and/or identify further action if responses are low

<table>
<thead>
<tr>
<th>Potential negative impact on gender</th>
<th>Ensure women/men are well represented in the consultation responses:</th>
<th>Lorna Lee</th>
<th>w/s 20th June (as part of wider distribution)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Utilise distribution of information through Children’s Centres (in particular those in close proximity)</td>
<td></td>
<td>Lorna Lee</td>
<td>w/s 20th June</td>
</tr>
</tbody>
</table>

Consultation process is inclusive and women/men are participating and putting forward their views on the proposals.
2. Library staff to target female library users (including those who are pregnant or on maternity) with information on the consultation proposals and how to respond, in particular in South Chingford Library.

3. Amend the consultation proforma to clearly determine views of pregnant women and those on maternity.

4. Consultation to be promoted via Waltham Forest News, and on-line with opportunities to respond via free-post, phone, e-mail or on-line.

5. Monitor responses by gender and other equality groups to ensure there is good proportionate representation of views and if this is not the case, top up targeted action will be taken to increase responses.

Lorna Lee
Rhona Cadenhead
Mark Yeadon

at launch of consultation) w/s 20\textsuperscript{th} June
w/s 20\textsuperscript{th} June
w/s 20\textsuperscript{th} June and on-going
w/s 20\textsuperscript{th} June and on-going throughout consultation
<table>
<thead>
<tr>
<th>Potential negative impact on BAME groups</th>
<th>Ensure BAME groups are well represented in the consultation process:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Monitor consultation responses by ethnicity and other equality groups to ensure there is good representation and/or identify further action if responses are low</td>
</tr>
<tr>
<td></td>
<td>2. Ensure key BAME voluntary and community sector organisations are made aware of the consultation and encourage their users and wider community to respond.</td>
</tr>
<tr>
<td></td>
<td>3. Face-to-face meetings with the Head of Service or Portfolio holder will be offered and available at request to all interested parties</td>
</tr>
<tr>
<td>Mark Yeadon</td>
<td>w/s 20\textsuperscript{th} June and on-going throughout consultation</td>
</tr>
<tr>
<td>Lorna Lee</td>
<td>w/s 20\textsuperscript{th} June as part of wider targeted consultation to key stakeholders</td>
</tr>
<tr>
<td>Lorna Lee</td>
<td>On request</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Potential negative impact on disabled people</th>
<th>Ensure disabled people are well represented in the consultation process:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Consultation material to be made available in accessible formats</td>
</tr>
<tr>
<td>Mark Yeadon</td>
<td>On request</td>
</tr>
</tbody>
</table>

Consultation process is inclusive and BAME groups are participating and putting forward their views on the proposals.

Consultation process is inclusive and disabled people are participating and putting forward their views on the proposals.
<table>
<thead>
<tr>
<th></th>
<th>Brief all library staff to ensure they ask customers if they require the information in alternative accessible formats and provide relevant support.</th>
<th>Lorna Lee</th>
<th>By w/s 20th June</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Consult with the Low Vision Forum.</td>
<td>Lorna Lee</td>
<td>w/s 20th June as part of wider targeted consultation to key stakeholders</td>
</tr>
<tr>
<td>4.</td>
<td>Library staff in South Chingford Library to specifically target blind service users and disabled children and young people to contribute to the consultation.</td>
<td>Lorna Lee/Library Staff</td>
<td>By w/s 20th June</td>
</tr>
<tr>
<td>5.</td>
<td>Utilise the Disability Resource Centre and Disability Action WF to distribute information to their users and more widely to disabled residents.</td>
<td>Lorna Lee</td>
<td>On request</td>
</tr>
<tr>
<td>6.</td>
<td>Face-to-face meetings with the Head of Service or</td>
<td>Lorna Lee</td>
<td>w/s 20th June as part of</td>
</tr>
</tbody>
</table>
| Engage with Faith Communities and LGBT Communities | 1. Send consultation material to Faith Communities Forum  
2. Send consultation material to faith groups in close proximity to South Chingford and Harrow Green Library  
3. Write to Lea Bridge Rd Mosque  
4. Consult with Lesbian Reading Group in North Chingford Library  
5. Engage with ELOP | wider targeted consultation to key stakeholders  
w/s 20th June and on-going throughout consultation | Consultation process is inclusive and Faith and LGBT communities are participating and putting forward their views on the proposals |