

WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT DESKTOP SCREENING

This exercise is not an Equality Impact Assessment (EIA). It is a desktop screening exercise designed to establish if you need to carry out an EIA. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to this screening form.

Remember, throughout this exercise the term 'policy' (or 'policies') is used as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols'. It therefore needs to be interpreted broadly to embrace the full range of functions, activities, plans and decisions for which the County Council is responsible.

For help completing this desktop screening, please refer to the County Council's [EIA Guidance document](#) available on SID.

Part One: basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit:	ACS – Libraries and Learning
1.2	Title or brief description of the policy being screened:	Proposed transfer of ownership of the Pershore Library Building. Proposal to integrate library staffing with Pershore Visitor Information Centre.
1.3	Screening by:	Kathy Kirk
1.4	Date of screening:	23 November 2011
1.5	Related policies/functions:	None
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	The Libraries and Learning Plan 2011
1.7	Is this a new or existing policy?	This is not a new policy. It relates to the remodelling plans of libraries to delivery BOLD savings.
1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	Yes – positively. Service users will have increased access. Staff will work in flexible ways.

1.9	What are the planned outcomes for this policy?	To deliver savings under BOLD
1.10	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	The Libraries and Learning Service working in partnership with Pershore Town Council. Kathy Kirk is the Strategic Lead for this work
1.11	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	Public consultation on the proposal to relocate the library within Pershore – this was rejected. The new proposal is at the suggestion of the local community.
1.12	Is equality monitoring in place for this policy?	We constantly use customer data to inform decision making and planning and identify any impact on individuals or groups

Part Two: The purpose of the following exercise is to assess the potential relevance of the policy in the lives of staff and/or residents who have one or more of the following "Protected Characteristics":
Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/maternity, Race, Religion/Belief, Sex and Sexual Orientation.

The questions in this section ask you to consider factors you will need to take into account in making your decision. The answers you provide will help you determine whether you will need to carry out an Equality Impact Assessment.

		Yes	No	Details and comments
2.1	Could this policy have a significant impact on service delivery or other aspects of daily life for people who have any of the Protected Characteristics listed above?		X	They will have increase access to the service and the building
2.2	Does the policy involve a significant commitment, or reduction, of resources?		X	There will be fewer WCC staff, but by working in an integrated way with the Town Council, and by using technology we can increase hours and maintain high quality service in the same location.
2.3	Does the policy relate to an area where inequalities are		X	

	already known to exist?			Older people and poor transport. By maintaining the library in the existing building we are reducing and removing any adverse impact.
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2.4 Is there any evidence of potential or actual unplanned variations in the participation levels or use of the policy between different groups (Existing policies only)?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age		X	A lift and increased access to refreshments and toilets will be included in the refurbishment of the library
Disability		X	X
Gender reassignment		X	
Marriage/Civil Partnership		X	
Pregnancy/maternity		X	
Race		X	
Religion or belief		X	

Sexual orientation		X	
Sex		X	

If the answer to question 2.3 is "yes" or "could be yes" then you **must complete an EIA**.

For existing policies, if the answer to question 2.4 is "yes" or "could be yes" then you **must complete an EIA**.

If the answer to questions 2.1 or 2.2 is "yes" or "could be yes" then you may need to complete an EIA. Please refer to Section 3 of the [EIA Guidance document](#) for further clarification on when an EIA should be completed.

2.5 Based on the factors above, is an Equality Impact Assessment required for this policy?

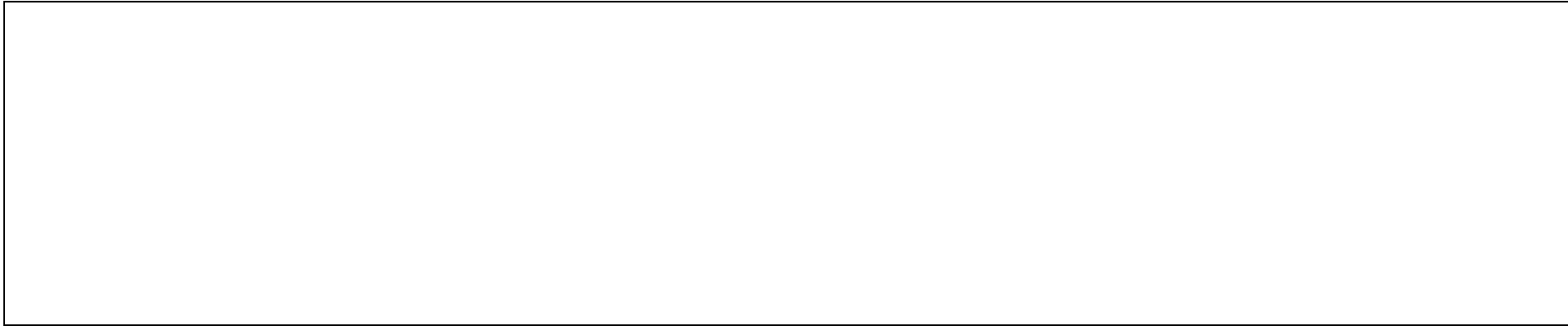
Yes	
No	X

An EIA is not always needed. Where you have decided that an assessment is not required please clearly summarise the reasons for your decision, including any factors you have taken into account, in the box below. Please then ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team for publication.

EIA not required: reasons and additional comments

Community consultation indicated a strong preference of local people was for the library to remain in the current building
The proposal means that the library will stay in the same building with the County Council maintaining responsibility for delivering the library service albeit in an integrated way with the Visitor Information Centre. This will enable us to extend opening hours.

The refurbishment of the library building by the Town Council will provide toilet facilities and refreshment facilities and will enhance the library offer for the whole community.



Signed (completing Officer/Manager): Kathy Kirk.....

Date:23rd November 2011.....

Signed (Line Manager): . 