

Section 4 Integrated Impact Assessment

Summary Report Template

Each of the numbered sections below must be completed

Interim report	X	Final report	
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(Tick as appropriate)

1. Title of plan, policy or strategy being assessed

Lifelong Learning Library & Information Services savings proposal – reduction in Saturday opening hours saving £300k.

2. What will change as a result of this proposal?

Hours will be reduced on Saturdays at 20 of the 28 libraries from 10:00 – 17:00 to 10:00 – 14:00. 7 libraries already have these hours and South Office & Library does not open on Saturday.

3. Briefly describe public involvement in this proposal to date and planned

Consultation on high level savings proposals was carried out in Oct - Nov 2015 as part of the Council's Budget Engagement process. The engagement informed Council decision to agree budget savings from Lifelong Learning Services.

Report produced by Progressive Partnership on Potential Use of Libraries, 2010. 71 sample participants in 8 focus discussion groups.

Significant customer survey on proposed Next Generation Library and Information Services Strategy carried out in 2011 asking for user feedback on the following:

preferred opening hours;

preferred service priorities;

(9,300 responses were received to this consultation)

4. Date of IIA

4 February 2020

5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)

Name	Job Title	Date of IIA training	Email
Paul McCloskey	Strategic Manager		Paul.mccloskey@edinburgh.gov.uk
Michelle McMillan	Operations Manager		Michelle.mcmillan@edinburgh.gov.uk

6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need	Yes	Census 2011 – information on those aged under 16, over 65, unemployment and those with a limiting health condition. Comparison of current locations and communities with Scottish Indices of Multiple Deprivation (SIMD) data. Data carried out by Edinburgh University providing one mile radius maps showing visitor user patterns across the city.
Data on service uptake/access	Yes	Analysis of performance data including loans and visits.
Data on equality outcomes	No	
Research/literature evidence	Yes	Report produced by Progressive Partnership on Potential Use of Libraries, 2010.71 sample participants in 8 focus discussion groups.

Evidence	Available?	Comments: what does the evidence tell you?
Public/patient/client experience information	Yes	<p>Consultation on high level savings proposals was carried out in Oct - Nov 2015 as part of the Council's Budget Engagement process. The engagement informed Council decision to agree budget savings from Lifelong Learning Services.</p> <p>Significant customer survey on proposed Next Generation Library and Information Services Strategy carried out in 2011 asking for user feedback on the following: preferred opening hours; preferred service priorities; 9,300 responses were received to this consultation.</p>
Evidence of inclusive engagement of service users and involvement findings	No	
Evidence of unmet need	No	
Good practice guidelines	No	
Environmental data	No	
Risk from cumulative impacts	No	
Other (please specify)		
Additional evidence required	No	

7. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Positive</p> <p>The overall proposal for the reshaping of the library service is designed to ensure that the negative impacts in relation to unlawful discrimination, harassment and victimisation are minimised, while recognising that there have to be changes to the service in light of budgetary and operational considerations.</p> <p>Proposed opening hours patterns will ensure a clearly defined pattern citywide and have been modelled on existing and well-established opening hours, performance/ use of services and known user feedback and trends.</p>	<p>All (as per identified groups in CEC IIA guidance)</p>
<p>Negative</p> <p>Where the proposed changes may impact on some of the protected groups. eg Older People, Disabled people, women and children, and those who do not live within easy travelling distance of static libraries, mitigation measures will be put in place to minimise these impacts through promotion of existing services e.g. Library Link bus-in and home delivery services; online services; promotion of all library services and the various ways in which people can access these.</p>	<p>Older people, people with mobility challenges, people with disabilities, women, carers, children.</p>

Environment and Sustainability	Affected populations
<p>Positive</p> <p>A reduction in opening hours could have an associated reduction in energy costs for buildings.</p> <p>Negative</p>	

Economic	Affected populations
Positive	
Negative	

8. Is any part of this policy/ service to be carried out wholly or partly by contractors and how will equality, human rights including children's rights , environmental and sustainability issues be addressed?

None

9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

Through print information and social media (and offer to provide translation); through school libraries; through easily understood information and graphics; through the many partner organisations which work with library and information services.

10. Does the policy concern agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use? If yes, an SEA should be completed, and the impacts identified in the IIA should be included in this.

No

11. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

N/A

12. Recommendations (these should be drawn from 6 – 11 above)

N/A

13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
Marketing and publicity campaign to communicate the changes to community library and mobile library services and raise public awareness of all library services, the range of opening hours, the benefits for everyone and of the different ways in which people can get access to these.	Paul McCloskey	01.04.20	01.09.20
Celebrate Saturday opening by specific marketing and promotion to showcase the opportunities, particularly for families, to make the most of this weekend opening, including dedicated Saturday events programmes.	Paul McCloskey	01.04.20	01.09.20
Ensure awareness of availability of accessible and frequent public transport. Those aged 60+ and/or disabled are entitled to free bus travel if they have a bus pass.	Paul McCloskey	01.04.20	01.09.20
Ensure awareness of online services, library App, downloadable eBooks and	Paul McCloskey	01.04.20	01.09.20

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
eAudio, eMusicaudio and electronic learning and information.			

14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

Using the HoS Balanced Scorecard and other key performance indicators.

Ongoing application of the risk management process to identify and manage risk.

15. Sign off by Head of Service/ Project Lead

Name



Date

11/2/20

16. Publication

Send completed IIA for publication on the relevant website for your organisation. [See Section 5](#) for contacts.

Section 5 Contacts

- **East Lothian Council**

Please send a completed copy of the IIA to equalities@eastlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via [http://www.eastlothian.gov.uk/info/751/equality diversity and citizenship/835/equality and diversity](http://www.eastlothian.gov.uk/info/751/equality%20diversity%20and%20citizenship/835/equality%20and%20diversity)

- **Midlothian Council**

Please send a completed copy of the IIA to zoe.graham@midlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via [http://www.midlothian.gov.uk/downloads/751/equality and diversity](http://www.midlothian.gov.uk/downloads/751/equality%20and%20diversity)

- **NHS Lothian**

Completed IIAs should be forwarded to impactassessments@nhslothian.scot.nhs.uk to be published on the NHS Lothian website and available for auditing purposes. Copies of previous impact assessments are available on the NHS Lothian website under Equality and Diversity.

- **The City of Edinburgh Council**

Completed impact assessments should be forwarded to Strategyandbusinessplanning@edinburgh.gov.uk to be published on the Council website.

- **City of Edinburgh Health and Social Care**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **Edinburgh Integration Joint Board**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **West Lothian Council**

Complete impact assessments should be forwarded to the Equalities Officer.