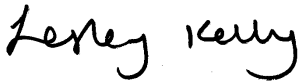


Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

1. RESPONSIBILITY

Department	Arts, Libraries and Adult Learning	
Service	Library Service	
Proposed policy	Equality Analysis in respect of Phase 2 proposals relating to the Library Service Plan for Change Review, including the request to progress public consultation.	
Date		
Officer responsible for the 'policy' and for completing the equality analysis	Name	Lesley Kelly
	Post Title	Libraries and Adult Learning Manager (Central Services and Social Inclusion)
	Contact Number	7579
	Signature	
	Date	28 03 2013
Equality officer consulted	Name	Elizabeth Binns
	Post Title	Principal Libraries and Adult Learning Officer (Social Inclusion)
	Contact Number	5973
	Signature	
	Date	28 03 2013

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	<p>This equality analysis seeks to identify the potential impacts on users/stakeholders of the Library Service arising from phase 2 proposals developed via the Plan for Change Library Review. The review has included an analysis of information and a consultation exercise which has enabled a set of key principles to be identified to guide the proposals for Phase 2. The report includes a request to consult on Phase 2 proposals.</p> <p>The review has so far included the following, which have informed Phase 2 proposals:</p> <ul style="list-style-type: none"> - Providing the Council with service information to assist in its decision-making process about Plan for Change implementation with respect to the Library Service (implementing budget reductions of £810,000) - Highlighting appropriate legislation affecting the service
--	--

(outlined in the Report at sections 1.8), for example the 1964 Public Libraries and Museums Act, and the Equality Act 2010 - Bury Council's outline of the 'protected characteristics' is defined within this equality analysis form.

- Carrying out a needs analysis across the Borough to assist the Council in its decision-making about changes to the Library Service via Plan for Change
- Establishing the requirements around staff, public and stakeholder consultation and carrying out consultations
- Highlighting the potential impact of service changes, particularly as these might affect the categories of users with protected equality characteristics.

Initial consultation took place in 2012 to collect the general views of staff, public, stakeholders and non-users regarding the Library Service and its future as part of the review, ensuring inclusion of people with protected equality characteristics. The consultation has generated a view of what people think about library services in the borough and this has informed the development of Phase 2 proposals for change.

Bury Library Service has 17 libraries, sited across the borough, with a variety of opening hours. These libraries offer access to a wide range of what are commonly termed 'core' or 'traditional' services, as well as hosting a range of other community activities and sharing their buildings with partners and other agencies (eg two children's centres). A library 'Council Information Point' service is also available at some libraries, which acts as the "face-to-face" first point of contact for other council services and offers payment facilities.

In addition the service also currently provides:

- Housebound Library Service (delivery of library materials to people's homes where they are unable to visit libraries themselves).
- Schools Library Service (delivery of library materials to schools across the borough, funded by Children's Services).
- Sensory Unit at Whitefield Library (which supports visually and/or hearing impaired people with specialist staff and resources).
- Archives Service (provides access to local council, business and organisation records).
- Access to Adult Learning provision (where libraries' staff provide advice, guidance and administration - e.g. bookings, registers management - for Adult Learning courses).
- Space and support for an extensive range of activities e.g. Reading groups and parent and toddler support. Councillor surgeries and meeting spaces are also available.

Libraries in Bury are open to everyone who lives, works, studies in or visits the borough, including the borough's population – currently 185,100 people. The most recent data for 2011-2012 shows that the total registered membership of the libraries was 79,603, of which 30,376 (38.16%) are described as active members (i.e. have borrowed an item within the last 12 months) and 40,473 are described as active members including computer users (50.84%). This does not reflect all use of the service as many users visit or access other services which are not recorded within this definition; this includes access to newspapers, information, library council information point services, adult learning, reading activities, story-times, homework support etc. In 2011/12 for example 17,035 adults attended activities, and there were 266,550 information enquiries. Total stock 2011/12 was 305,514, audio visual stock 36,385, and 958,539 loans were issued. There were 1,049,300 visits. Additionally, there were 813,330 'virtual visits' to the library website for a range of services.

The Service regards core service provision as including:

- free access to books
- online access to a range of resources, including access to information, the ability to carry out library transactions such as book renewals and catalogue access, and the loan of books – Bury currently loans e-audio books and is currently introducing e-books
- information and signposting
- expert advice and support
- multimedia resources
- community outreach services
- specialist provision for targeted audiences (for example children and young people, families, older people)
- learning space and support
- Archives, local and family history resources.

The Society of Chief Librarians are additionally encouraging a series of universal library offers, for example:

- reading and literacy
- information
- digital inclusion (for example the provision of ICT hardware and support to use it – to support issues such as worklessness and the government's 'Digital By Default' agenda)
- health and well-being

Additionally, the service has developed what it considers core provision around community engagement (working actively with local library

communities to understand what they would like their local library to deliver and encouraging local library communities to assist with that provision and increase their use of libraries as community spaces).

These will continue to be supported by the service, although it is expected that overall levels of provision will reduce.

To make the savings required (£570,000 in 2014/15 for Phase 2), the Council has considered a range of ways to deliver budget reductions via the review. The proposals have been developed in order to acknowledge as far as possible the results of the initial consultation. Closing libraries and reducing opening hours were found to be less popular via the consultation than co-locating services to save money. The council has decided not to close libraries or reduce opening hours at this time. Core services will continue to be offered, but the capacity will be reduced - although the consultation did not greatly support reduction in staff posts, it is unfortunately not possible to make the required level of savings without reducing staff posts.

The Phase 2 proposals include a range of changes including:

- proposals for co-location (either by moving in a partner service to share an existing library site, or by moving a library to share a premises with another council service) in order to reduce Service building costs and develop community hubs - it is anticipated that co-location will increase the use of each building, providing easier access to a range of services on one site instead of users having to visit several sites
 - reducing the staff establishment, both counter staff and professional/specialist staff
 - roll-out of the Bury Library pilot Radio Frequency Identification installation (RFID): a self-service process which enables customers to issue and return their loans themselves without requiring the help of a member of staff) to additional libraries (staff consultation is currently ongoing regarding implementation of Phase 1 proposals regarding RFID)
 - progression of voluntary early retirement (VER) applications; deletion of vacant and temporary posts (including some specifically held against the roll-out of RFID in order to lessen as far as possible the impact on staff in permanent posts)
 - resulting from the significant changes to the service via Phases 1 and 2, the service will need to restructure – this may require a change of base for at least some staff.
- The Council's policies and procedures will be used to lessen the impact on staff in permanent posts wherever possible (eg VER).

	<p>There is now a requirement that further public and stakeholder consultation will follow regarding proposals for Phase 2 of the review. This will include the chance for consultees, including people with protected characteristics, to comment on how they might be affected by the proposals for change.</p>
<p>Who are the main stakeholders?</p>	<ul style="list-style-type: none"> - Staff of Libraries and Adult Learning - General public - Particular groups within the general public, for example older people, schools/headteachers, children and young people, people affected by Equality Analysis categories, tenants and residents associations, vulnerable/disadvantaged people - Partners, including other council departments/services, voluntary groups, other organisations external to the Council - Views of non-users are relevant to the Library Review consultation

3. ESTABLISHING RELEVANCE TO EQUALITY

3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics. If you answer yes to any question, please also explain why and how that group of people will be affected.

Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	No	No	<p>Any change has the potential to affect ethnic groups in particular areas of the borough with significant BAME groups.</p> <p>BOROUGH FIGURES ARE AS FOLLOWS: The 2001 Census recorded a largely White British population (91%, with White Irish 2%, White Other 1%, Mixed 1%, Asian 4%). The 2009 Chartered Institute of Public Finance and Accountancy (CIPFA) ADULT Library User Survey records respondents as 3% Irish; 3% Pakistani; 1% Chinese; 1% African; 1% Caribbean. In the initial consultation, Respondents were asked to select their ethnic background and the results indicated that 92% were British White and 5.8% were from a Black or Minority Ethnicity background. The service has some targeted resources (eg books and DVDs in Urdu) to which access will still be required if service changes are made.</p> <p>For data and potential effect for individual libraries, please see section 5.</p>
Disability	No	No	<p>The roll-out of the pilot customer self service RFID technology has the potential to affect people with a disability when using the new equipment. For example, for customers in wheelchairs the RFID kiosks need to be at the right height - however the tender process for the supply of the equipment will specify that the systems should be as user-friendly for customers with a disability as possible, and there will be staff on</p>

			<p>hand to assist around the time of the introduction to train customers in system use.</p> <p>Any change has the potential to affect access for people with a disability, particularly in areas of the borough with a higher proportion of people with a disability.</p> <p>4% of the staffing establishment are known to have a disability, so potentially they could be affected by any changes.</p> <p>BOROUGH DATA suggests that there are potentially significant numbers of people with a disability who could be affected by Service change. The 2009 CIPFA Adult Library User Survey recorded 10% of respondents with a mobility problem; 8% with a hearing impairment; 6% with an eyesight problem, 5% with a mental health condition.</p> <p>The initial consultation recorded 32.5% of respondents having a physical disability; 19.7% having a hearing disability; 13.1% having a visual disability; 14.7% having a mental health condition; 9.5% having a learning disability.</p> <p>For data and potential effect for individual libraries, please see section 5.</p>
Gender	No	No	<p>THE BOROUGH POPULATION DATA records 93,700 females and 90,100 males. However, despite the roughly even split, any changes to library services are potentially likely to affect women more than men, as shown by the following Service and other data which shows the percentage of female/male use.</p> <p>The 2009 CIPFA Adult Library User Survey respondents were 62% female, 38% male, whilst the 2010 CIPFA Junior Library User Survey respondents were 58% girls and 42% boys. The Plan for Change Phase 1 consultation</p>

			<p>respondents reported as 61.9% female and 38.1% male. Active members are recorded by the Library Management System – active borrowers are 62.1% female, 37.9% male. Registered members are 57.8% female and 42.2% male.</p> <p>74% of the staffing establishment are female, so more female staff could potentially be affected than male staff.</p> <p>For data and potential effect for individual libraries, please see section 5.</p>
Gender reassignment	No	No	<p>The service has no data on this group of people. However it is anticipated that the Phase 2 Library Service proposals will not detrimentally impact on this group</p>
Age	No	Yes	<p>Any change may potentially affect access for some age groups, for example older people and younger children.</p> <p>BOROUGH DATA includes the 2010 CIPFA Children’s Library User Survey which showed that 71% of respondents were aged 10 or under. School-age children and their schools could be affected by change if, for example, class visits to their local library for author related activities and book exchange facilities were affected. In 2011/12 123 class visits took place across the borough involving 3,400 children. There were 124 group book exchanges for 3,376 children. Any change could affect children generally, via any potential changes impacting on, for example, the provision of youth groups, homework clubs and support, reading and other learning or social events/activities for children and young people, for example Summer Reading Challenge, Bookstart, toddler groups, story-times etc. Service data suggests that such provision is well used and well rated. Book issue figures for children and young people in 2011/12 were 285,733, a significant level of demand.</p>

			<p>489 story-times were carried out for 8,577 children. 1,741 activities in libraries and schools were attended by 29,405 children. Activity is carried out to support teenagers, who could be affected by change, for example teen parenting classes, youth clubs.</p> <p>For data and potential effect for individual libraries, please see section 5.</p> <p>Any Service changes have the potential to impact on older people given their current levels of service use.</p> <p>BOROUGH DATA – 66% of the 2009 CIPFA Adult Library User Survey respondents reported as being 45 plus (34% 45 to 64; 20% 65 to 74; 12% 75 and older). The initial consultation respondents reported as 66.58% being 45 plus.</p> <p>Increased social/emotional isolation could potentially result, particularly for those who live alone, if targeted activities for older people are withdrawn. Several libraries run clubs/activities for older people, run by staff and volunteers.</p> <p>For data and potential effect for individual libraries, please see section 5.</p> <p>63% of the staffing establishment are aged 45 and above so this age group could potentially be affected by any loss of posts - council procedures (eg VER, redeployment policy) will be followed to attempt to mitigate potential job losses as much as possible.</p>
Sexual orientation	No	No	<p>Lesbian, Gay, Bisexual and Transgender (LGBT) stock is currently available, built up with the assistance of Bury's LGBT employee group, and these resources would be retained.</p> <p>BOROUGH DATA includes the initial</p>

			<p>consultation, which showed 2.9% of respondents recording as Gay/Lesbian, Bisexual, Transgender or Other, and the 2009 CIPFA Adult Survey recorded 3% of respondents as being Gay/Lesbian, Bisexual or Other.</p> <p>It is anticipated that the Phase 2 proposals will not detrimentally impact on this group.</p>
Religion or belief	No	No	<p>Any change has the potential to affect, for example, the borough's Jewish and Muslim communities in areas of the borough with a significant Jewish and/or Muslim community.</p> <p>BOROUGH INFORMATION includes the 2001 Census which recorded respondents as 74% Christian, 5% Jewish, 4% Muslim, No religion 10%, Not stated 7%.</p> <p>The 2009 CIPFA Adult Library User Survey recorded 65% Christian; 1% Buddhist; 0% Hindu; 7% Jewish; 3% Muslim, 0% Sikh and 1% Other.</p> <p>For data and potential effect for individual libraries, please see section 5.</p>
Caring responsibilities	No	No	<p>Any change has the potential to affect people with caring responsibilities. BOROUGH INFORMATION includes that 2.3% of initial consultation respondents across the borough described themselves as having caring responsibilities.</p> <p>Staff with caring responsibilities may potentially be affected as a restructure which may (potentially) alter some staff bases will be required.</p> <p>For data and potential effect for individual libraries, please see section 5.</p> <p>The Housebound Service, which carers are eligible for (subject to availability) is being retained.</p>
Pregnancy or maternity	No	No	<p>It is anticipated that the proposals will not detrimentally impact on this group as although service and staff levels are</p>

			being reduced, core services are being retained.
Marriage or civil partnership	No	No	It is anticipated that the proposals will not detrimentally impact on this group as although service and staff levels are being reduced, core services are being retained.

3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Yes	Library services are considered a universal service and are used by all sectors of the public, whether the general public or as a particular user group - any kind of alteration to the service has the potential to impact not only on the general public but also on some of the most vulnerable groups in society, including people with protected characteristics.
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	Yes	Library services are considered a universal service and are used by all sectors of the public, whether the general public or as a particular user group - any kind of alteration to the service has the potential to impact not only on the general public but also on some of the most vulnerable groups in society, including people with protected characteristics. Services are already provided which target individual groups, for example support for people with a sensory impairment and activities for older people.
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	Yes	Library services are considered a universal service and are used by all sectors of the public, whether the general public or as a particular user group - any kind of alteration to the service has the potential to impact not only on the general public but also on some of the most vulnerable groups in society, including people with protected characteristics. Staff training in areas such as disability awareness and the needs of different cultural groups takes place.

If you answered 'YES' to any of the questions in 3a and 3b

Go straight to Question 4

If you answered 'NO' to all of the questions in 3a and 3b

Go to Question 3c and do not answer questions 4-6

3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.

4. EQUALITY INFORMATION AND ENGAGEMENT

4a. For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

Details of the equality information or engagement	Internet link if published	Date last updated
CIPFA PLUS Adult Library User Survey 2009 – a nationally-managed survey of library users aged 18+ which takes place once every 3 years.		2009
CIPFA PLUS Children’s Survey 2010 – a nationally-managed survey of library users (children and young people) which takes place once every 3 years.		2010

Bury's Joint Strategic Needs Assessment 2010	http://www.bury.gov.uk/CHttpHandler.ashx?id=9203&p=0	
Mott MacDonald (2012) Bury Libraries Needs Analysis		
A range of information about the Service including library membership and active member data and library service information (for example specialist provision). Property data.		
Results of Plan for Change consultation		

4b. Are there any information gaps, and if so how do you plan to tackle them?

The Library Review process needed to collect the needs and views of staff (including existing corporate staff 'protected characteristic' groups), public, stakeholders and non-users as to library services in general in the borough of Bury, hence the initial consultation phase in 2012 re general matters which has informed this report. A further staff/public/stakeholder consultation is required re the Phase 2 proposals outlined in the current Report. It will need to include the chance for consultees, including people with protected characteristics, to comment on how they might be affected by any proposals for change.

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

<p>What will the likely overall effect of your policy/service plan be on equality?</p>	<p>In addition to the information in section 3a, potential impact of the Phase 2 proposals is outlined in this section, both regarding individual service points and in general. These include the potential impact on people with protected characteristics and on vulnerable groups in general (eg the unemployed).</p> <p>Phase 2 proposals include the Service continuing to focus on libraries as community engagers and community hubs (as supported by the Phase 1 consultation). By retaining 17 libraries and existing opening hours and as much core service provision at libraries across the borough as possible it is anticipated that the provision will remain comprehensive and efficient as required by the statutory duty. However, even before budget reductions, all core services have not been offered at every individual library, and given the reduction in the budget it will be impossible to offer every core service at every library due to cost/space/other considerations (as is the case already).</p> <p>Services being retained:</p> <ul style="list-style-type: none"> - Book and other lending resources - including provision for children and adults (although it is anticipated that these would be reduced in number where library spaces reduce via co-location). - Free access to the Service's lending resources via the requests system. - Information and advice. <ul style="list-style-type: none"> - Support for learning and for recreation/culture (adults and children). - Access to online resources (which will be increased, eg via e-book provision). - Access to pcs and the support to use them. - Library Council Information Points where these currently exist (except Unsworth Library). - Archives, Family and Local History (Community Heritage). - Housebound Library Service. - Sensory Unit services. - Support for reading and literacy (eg Reading Groups, storytimes). - Events and activities for various age/other groups. (However it is anticipated that although service-led events and activities will continue, these will be fewer than at present due to the reduction in staff numbers). - Community engagement (involving local communities in service provision).
---	--

- Community spaces (eg partners holding displays, activities and 'surgeries' such as Business Enterprise Group, NHS Patient Advice and Liaison; volunteer-led events, eg Dementia Café, Knit and Natter, Tenants and Residents meetings).

Impact of the individual proposals

1 Co-location:

Taking on board the 2012 consultation results, the council is proposing co-location of its library premises - 4 libraries currently offer the most favourable prospects to make savings, whilst retaining services in communities, via proposals to formally co-locate library services with partners.

Prestwich Library and Adult Learning Centre:

As described in the Report at section 2.4.3, the council intends to co-locate another of its services, Adult Care Services, into Prestwich Library, focusing library provision onto one floor. This will reduce the amount of resources available but it will retain the range of services provided, and existing opening hours, in the accessible town centre location.

Services include core library service provision; Adult Learning classrooms; a Museum; Council Information Point (elements of this are particularly well used at this library, eg freephone, housing benefit enquiries and Report a Problem); Housebound Library Service; public access computers; art exhibitions; councillor surgeries; partner surgeries; library-based and external reading groups; - these will be retained.

Prestwich Library is currently open 50 hours per week. It was recorded as the 3rd most visited/used library in the initial consultation. 2011/12 useage figures include 17,560 members (with 6,789 active members; 7,184 active members including computer use); 193,396 issues; 14,422.6 computer hours of use; 12,291 items requested; 259,550 visits in person; 66,400 enquiries. 22 staff exhibitions/displays in 2011/12. 179 advice sessions by outside agencies, 1050 attending.

The needs analysis information for this library includes the following relating to people with protected characteristics:

Gender - 63.4% of active borrowers are female, 36.6% male.

Religion/belief - there is a significant Jewish community in the area (Sunday opening was originally introduced to support the Jewish community, and the museum is

the only one in the borough regularly open to the public on Sundays). Within a 1 mile radius 9% of individuals and 17% within a 1-2 mile radius consider themselves Jewish, which is significantly higher than the borough average of 5%. This library has a special collection of resources for Jewish people and a small collection of Polish and Urdu books. There is a small collection of dual language materials.

Age - The 1 mile radius has a slightly younger percentage population (85%) than the borough average of 84% under the age of 64. 73.2% of active members are adult, significantly higher than the borough average of 64.1%. Children who are Homework club users could be affected by any change – recent data shows 156 children attended 40 sessions. There is a weekly story-time (32 held in 2011/12, 717 attending). 18% of CIPFA Junior Survey respondents use the library computers, 10% use the library to meet friends, 17% to do their homework and 85% to borrow items. 100% of Junior respondents think the library is good or ok, and 95% think it is easy to get to.

BAME - There is a high proportion of BAME population immediately surrounding the library – 11% within 1 mile consider themselves BAME, higher than the borough average of 9%. 75% of CIPFA Junior Survey respondents are White, 7% Asian, 9% Mixed, 4% Black.

Disability - there is a high proportion of the local area within the 20% most deprived areas nationally for health and disability. Within 1 mile 6% were claiming Disability Living Allowance, matching the borough average. In some areas the figure is higher at 8-12%. There are books in large print and talking books.

Carers – a Carers group meets here.

As the intention is to retain the core library service provision, the existing opening hours (including Sunday opening for the Jewish community) and the range of services on offer at the existing site, it is not anticipated that the change will affect people with protected characteristics too negatively. Although the number of resources and activities is expected to decrease overall, services will still be available. Access to the first floor of the Longfield Suite will be improved for people with disabilities via the provision of a new lift and entrance.

The needs analysis found other issues which could involve people with protected characteristics and vulnerable people needing support in general, including: There are areas around the library with high population density.

Within a 1 mile radius, 27% of households do not have a car, in line with the borough average at 26%.

A slightly higher proportion of people own their own

home in the 1 mile radius (77%) than Bury as a whole (76%).

There are areas to the South and North East of the library (Rainsough, Simister) which are within the 10% overall most deprived areas nationally, whilst within 1-2 miles there are Lower Super Output Areas which are within the 10% least deprived nationally.

Income – the South of the library includes an area within the 15% most deprived areas nationally - conversely within a 1-2 miles radius there are areas within the 25% least deprived nationally.

Education – within a 1 mile radius only 1% of the area is within the most deprived quintile. There is a comparatively lower level of deprivation with 34% of the area within 2 miles in the least deprived quintile compared to the Bury figure of 23% - however there are small pockets of deprivation within the 2 mile radius.

Employment - there is an area of high employment deprivation, within the most deprived quintile nationally. 28% of the 1 mile radius is within the most deprived quintile compared with 25% Bury average. Within 1 mile the 4% Jobseekers Allowance (JSA) claims match the Bury average of 4% - however there are pockets within 1-2 miles that have higher than average claimants. This library has significant referrals from JobCentrePlus.

Crime – the area of the library is in the second most deprived quintile. The 2 mile radius shows a mixed picture with areas in all 5 quintiles.

Living environment – 9% of the 1 mile radius is within the deprived quintile, which is lower than the Bury average 13%.

Some areas have a reduced borough average journey time by car, cycling and walking, however there are some journeys over the standard times for walking and cycling. 99% of CIPFA Adult respondents think it is easy to get to.

As with the analysis of the needs of people with protected characteristics, it is felt that due to the retention of the existing site, core services and existing opening hours, it is not anticipated that the change will affect people with protected characteristics and vulnerable people negatively. For example, support for worklessness and help for benefit claimants will continue, including support for people affected by the government's 'Digital By Default' agenda.

Radcliffe Library:

As described in the Report at section 2.4.1, the council proposes to relocate the existing Stand Lane library provision into Radcliffe Civic Hall, to share space with

the Civic Hall functions and another council service, Adult Care Services. The new library will be located in the space currently occupied by the Charter Room as its core, with additional space from the current foyer. This will reduce the amount of space and resources currently available but will retain a town centre location and the range of services provided. The service remains within Radcliffe East Ward, retaining library access for some of Bury's most deprived communities. The future of the existing building will be managed via the council's Asset Management Strategy.

Services include core library service provision; Adult Learning provision; Council Information Point; Housebound Library Service; public access computers; councillor surgeries; partner surgeries; local history resources; reading groups; – these will be retained.

Radcliffe library is currently open 39.5 hours per week. It is recorded as the 4th most used/visited library in the initial consultation. 2011/12 usage figures include 10,660 members (with 3,639 active members, 4,757 active members including computer use); 100,301 issues; 11,565.3 computer hours of use; 6,187 items requested; 90,000 visits in person; 24,350 enquiries. 41 exhibitions/displays by staff in 2011/12. 40 advice sessions by outside agencies, 201 attending.

The needs analysis information for this library includes the following relating to people with protected characteristics:

Gender - 59.2% of active borrowers are female, 40.8% male.

Age - There is a proportionally younger population within 1 mile with 88% under 64 compared to 84% of the borough. Children who are Homework club users could be affected by change – recent data shows 198 children attended 39 sessions. Staff run a toddler group at this library and a weekly (term time) "Kidz club" with support from the police and other groups. The Bookstart Service (free book and baby pack) is based here, and includes resources for Travellers. There is a weekly (term time) story-time (68 in 2011/12, 1266 attending) and a rhyme time. 57 class visits (user education) in 2011/12, 1745 attending. 51 group book exchanges, 1556 attending. 31% of respondents to the CIPFA Junior Survey use the library computers, 8% use the library to meet friends, 22% to do their homework, 77% to borrow items. 99% of respondents think the library is good or ok, and 93% think it is easy to get to. 75.7% of active members are adult, significantly higher than the borough average of 64.1%.

BAME - 7% of the population within 1 mile consider themselves BAME, slightly lower than the borough average of 9%, with some pockets of high BAME concentrations. There is a junior collection for Travellers.

Religion/belief - within 1 mile, 76% consider themselves Christians, slightly higher than the borough average of 74%.

Disability - within the 2 catchments, a high proportion of the area is within the 20% most deprived nationally for health and disability. Within the 1 mile radius 57% of the area is within the most deprived quintile compared with 29% Bury average. The library is in an area that has the second highest proportion of Disability Living Allowance claimants, with 8-12% compared with the borough average of 6%, with one area above 12%. There are books in large print and talking books. Although there is a slope to the Civic Hall, users of the existing library already face slopes on Stand Lane and Radcliffe New Road for example. The Civic Hall site provides easier access to Metrolink, is near the bus station and also has accessible public toilets (not currently available in the existing library space).

As the intention is to retain the core library service provision, the existing opening hours and the range of services on offer at the existing site, it is not anticipated that the change will affect people with protected characteristics too negatively. Although the number of resources and activities is expected to decrease overall, services will still be available.

The needs analysis found other issues which could involve people with protected characteristics and people needing support in general, including:
 A significant number of the one mile radius Lower Super Output Areas are the overall most deprived in Bury, whilst conversely within 1-2 miles, some Lower Super Output Areas are within the 20% least deprived nationally.
 Income shows a mixed picture of deprivation within a 1-2 mile radius. Within 1 mile some areas are within the 20% most deprived nationally, whilst within 2 miles some areas are within the 20% least deprived nationally.
 Education - there is a high proportion of education deprivation within 1 mile. Conversely within a 1-2 mile radius some Lower Super Output Areas are within the least deprived quintile nationally.
 There are high levels of population density within the 1 mile radius.
 Within the 1 mile radius 31% of households do not have

a car, higher than the borough average of 26%. Car and public transport is relatively accessible for some areas, however for some individuals there are longer walking and cycling times. Moving the library will increase walking time for some users and decrease it for others – the distance is 0.352 miles, five minutes on foot. A lower proportion of people own their own home (70%) in the 1 mile catchment, compared with 76% for Bury as a whole.

Employment - there are concentrations of employment deprivation immediately surrounding and north of the library. 39% of the 1 mile catchment is within the most deprived quintile compared to 25% of Bury overall. Within 1 mile, the JSA claimant rate is 6%, higher than the borough average 4%, concentrated in the immediate vicinity of the library. Conversely there are areas within 2 miles which have 1% claimants, much lower than the borough average.

Crime – there is a mixture of crime rates within the 2 mile radius. The 1 mile radius contains a large proportion of the most deprived quintile, whereas the 2 mile contains a range of deprivation levels.

Living environment – 17% of the 1 mile catchment area is the deprived quintile, which is higher than the borough figure of 13%. Within the 1 mile catchment, JSA claimant rate is 6%, above the borough average of 4%. Conversely there are areas within the 2 mile radius which have 1%, much lower than the borough average.

99% of CIPFA Adult respondents think it is easy to get to.

As with the analysis of the needs of people with protected characteristics, it is felt that due to the retention of core services and existing opening hours, it is not anticipated that the change will affect people with protected characteristics negatively. For example, support for worklessness and help for benefit claimants will continue, including support for people affected by the government's 'Digital By Default' agenda.

Unsworth Library:

As described in the Report at section 2.4.2, the council proposes to relocate the existing library from its current Sunnybank Road site to the Sunnybank Community Centre, also on Sunnybank Road – it is proposed to extend the Community Centre building to provide a new library. This will reduce the level of resources available (including staffed hours, with some opening hours self service only) but will retain book lending, free access to the Service's lending resources via the requests system and the existing opening hours level. It will also give

access to the events/activities available at the Community Centre, with better parking than the existing library. Sunnybank Centre will provide disabled toilet access – there are no public toilets at the existing library.

Services include core library services; Council Information Point; public access computers; Housebound Service; small local history collection; councillor surgeries; reading group. It is proposed that the Council Information Point is withdrawn – alternative provision is available within the same township at Whitefield Library, 1.6 miles distant.

This library is currently open 35.5 hours per week. It is recorded as the 7th most visited/used library in the initial consultation. 2011/12 useage figures include 4,262 members (with 1,861 active members, 2,149 active members including computer use); 65,407 issues; 5,741.7 pc hours of use; 5,259 items requested; 46,650 visits in person; 7,450 enquiries. 23 displays/exhibitions by staff in 2011/12, and 33 advice sessions by outside agencies.

The needs analysis information for this library includes the following relating to people with protected characteristics:

Gender - 63.9% of active borrowers are female, 36.1% male.

Disability – None of the catchment area is within the least deprived quintile for health and disability. 21% of the catchment area is within the most deprived quintile compared to 29% for the borough. Within 1 mile, 2 Lower Super Output Areas have over 12% claiming Disability Living Allowance compared to the borough average 6%. The catchment area as a whole falls within the middle quintile with 4-8%, compared to the borough average 6%. There are books in large print and talking books. There are visits and activity for a local school for pupils with special educational needs.

Age – 64.6% of active members are adult, compared with the borough average of 64.1%. Within 1 mile the population is proportionately older, with 81% under 64 compared with the borough average 84%. Weekly (term time) rhyme time and a storytime (93 in 2011/12, 1247 attending). 15% of respondents to the CIPFA Junior Survey use the library computers, 12% use the library to do their homework, 12% to meet friends and 69% to borrow items. 96% of respondents think the library is good or ok, and 98% think it is easy to get to. 14 class visits (user education) in 2011/12, 268 attending. 4 group book exchanges, 54 attending.

BAME – immediately surrounding the library there is a high proportion of BAME population, over 12%. There are concentrations of BAME population to the north of the library. Within 1 mile 7% consider themselves BAME, compared to the borough average of 9%. 80% of respondents to the CIPFA Junior Survey are White, 11% Asian, 5% Mixed, 4% Black.

Religion/belief – within 1 mile 6% of the population consider themselves Muslim, compared to the average 5%.

Although the number of resources and activities is expected to decrease overall, services will still be available in the Sunnybank area in a new build library (as will the core provision in the same township, at Whitefield Library, 1.6 miles away). It is therefore not anticipated that the change will affect people with protected characteristics too negatively. Some users will experience a longer journey on foot, others shorter journeys, whilst some children will need to cross Sunnybank Road – others will no longer need to do so. The library and community centre are on the same bus route.

The needs analysis found other issues which could involve people with protected characteristics and people needing support in general, including:

There are high levels of population density surrounding the library.

Within 1 mile 24% of households do not have a car, compared to the borough average 26%.

A higher proportion of people own their own home (79%) within a 1 mile radius than the average 76%.

A significant area to the east of the library is within the most deprived quintile overall nationally. Conversely there are areas within the 2 mile radius which are within the least deprived quintile nationally.

Income – there is a significant area to the west and north of the library which is in the least deprived quintile nationally. Conversely within the 2 catchments there are areas within the most deprived quintile nationally.

Education – there is a concentration of education deprivation within the 1-2 mile radius, particularly to the west of the library where some areas are within the second most deprived quintile. Some areas are in the second least deprived quintile.

Crime – there is a mixed picture within the 2 catchments. There is a distinct geographical concentration of crime. To the west are areas in the most deprived quintile, whilst some other areas are within the least deprived quintile nationally.

Living environment – there is a mixed picture. 1% of the 1 mile radius is within the most deprived quintile, which is lower than the borough 13%. The immediate library location is within the second least deprived quintile nationally. Some Lower Super Output Areas to the south of the library are within the most deprived quintile nationally.

Travel – the existing library is accessible although some individuals have a longer borough average walking distance. The distance between the library and the community centre is 0.12 miles, 1 minute on foot. 99% of CIPFA Adult respondents think the existing library is easy to get to.

Employment – within 1 mile 2 Lower Super Output Areas are in the most deprived quintile. 18% of the 1 mile radius is within the most deprived quintile compared to 25% for Bury overall. Conversely 1 Lower Super Output Area is within the least deprived quintile. Some areas within 1 mile are within the most deprived quintile nationally for Jobseekers Allowance claimants. Within 1 mile 1-2% are claiming the Allowance, compared with the borough average 4%. The immediate library location is within the second least deprived quintile.

As with the analysis of the needs of people with protected characteristics, it is felt that due to the retention of some services at the Sunnybank Centre and services in the same township at Whitefield Library, with the same level of opening hours overall, it is not anticipated that the change will affect people with protected characteristics negatively. For example, support for worklessness will continue, including support for people affected by the government's 'Digital By Default' agenda.

Whitefield Library and Adult Learning Centre:

As described in the Report at section 2.4.4, the council proposes to remodel space at Whitefield Library to allow for Adult Care Services to share the site. The changes will reduce the level of resources and library space available but the range of services will be retained. The co-location may include changing the use of some current library spaces, although plans are at an early stage. Services for Deaf/visually impaired customers will be retained.

Services include core library services; Council Information Point; Adult Learning classrooms; public access computers; Housebound Service; services for Deaf/visually impaired people; small local history collection; partner surgeries (eg HMRC tax workshops);

councillor surgeries; reading groups; Police and community Support Officers (PCSO) base; coffee morning; craft sessions; - these will be retained.

Whitefield library is currently open 39.5 hours per week. It is recorded as the 5th most visited/used library in the initial consultation. 2011/12 usage figures include 4,736 members (with 1,802 active members, 2,498 active members including computer use); 63,009 issues; 9,802 computer hours of use; 4,332 items requested; 92,600 visits in person; 18,650 enquiries. 16 displays/exhibitions by staff in 2011/12, and 90 advice sessions by outside agencies, 399 attending.

The needs analysis information for this library includes the following relating to people with protected characteristics:

Gender - 67.5% of active borrowers are female, 32.5% male.

Disability - Several areas are within the most deprived quintile nationally for health and disability. Within a 1 mile radius 30% of the area is within the most deprived quintile compared to the Bury average 29%. Within the 1 mile radius Disability Living Allowance claimants are in line with the borough figure of 6%. There are small concentrations with a claimant rate over 12%. Any change could impact on the Sensory Unit (for customers with visual and/or hearing impairment) which is based at the library - see below. There are books in large print and talking books and a specialist collection of resources in the Sensory Unit for people with hearing and/or visual impairment, which is used by several local groups and people from across the borough.

BAME - to the south west of the library there is a high proportion of BAME people where 12% consider themselves BAME. Within 1 mile 9% see themselves as BAME in line with the borough average of 9%. 76% of respondents to the CIPFA Junior Survey are White, 8% Asian, 11% Mixed, 3% Black.

There are books in Urdu.

Religion/belief - Within 1 mile 12% see themselves as Jewish, significantly higher than the borough average of 5%.

Age - 66.2% of active members are adult, compared to the 64.1% borough average. There is a marginally older population density with 83% under 64 compared with the borough average 84%. Children who are Homework club users could be affected by change - recent data shows 321 children attended 41 sessions - significantly higher than other locations. There is a weekly storytime. 76% of respondents to the CIPFA Junior Survey are White, 8% Asian, 11% Mixed, 3% Black.

There are books in Urdu. (31 in 2011/12, 199 attending). 43% of respondents to the CIPFA Junior Survey use the library computers, 35% use the library to do their homework, 21% to meet friends, and 74% to borrow items. 99% of respondents think the library is good or ok, and 94% think it is easy to get to. 13 class visits (user education) in 2011/12, 384 attending.

Carers – Bury Carers Group use the library for monthly sessions.

As the intention is to retain the core library service provision, the existing opening hours and the range of services on offer at the existing site, it is not anticipated that the change will affect people with protected characteristics too negatively. Although the number of resources and activities is expected to decrease overall, services will still be available.

The Sensory Unit is currently open 26 hours per week and comprises 2 specialist staff – a 37 hours Sensory Impairment Officer and a 9 hours Sensory Impairment Assistant.

Equalities impact on people with protected characteristics:

Disability - Any change could impact on Unit users, who have visual and/or hearing impairments – for example in July 2012 there were 42 visits by people with a hearing impairment, 50 visits by people with a visual impairment and 33 other visits. Adult Care Services figures from the Joint Strategic Needs Analysis (JSNA) highlight registered individuals across Bury in 2010 – 842 seriously sight impaired; 715 partially sighted; 107 Deaf with speech; 92 Deaf without speech; 793 Hearing impaired; 17 Deafblind; 110 British Sign Language users. 44 coffee mornings were held in 2011/12, 334 attending. 49 staff visits to local groups, 336 attending. There are also customers who are served at other locations, eg at the local hospital and at local Societies' premises. Unit users have been affected by the recent closure of a similar facility at Bury Library. There are significant specialist services, resources, stock, equipment, hardware, software and training to support these customer groups. There are opportunities for volunteers to assist with, for example, social activities and driving customers to activities. There is a "try before you buy" equipment range. There is a reading group for customers with a visual impairment, averaging 9 members, ages 45-70. Strong partnership and voluntary organisation links exist with this service.

Age – disability can increase with age.

It is anticipated that services for Deaf/visually impaired customers will be retained. Adult Care Services staff and libraries staff will work more closely in future regarding

customers with disabilities. The suggested new location within Whitefiled Library should reduce disruption via members of the public accessing Unit space.

Other issues which may also impact on people with protected characteristics and people in general:

Within the mile radius, there are areas of high population density.

Within 1 mile 25% of households do not have a car, slightly lower than the borough average 26%.

There is a mixed picture for overall deprivation. The immediate library location is in the second most deprived quintile nationally. 2 Lower Super Output Areas within 1 mile are in the least deprived quintile nationally. 2 Lower Super Output Areas are within the most deprived quintile.

Income – there are pockets of deprivation within 1 mile, some Lower Super Output Areas being within the most deprived quintile nationally. Conversely there are some areas within the least deprived quintile nationally.

Education – there are small pockets of deprivation which are in the most deprived quintile nationally, whilst conversely some are within the least deprived quintile.

A higher proportion of people own their home in the 1 mile radius (78%) than for Bury as a whole (76%).

Crime – there is a mixture of crime rates within the 2 mile radius, with areas in the most deprived quintile nationally and areas in the least deprived quintile.

Living environment – 11% of the 1 mile catchment is within the most deprived quintile, comparatively lower than the borough quintile of 13%.

Car, cycling and public transport show relative accessibility, but for some individuals walking time is longer than 20 minutes.

95% of CIPFA Adult respondents think it is easy to get to.

Employment – there are concentrations of deprivation to the west and south east of the library. Within 1 mile some areas are within the most deprived quintile. 26% of the 1 mile radius is within the most deprived quintile compared to 25% for Bury overall. Conversely there are areas within the least deprived quintile. Within the 1 mile radius there are areas where the Jobseekers Allowance claimant rate is over the borough figure of 4%.

As with the analysis of the needs of people with protected characteristics, it is felt that due to the retention of the existing site, core services and existing opening hours, it is not anticipated that the change will affect people with protected characteristics negatively. For example, support for worklessness and help for

benefit claimants will continue, including support for people affected by the government's 'Digital By Default' agenda.

2 Staff changes:

-Via the proposals the staff establishment would be reduced to enable savings to be made. Accordingly some work will reduce in scale and/or take longer to deliver. A restructure will be required – staff with caring responsibilities may be affected if their base is changed. The service has more female (74%) staff than male, 63% of staff are aged 45 and above and 4% of staff are known to have a disability. The Service will wherever possible delete vacant posts, progress VER applications and use the council's redeployment procedures to attempt to mitigate the loss of at least some posts.

3 RFID:

Under the proposals Radio Frequency Identification will be introduced to allow customers to carry out their own issues and returns – staff will no longer be engaged in clerical issuing routines to any great extent and this will allow staff more time to deal with the more skilled elements of their work for customers, e.g. reader development. The Service has been holding vacant posts (which will be deleted) to cover the corresponding reduction in posts. A small number of these posts were filled temporarily, pending the Library Review, and it is proposed that these will end, affecting those temporary staff in post. The procurement tender for the supply of equipment will include accessibility issues for library customers.

Main issues evidenced by the data and analysis:

Gender - By retaining book loans, information provision and other core provision wherever possible, it is anticipated that this group will not be detrimentally affected. However female staff could potentially be affected as they form a greater percentage (74%) of the Library Service staffing establishment – wherever possible VERs, deletion of vacant posts and redeployment and other council policies will be progressed.

Age -

With all age groups, access to core services remains available, although reduced, and the different age groups should not be detrimentally affected - also the Housebound Library Service exists to support people who struggle to access a library (subject to availability). However older staff could potentially be affected as 63%

	<p>percent of the Library Service staffing establishment are 45 and above – wherever possible VERs, deletion of vacant posts and redeployment and other council policies will be pursued.</p> <p>Travel difficulties in particular (eg cost and availability; limited distance capabilities of mobility scooters) may arise for some older people where a library location changes. Increased social/emotional isolation could potentially result, particularly for those who live alone, if they were no longer able to visit the library. For some younger children where a library location changes there may be a perceived loss of safe local access to services, crossing busy main roads, bus fare requirements, extra travelling time, and some local schools could give up visiting libraries for class visits altogether.</p> <p><i>Disability –</i> By retaining core services it is not anticipated that this group of people will be detrimentally affected – the Service has a range of services supporting people with a disability which will be retained (e.g. services for Deaf/visually impaired people, disabled facilities, assistive technology, large print and audio loans, assistance dogs welcome etc). RFID procurement will include the requirements of disabled people. Where a library location changes there may be issues for some people around the cost and availability of public transport, parking issues, etc. Co-locating services together in any way which utilises existing premises differently may affect access for people with a disability – this will be need to be addressed during premises building works. 4% of libraries staff are known to have a disability and they could potentially be affected by the proposed changes.</p> <p><i>Carers –</i> Via the proposed restructure some staff could have a change of base which may potentially affect any caring responsibilities they may have.</p>
<p>If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?</p>	<p>The Service will attempt to mitigate potential change, as follows:</p> <ul style="list-style-type: none"> - Retention of 17 service points within communities and townships and a spread of core services across the borough. - Retention of existing opening hours. - Retention of borough-wide free lending request service. - Changes to service point sites via co-location will as far as possible remain as close to existing library premises as possible. - Co-location will assist the development of libraries as

	<p>community hubs.</p> <ul style="list-style-type: none"> - The procurement of Radio Frequency Identification technology, if progressed, will ensure as far as possible that people with disabilities are able to use the equipment, and staff assistance will be available to train customers in its use at installation. - Vacant/temporary posts have been held against the introduction of RFID. - Access to the first floor of the Longfield Suite will be improved via the installation of a new lift. - The Housebound Library Service is retained and will be available to customers (including those with caring responsibilities) who cannot access the remaining provision (subject to availability). - Reduction in some service and stock levels will be partly mitigated for some people by the introduction of ebook provision and by increasing access to information online. - Any change has the potential to affect wider communities considered deprived in a range of ways, e.g. via worklessness and poverty. Retention of the Bury Library Computer suite, library pcs, information and support, and ongoing work at some libraries (eg work clubs and Porch + food parcels) will ensure continuation of support for such groups. - The Service will encourage VERs, deletion of vacant posts, redeployment etc wherever feasible to mitigate the impact of at least some post deletions.
<p>Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.</p>	<p>A borough needs analysis has been carried out to enable this initial overview of the potential impact of the Phase 2 proposals. However there will need to be further consultation to ensure a complete understanding of the impact of the proposals on groups or individuals, and that respondents understand the implications.</p>
<p>What steps do you intend to take now in respect of the implementation of your policy/service plan?</p>	<p>Report being presented to the Council for a decision to be made by the Council as to whether the Plan for Change proposals it contains are to be progressed.</p>

6. MONITORING AND REVIEW

If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.

Regular reporting arrangements are in place to ensure the Review stays on track

and this includes risk analysis which could highlight any potential equality issues.

COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX (equality@bury.gov.uk) FOR PUBLICATION.