

Equality Impact Assessment Template – Policy, Function or Strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended. This will ensure equality considerations are taken into account before a decision is made and the policy, function or strategy can be altered, if required.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	2022-23 Inverclyde Libraries Service Improvement Plan (SIP)
b.	Responsible organisation(s)/Lead Service	Culture, Communities and Educational Resources (Culture)
c.	Lead Officer	Alison Nolan Libraries Team Leader
d.	Date of Impact Assessment	23 June 2022
e.	Partners/other Services involved in the development of the policy, function or strategy	n/a
f.	Is the policy, function or strategy?	<input checked="" type="checkbox"/> New
		<input type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	As part of ongoing self-evaluation and continuous improvement, Inverclyde Libraries produces an annual plan which directs, informs and develops the progress the service intends to make over a one-year period.
h.	What are the intended outcomes of the policy, function or strategy?	There are 12 key themes linked to Forward: Scotland's Public Library Strategy 2021-2025 (published August 2021)

¹ Please attach details of the policy, function or strategy to this Template

1. Policy, function or strategy		
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde Libraries is made up of a network of 6 branch libraries with a wide geographic spread and serves the whole of Inverclyde.
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	<input type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		X Advance equality of opportunity between people of different groups
		<input type="checkbox"/> Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	No. However, this plan is intrinsically linked with strategies, policies and actions with which those who may directly or indirectly be affected have been involved. The service improvement plan is also informed by Inverclyde Cultural Services' Consultation and Engagement Strategy.

2. Does the policy, function or strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	

2. Does the policy, function or strategy impact on:		
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)	X	
c. Local Outcomes Improvement Plan (LOIP) 2017/22 ³ (see Section 7)	X	
d. Corporate Plan 2018/22 ⁴ (see Section 8)	X	
3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.		
4. If 'No' is selected for <u>every part</u> of Section 2, please state the reasons for this.		
<p>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy Officer: karen.barclay@inverclyde.gov.uk.</p>		
Signature:	Date:	

² [Fairer Scotland Duty: interim guidance for public bodies](#)

³ [Local Outcomes Improvement Plan 2017/22](#)

⁴ [Corporate Plan 2018/22](#) (agenda item 5)

3. Impact – Protected Characteristics

Which of the Protected Characteristics will the policy, function or strategy have an impact upon?

Protected Characteristic	Impact					Reasons/Comments
	Positive High	Positive Low	Neutral	Negative High	Negative Low	
Age		X				School-aged young people – the plan contains a focus on defining the 5-18 relationship with schools and school libraries whilst articulating the contribution libraries make to closing the attainment gap. We have also applied for the Inverclyde Rights of the Child Award and are awaiting assessment.
Disability		X				Makaton users / Au-some aware / Dementia awareness - consideration will be given to incorporating Makaton into Bookbug sessions; introduction of Memories Café and continuation of programming for autism including social stories.
Gender Reassignment			X			
Marriage and civil partnership			X			
Pregnancy and maternity		X				All our libraries and library staff have completed Breast Feeding Awareness training – all our venues are Breast Feeding Friendly.
Race		X				Celebration of Black History Month in October 2022 will have a positive impact on people of colour.
Religion and belief			X			

3. Impact – Protected Characteristics						
Sex			X			
Sexual orientation			X			
Other groups to consider <ul style="list-style-type: none"> • Carers • Volunteers • Gaelic speakers 		X				<p>Volunteers – policy and procedures to be adopted to streamline and improve use of volunteers, ensuring they feel valued and supported</p> <p>Gaelic speakers – consideration will be given to including Gaelic vocabulary in Bookbug sessions and display information in Gaelic.</p> <p>Carers: Actively working with young carers providing tailored and inclusive programmes.</p>

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
<input checked="" type="checkbox"/>	Advance equality of opportunity between people from different groups
<input checked="" type="checkbox"/>	Foster good relations between people from different groups

5. Impact – groups

From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.

Positive impacts

+

(Describe groups affected.)

Age: the plan includes improvement actions which will have a positive impact on school-aged young people.

Disability: the plan includes improvement actions which will have a positive impact on people with disabilities and their carers.

Race: the plan includes improvement actions which will have a positive impact on people of colour.

Negative impacts

-

(Describe groups affected.)

6. Impact – Fairer Scotland Duty

What impact will this policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact =	Negative impact -
X		
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</p> <p>The SIP will strengthen digital access and economic wellbeing partnerships to enhance existing provision taking into account user requirements with economic wellbeing providers in the local area.</p>		

7. Impact – LOIP 2017/22

Which Priority/Priorities from the LOIP 2017/22 will this policy, function or strategy impact on?

□	1. Population: Inverclyde's population will be stable and sustainable with an appropriate balance of socio - economic groups that is conducive to local economic prosperity and longer term population growth
X	2. Inequalities: There will be low levels of poverty and deprivation and the gap between the richest and poorest members of our communities will be reduced (This may already have been highlighted at Section 6.)
X	3. Environment, culture and heritage: Inverclyde's environment, culture and heritage will be protected and enhanced to create a better place for all Inverclyde residents and an attractive place in which to live, work and visit
X	4. The local economy: Inverclyde has a thriving and diverse local economy, economic activity is increased and skills development enables both those in work and those furthest from the labour market to realise their full potential

Briefly describe how the policy, function or strategy will impact on the LOIP Priority/Priorities.

Priority 1: The SIP embeds libraries as lead contributors to reading and literacy by closing the learning gap in communities, through national programmes and local initiatives and aims to strengthen digital access and economic wellbeing partnerships to enhance existing provision taking into account users requirements with economic wellbeing providers in local area

Priority 2: All of the objectives proposed in the service improvement plan will protect and enhance Inverclyde’s culture and heritage, as they contribute to the management of buildings/ collections and access to Inverclyde Libraries. The SIP aims to curate a diverse cultural offer which celebrates local and national heritage and encourages community led experiences.

Priority 3: In terms of skills accrual and training, employees will benefit from involvement in all of the projects proposed in the SIP with an emphasis on equipping library staff with the skills to deliver a progressive library service and nurture leaders at all levels. Libraries will work with Partners in WI to look at policy and procedures to be adopted to streamline and improve use of volunteers, ensuring they feel valued and supported.

8. Impact – Corporate Plan 2018/22

Which Priority/Priorities from the Corporate Plan 2018/22 will the policy, function or strategy impact on?

X	1. To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit
X	2. To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them
<input type="checkbox"/>	3. To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs
<input type="checkbox"/>	4. To reduce the prevalence of poverty and, in particular, child poverty in our communities
X	5. To safeguard, support and meet the needs of our most vulnerable families and residents
X	6. To improve the health and wellbeing of residents so that people live well, and for longer

X	7. To protect and enhance our natural and built environment
X	8. To preserve, nurture and promote Inverclyde's unique culture and heritage
X	9. To deliver services that are responsive to community needs and are underpinned by a culture of innovation, continuous improvement and effective management of resources
X	10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs

Briefly describe how the policy, function or strategy will impact on the Corporate Plan Priority/Priorities.

Priority 1: The SIP will improve the operation and services available at the Inverclyde Libraries by a diverse cultural offer which celebrates local and national heritage and encourages community led experiences, one of Inverclyde's main services within the cultural sector in Inverclyde through Engage a Writer in Residence as part of the Culture Collective bid. Deliver programmes relating to Scotland's Themed years, Year of Stories programming; Gourock Highland games, Galoshans, SBT Storytelling Campfire Residency; Get it Loud in Libraries 22/ 23.

Priority 2: The SIP embeds Libraries as lead contributors to reading and literacy by closing the learning gap in communities, through national programmes and local initiatives.

Priority 5: The SIP aims to design library services which reach the heart of the communities and engage with new audiences –at the heart of this is to implement a review of digital access and economic wellbeing partnerships, the aim being to strengthen partnerships to enhance existing provision taking into account user requirements with economic wellbeing providers in local area.

Priority 6: The SIP will improve wellbeing and support post Covid-19 recovery with programmes that target health, economic growth and strengthen communities through delivering the Collective Force action plan to establish Inverclyde libraries as the focal point for trusted health and wellbeing information in the community and build library competencies in supporting health literacy.

Deliver Health Literacy training to all staff. Formalise collaborative relationships and service processes between libraries and health and social care partners. Maximise flexible use of libraries' physical assets – buildings and outreach potential – to support health and wellbeing. Good mental health is promoted both online and through use of physical stock.

Priority 7: The SIP includes actions to collaborate with partners to contribute towards the sustainable development agenda for 2030.

Priority 8: All of the objectives proposed in the SIP will protect and enhance Inverclyde’s culture and heritage, as they relate to one of Inverclyde’s main cultural services and resources.

Priority 9: Part of the SIP is to amplify the voice of public libraries through inclusive communication to ensure key messaging reaches all stakeholders. The SIP has been developed in conjunction with *Forward the Public Library Strategy for Scotland 21-25* which is a result of major public/ stakeholder/ staff consultations and includes provision to review and update the Consultation and Engagement Strategy including a robust action plan to be produced and implemented.

Priority 10: In terms of skills accrual and training, employees will benefit from involvement in all of the projects proposed in the SIP with an emphasis on equipping library staff with the skills to deliver a progressive library service and nurture leaders at all levels.

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens’ Panel, focus groups, interviews, projects, user feedback, complaints, Officers’ knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/Engagement (including any carried out while developing the policy, function or strategy)	This SIP builds on strong foundations & the collective desire for a vibrant, sustainable future for our public library network as laid out in <i>Forward: Scotland’s Public Library Strategy 2021-2025</i> . <i>Forward</i> is the result of a comprehensive research and consultation process. It is informed and shaped by key national policies and priorities, placing libraries at the heart of society’s post-Covid-19 recovery. The strategy aligns with the Scottish Government’s National Performance Framework and is rooted in the United Nations Sustainable Development Goals making a commitment to a greener and more responsible future.

Evidence	Details
	<p>Three key themes underpin the vision for public libraries in Scotland from 2021-2025: people, place and partnership.</p> <p>Libraries SIP also takes into account the pre-covid How Good Is Our Public Library service review/ feedback, comprehensive work with staff/ public and partners in exploring the customer journey 2019/2020 and results of the Citizens Panel 2021 feedback on cultural services.</p>
Research	<p>Research was carried out to inform the development of the SIP: advice, standards and policy/procedure developed by professional bodies. Results of quality assurance activities. Research on other library service improvement plans. Research carried out linked to funding bids.</p>
Officers' knowledge and experience (including feedback from frontline staff)	<p>Inverclyde Libraries have a number of staff with a great depth of knowledge and experience, and frontline staff are strongly encouraged to pass on any feedback received from the public. This informs every plan and policy developed by the service.</p>
Equalities monitoring data	<p>Some limited equalities monitoring data is held and taken into account where relevant.</p>
User feedback (including complaints)	<p>Taken into account where relevant.</p>
Stakeholders Other	<p>Taken into account where relevant.</p>

Evidence	Details
Are there information gaps and, if so, what are these?	Further user consultation will take place in 22/23 as part of the reviewed consultation and engagement strategy and action plan for cultural Services. We have also applied for the Inverclyde Rights of the Child Award and are awaiting assessment.

10. Consequences of analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	No changes required.
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

The policy will be monitored through the existing procedures used within the service, including utilising the Council's new performance management system, Pentana.

When is the policy, function or strategy due to be implemented?

April 2022

When will the policy, function or strategy be reviewed?

March 2023 when the 2023-24 Inverclyde Libraries SIP will be produced.

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

Inverclyde Libraries 22-23 revenue budget and external grant funding. No known changes from 21-22 budget.

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

n/a

Details of the Person(s) who completed the Assessment:

Name: Alison Nolan

Position: Team Leader – Libraries

Date: 23 June 2022

Authorised by:

Name: Ruth Binks

Position: Corporate Director Education, Communities and Organisational Development

Date:	30 August 2022
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Thank you for your assistance with the completion of this task.

Please send a copy of the completed Template to Karen Barclay, Corporate Policy Officer at karen.barclay@inverclyde.gov.uk.