

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.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	Management Rules for Libraries in Inverclyde 2024-2034
b.	Responsible organisation(s)/Lead Service	Legal, Democratic, Digital and Customer Services
c.	Lead Officer	Emma Peacock, Solicitor
d.	Date of Impact Assessment	14 December 2023
e.	Partners/other Services involved in the development of the policy, function or strategy	Culture, Communities and Educational Resources Service
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" 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)?	The purpose of the management rules is to regulate the use of and conduct of persons while within any libraries in Inverclyde, in terms Section 112 of the Civic Government (Scotland) Act 1982 (the Act).
h.	What are the intended outcomes of the policy, function or strategy?	The intended outcome of the management rules is to ensure that all of those using and working within libraries in Inverclyde are not subjected to unacceptable use of and conduct within the libraries.
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide

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

j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		Advance equality of opportunity between people of different groups
		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?	A public consultation has been carried out from 10 November 2023 until 10 December 2023. This has been advertised in the Greenock Telegraph, on the Council's website and copies of the proposed management rules have been displayed at all libraries in Inverclyde and at the Customer Service Centre.

2. Does the policy, function or strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Care experienced; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)		X
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)		X
c. Inverclyde Alliance Partnership Plan 2023/33 ³ (see Section 7)	YES	

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

³ [Inverclyde Alliance Partnership Plan 2023/33](#)

d. Council Plan 2023/28 ⁴ (see Section 8)	YES
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 and Performance Officer: karen.barclay@inverclyde.gov.uk</p>	
Signature:	Date:

3. Impact – Protected Characteristics						
Which of the Protected Characteristics will the policy, function or strategy have an impact upon?						
	Impact					
Protected Characteristic	Positive		Neutral	Negative		Reasons/Comments
	High	Low		High	Low	
Age			X			The introduction of the management rules will not directly impact this protected characteristic.
Care experienced						

⁴ [Council Plan 2023/28](#)

Disability			X			The introduction of the management rules will not directly impact this protected characteristic. The use of guide dogs and mobility aids within libraries is protected.
Gender Reassignment			X			The introduction of the management rules will not directly impact this protected characteristic.
Marriage and Civil Partnership			X			The introduction of the management rules will not directly impact this protected characteristic.
Pregnancy and Maternity			X			The introduction of the management rules will not directly impact this protected characteristic.
Race			X			The introduction of the management rules will not directly impact this protected characteristic.
Religion and Belief			X			The introduction of the management rules will not directly impact this protected characteristic.
Sex			X			The introduction of the management rules will not directly impact this protected characteristic.
Sexual Orientation			X			The introduction of the management rules will not directly impact this protected characteristic.
Other groups to consider <ul style="list-style-type: none"> • Carers • The Armed Forces Covenant Duty 			X			The introduction of the management rules will not directly impact these protected characteristics.

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 type="checkbox"/>	Advance equality of opportunity between people from different groups
<input 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 impact + <i>(Describe groups affected.)</i>	Negative impact - <i>(Describe groups affected.)</i>
Not applicable	Not applicable

6. Impact – Fairer Scotland Duty

What impact will the 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 introduction of the management rules will not directly impact the Fairer Scotland Duty.</p>		

7. Impact – Inverclyde Alliance Partnership Plan 2023/33

Which Themes from the Inverclyde Alliance Partnership Plan 2023/33 will the policy, function or strategy impact on?

<input type="checkbox"/>	<p>Theme 1: Empowered people</p> <ul style="list-style-type: none"> • Communities can have their voices heard, and influence the places and services that affect them • Gaps in outcomes linked to poverty are reduced
<input type="checkbox"/>	<p>Theme 2: Working people</p> <ul style="list-style-type: none"> • More people will be in sustained employment, with fair pay and conditions • Poverty related gaps are addressed, so young people can have the skills for learning, life and work • Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs
<input type="checkbox"/>	<p>Theme 3: Healthy people and places</p> <ul style="list-style-type: none"> • People live longer and healthier lives • Supportive systems are in place to prevent alcohol and drug misuse • Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change

□	<p>Theme 4: A supportive place</p> <ul style="list-style-type: none"> • Vulnerable adults and children are protected and supported, ensuring they can live safely and independently • We recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery • Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm
X	<p>Theme 5: A thriving place</p> <ul style="list-style-type: none"> • Growth in our working age population by encouraging people to stay here, and attracting new people to settle here • Development of strong community-based services that respond to local need • Homes are energy efficient and fuel poverty is reduced • Increased use of active travel and sustainable transport options • Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities
<p>Briefly describe how the policy, function or strategy will impact on the Inverclyde Alliance Partnership Plan 2023/22 Themes.</p> <p>Theme 5 – In adopting management rules for libraries in Inverclyde, conduct of those visiting these Council-run establishments will be regulated, ensuring that the premises are used to the benefit and enjoyment of those living in and visiting the Inverclyde area.</p>	

8. Impact – Council Plan 2023/28

Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?

□	<p>Theme 1: People</p> <ul style="list-style-type: none"> • Our young people have the best start in life through high quality support and education • Gaps in outcomes linked to poverty are reduced • People are supported to improve their health and wellbeing • More people will be in employment, with fair pay and conditions • Our most vulnerable families and residents are safeguarded and supported
X	<p>Theme 2: Place</p> <ul style="list-style-type: none"> • Communities are thriving, growing and sustainable • Our strategic housing function is robust

	<ul style="list-style-type: none"> • Our economy and skills base are developed • We have a sufficient supply of business premises • Our natural environment is protected
X	<p>Theme 3: Performance</p> <ul style="list-style-type: none"> • High quality and innovative services are provided, giving value for money • Our employees are supported and developed
<p>Briefly describe how the policy, function or strategy will impact on the Council Plan 2023/28 Themes.</p> <p>Theme 2 – adopting management rules for libraries in Inverclyde will ensure that the premises operate in a way which best serves those living in and visiting the community.</p> <p>Theme 3 – adopting management rules for libraries in Inverclyde will support staff by ensuring that public use of their place of work is regulated and will allow staff to remove those who are contravening the rules.</p>	

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)	A public consultation has been carried out from 10 November 2023 until 10 December 2023. No objections or representations have been received.
Research	The Management Rules are a refreshed version of those previously in place for 10 years, and no issues were identified in the operation of those.
Officers' knowledge and experience (including feedback from frontline staff)	The Management Rules for Libraries in Inverclyde 2024-2034 have been prepared in consultation with staff from the Culture, Communities and Educational Resources Service. Management rules for libraries in Inverclyde have been in place from 2004 until 2014 and from 2014 onwards, and no issues were identified in the operation of those.
Equalities monitoring data	n/a
User feedback (including complaints)	n/a
Stakeholders Other	n/a

Are there information gaps and, if so, what are these?	n/a

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"/>	
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?

Management rules expire after a period of 10 years from coming into force. The Rules will be updated throughout that period where considered necessary.

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

The Rules are due to be implemented by no later than 18 March 2024 subject to Council approval.

When will the policy, function or strategy be reviewed?

The Rules shall be reviewed after a period of ten years or at such times as considered necessary within that period.

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

There will be minor costs associated with the publication of notices and signage which will be contained within existing budgets.

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:	Emma Peacock
Position:	Solicitor
Date:	14 December 2023
Authorised by:	
Name:	Iain Strachan
Position:	Head of Legal, Democratic, Digital & Customer Services
Date:	14 December 2023

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