Equalities Impact Assessment Record

Date of EIA   23rd March 2006

Directorate   Education, Children's Services and Libraries

Function or policy to be screened / assessed	**Library and Information Service Fair Access to Services (Race and Gender)**
Is it a policy or function	☒ Policy/Procedure ☐ Function
Is it a new or existing policy or function?	☐ New ☒ Existing
Who is responsible for the policy or function?	**The person / section / team responsible for this policy / function is:** Ruth Burgess, Head of Libraries and Information
Who implements the policy or function?	**The policy or function is delivered by (tick all that apply):** ☒ Council staff ☒ Library Volunteers
Aim / objective / purpose of the policy or function	**The aim / objective / purpose of the policy / function is to:** To provide fair access to key resources and services from the Borough's libraries.
Summary of information / evidence used in this assessment (Include any consultation undertaken)	**The following information / evidence was used in this assessment:** Bracknell Forest BC Equality Policy Examples of other local authorities' policies Guidance from regional and government agencies
Who is the function, policy or procedure designed to target? Or Who are intended to be the main beneficiaries of the function or policy?	**The policy / function is designed specifically to benefit the following people:** All users and potential users of the library service; people who are unable to visit libraries due to mobility problems
Which of the following equalities groups might be **impacted** by the policy or function?	☒ Race ☐ Disability ☒ Gender ☐ Age ☐ Religion or Belief ☐ Sexual Orientation
Which groups might be **affected adversely**?	☒ Race ☐ Disability ☒ Gender ☐ Age ☐ Religion or Belief ☐ Sexual Orientation
How is this policy or function communicated to target beneficiaries?	**The policy / function is generally communicated to target beneficiaries using the following channels:** Library staff are informed of the contents of the policy through training and induction. The policy itself is available on the web and a paper copy is kept in service files.
On what grounds can adverse or differential impact be justified?	**Adverse or differential impact can be justified for the following reasons:** Differential impact may be justified if the needs of the local community need to be addressed in terms of accessing reading materials e.g. resources in languages other than English.
What consultation will be necessary to support or confirm your conclusions?	None necessary for the purposes of this particular EIA.
What changes are proposed to the policy or function to reduce or remove adverse or differential impact?	**The objectives of the policy / function can still be met if the following actions are taken to remove or reduce the adverse or differential impact:** • Update the policy and ensure that consulting with local community groups includes the wording " in a consistent and appropriate approach". • The policy should consider how ICT could be used to improve access for different groups, for example, by using multilingual websites • Strategies to improve access for new families by provision of maps which have schools as point of reference • Readers notices which can be clearly understood by people who lack proficiency in English and use of different languages if necessary • Provision of information leaflets published by the DfES on various aspects of learning –e.g. 'Learning Journeys'

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	• The policy must include the monitoring of readership – e.g. ethnicity, gender
What monitoring arrangements have been put in place?	**To monitor the effect of the recommended changes, the following factors or aspects of delivery will be monitored over time:** Monitor through user survey, PLASC data to check potential take-up in particular areas which would subsequently form part of the library's community profile.
When will this EIA be reviewed?	**This EIA will be revisited and reviewed on:** March 2008
Which strategies or plans does this function or service support?	**The following strategies and plans are dependent on this policy or function:** Children's and Young People's Plan
What are the main policies or procedures that underpin this function or policy?	**This policy / procedure is dependent on the following policies / procedures / strategies / plans:** Libraries Service Plan
Date when the actions in this EIA must be referenced back to policy, plans, strategies, policies or procedures to which it is connected	**Date:** Dec 2006 **Responsibility:** Head of Libraries and Information **Check date:** Oct 2006 **Responsibility:** Libraries Community Services Manager
Date to be submitted to Web Team for publication on EIA pages	31st March, 2006