

Equalities Impact Assessment Record

Date of EIA 23rd March 2006
 Directorate Education, Children's Services and Libraries

Function or policy to be screened / assessed	Resource Management Policy and Standards
Is it a policy or function	<input checked="" type="checkbox"/> Policy/Procedure <input type="checkbox"/> Function
Is it a new or existing policy or function?	<input type="checkbox"/> New <input checked="" type="checkbox"/> 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): <input checked="" type="checkbox"/> Council staff <input checked="" type="checkbox"/> Library Volunteers
Aim / objective / purpose of the policy or function	The aim / objective / purpose of the policy / function is to: To support the holistic management of stock resources from their initial selection to their eventual disposal and sets out how these resources are managed within the available budgets to meet the Library Service's commitments to its customers.
Summary of information / evidence used in this assessment (Include any consultation undertaken)	The following information / evidence was used in this assessment: The Public Libraries and Museums Act 1964 National library standards and public library impact measures
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: Users of the library service in the resources available to them from the Library Service and to the staff who manage the stock
Which of the following equalities groups might be impacted by the policy or function?	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religion or Belief <input checked="" type="checkbox"/> Sexual Orientation
Which groups might be affected adversely ?	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religion or Belief <input checked="" type="checkbox"/> 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: Cannot be justified for any reason
What consultation will be necessary to support or confirm your conclusions?	None at present.
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: To add access for all in statements of entitlement. Whilst these are implicit in the policy, the lack of explicit mention may lead staff not to treat it with equal importance or may lead customers to feel the resources and therefore the library service is not for them.
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: Through the public library user survey "did you find what you were looking for". The policy will be reviewed in light of internal audit recommendations and review of the library service by senior management and Lifelong Learning and Scrutiny Committee.
When will this EIA be reviewed?	This EIA will be revisited and reviewed on:

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	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 Stock Services Manager
Date to be submitted to Web Team for publication on EIA pages	31 st March, 2006