

Equality Impact Needs Assessment

Initial Screening

For guidance on completing this form please go to The Source; EEC Directorate; Equality & Diversity – to view the EINA Guidance Booklet.

Directorate:		Environment, Economy & Culture	Service Area:	Library Information Services
Name and Contact Details of Officer completing Assessment		Mark Peasley		Extension: 4281
Is this a new or are you reviewing an existing Strategy or Policy?		<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
Name of Strategy or Policy (S/P)		Performance and Management Information		
1.	Briefly describe the main aim, objective and/or purpose.	Review and improve the range of management information needed to measure the performance and take-up of services, as well as to meet corporate and national reporting requirements for performance indicators.		
2.	Are there any associated objectives of the S/P? Please explain.	No		
3.	Who is intended to benefit from this S/P and in what way? Please explain.	<p>Senior library managers and specialist staff need appropriate management information to plan and deliver services, and to monitor levels of service use and performance.</p> <p>Devon County Council, the Audit Commission and the Chartered Institute of Public Finance and Accountancy (CIPFA) require information about service use to measure how the Library Service is performing against national performance indicators.</p> <p>Local library managers and staff are interested in information about the take-up of services within their own library and how its performance compares with other libraries.</p> <p>Where they exist, 'Friends of Libraries' groups are interested to know if the work they carry out to support their local library results in increased levels of use.</p> <p>The general public also need to be informed about how the Library Service is performing against national standards.</p>		
4.	What outcomes are wanted from this S/P?	<p>A comprehensive and relevant set of data, provided in an accessible format, so that library staff are able to make full use of the information available to monitor, plan and deliver services more effectively.</p> <p>Members of the public are better informed about the levels of service use and how the library is performing against national standards.</p>		
5.	What factors/forces could contribute/detract from the outcomes?	<p>Technical constraints on the type and format of data which can be extracted from the library stock management system and the public access computer booking system</p> <p>Where relevant data are not available from existing automated or manual systems the cost and administrative effort of collecting the data is disproportionate to the likely</p>		

		benefit.
6.	Who are the main stakeholders in relation to the S/P?	Senior Library Managers
7.	Who implements this S/P and is responsible for it?	Service support staff responsible to the Service Support Manager who is a member of the Library Service's Strategic Management Team.

What Impact is the Strategy/Policy likely to have on different sections of the community? Questions 8-15 follow

8.	Are there concerns that the S/P could have a differential impact on racial groups?	<p>Y <input type="checkbox"/></p> <p>N <input checked="" type="checkbox"/></p>	<p>Please explain</p> <p>Performance and management data on the take up of services does not distinguish between the ethnic background of different library users, but the design of services takes into account the makeup of the local population (ethnic background, gender, age, sexual orientation, disability etc.)</p>
	What existing evidence (either presumed or otherwise) do you have for this?	Library user surveys identify ethnic background. Appropriate books and other materials are provided; e.g. books in Polish, aimed at migrant workers; introductory leaflet on using public access computers available in a wide range of languages.	
9.	Are there concerns that the S/P could have a differential impact due to gender ?	<p>Y <input type="checkbox"/></p> <p>N <input checked="" type="checkbox"/></p>	<p>Please explain</p> <p>Performance and management data on the take up of some services does distinguish between the gender of different library users. The design of services also takes into account the makeup of the local population (ethnic background, gender, age, sexual orientation, disability etc.)</p>
	What existing evidence (either presumed or otherwise) do you have for this?	Membership registration identifies gender (male or female); library user surveys also identify gender.	
10	Are there concerns that the S/P could have a differential impact due to disability ?	<p>Y <input type="checkbox"/></p> <p>N <input checked="" type="checkbox"/></p>	<p>Please explain</p> <p>Performance and management data on the take up of some services does distinguish between those who are registered disabled and other library users. The design of services also takes into account the makeup of the local population (ethnic background, gender, age, sexual orientation, disability etc.)</p>
	What existing evidence (either presumed or otherwise) do you have for this?	Membership registration identifies people registered as disabled; library user surveys also identify disability. Registered disabled are eligible for concessions.	
11	Are there concerns that the S/P could have a differential impact due to sexual orientation ?	<p>Y <input type="checkbox"/></p> <p>N <input checked="" type="checkbox"/></p>	<p>Please explain</p> <p>Performance and management data on take up of services does not distinguish between the sexual orientation of different library users; but the design of services takes into account the makeup of the local</p>

				population (ethnic background, gender, age, sexual orientation, disability etc.)
	What existing evidence (either presumed or otherwise) do you have for this?	The Library Service is in contact with relevant external organisations; e.g. The Intercom Trust.		
12.	Are there concerns that the S/P could have a differential impact due to age ?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Please explain Performance and management data on the take up of some services does distinguish between the age of different library users. The design of services also takes into account the makeup of the local population (ethnic background, gender, age, sexual orientation, disability etc.)
	What existing evidence (either presumed or otherwise) do you have for this?	Membership registration identifies the age of library users (date of birth recorded); library user surveys also identify age.		
13.	Are there concerns that the S/P could have a differential impact due to their religion or belief ?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Please explain Performance and management data on take up of services does not distinguish between the religion or beliefs of different library users but the design of services takes into account the makeup of the local population (ethnic background, gender, age, sexual orientation, disability etc.)
	What existing evidence (either presumed or otherwise) do you have for this?	Questions about religion and belief have not been included in library user surveys. Library Service staff will be aware of different religious groupings within the local population and working links may be established with relevant organisations; e.g. links between Exeter Central Library and the Islamic Centre in Exeter.		
14.	Are there concerns that the S/P could have a differential impact due to them being trans-gendered or transsexual ?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Please explain Performance and management data on take up of services does not distinguish between transgendered and transsexual and other library users; but the design of services takes into account the makeup of the local population (ethnic background, gender, age, sexual orientation, disability etc.)
	What existing evidence (either presumed or otherwise) do you have for this?	There is only limited anecdotal evidence that some transgendered or transsexual people make use of the library service. It is not clear that this group has different needs in terms of their use of the library service other than being treated with the same respect by staff as other library users.		
15.	Are there concerns that the policy could have a differential impact due to them having dependants/ caring responsibilities ?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Please explain
	What existing evidence (either presumed or	Performance and management data on take up of services does not distinguish between people with dependants or caring responsibilities and other library users; but the design of services takes into account the makeup of the local population (ethnic		

	otherwise) do you have for this?	background, gender, age, sexual orientation, disability etc.)		
16.	If any impacts above amount to an adverse impact, can this be justified?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Please explain Not applicable Currently, it is only be possible to track take up of some services by age, gender and disability status as this information can be collected as part of the membership registration process. To collect the additional data would require substantial changes to the membership database and adding data retrospectively for existing members would create a costly and unacceptable administrative workload for library staff. Also, the national trend is to make the joining process as simple and quick as possible in order to encourage people to join the library. There is also evidence from previous library surveys and feedback forms that members of the public object to answering too many questions on forms. Where possible, data can be collected on a sampling basis through occasional surveys of library users, or from feedback forms. Library staff will continue to use local demographic data and knowledge of their communities, including liaison with community groups, to identify the makeup of the local population which can then be applied to the planning and delivery of services.
17.	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Not applicable
18	Should the S/P proceed to full impact assessment?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	If yes, proceed to full assessment
	If no, what is required to ensure that this S/P complies with the requirements of the legislation e.g. change of wording, additional information	No known legislative requirements which apply specifically to the collection of performance and management information.		
Signed by completing Officer		Mark Peasley		Dated: 13 th May 2008
Signed by Head of Section				Dated:
Date to review this Assessment?		Please provide		Date of Review:

Please provide a signed copy to your Directorate Equality Representative, Natasha Cole, Lucombe House, County Hall and also email an electronic copy Natasha.cole@devon.gov.uk so the results can be published on the Council's website