

SP23 Equality Impact Assessment - Library Service budget efficiencies - staff

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Section one – information about the service and service change

Service affected	Library Service
Please provide a short description of the service / policy/project/project phase	<p>The County Council's Library Service is one of the largest and busiest in the country, with nearly 5 million visits and 5 million book issues per year. There are 40 libraries located throughout Hampshire.</p> <p>As part of the Transformation to 2021 (Tt21) programme, the Library Service was required to make £1.76m of annual savings from April 2021 and recommendations to achieve this were approved by the Executive Member for Recreation and Heritage at his Decision Day on 28th July 2020. The recommendations included the closure of 8 libraries and an average 20% reduction in opening hours.</p>

	<p>As a result, a consultation process in respect of a restructure of frontline library staff commenced in September 2020, with a revised structure being implemented from May 2021.</p> <p>During this period, the service was required to set its annual budget for 2021/22 by October 2020, and given ongoing consultation, could not make any specific assumptions about staffing structure and associated costs that would be in place from April 2021. The budget was therefore set, taking account of the £1.76m savings.</p> <p>The new staff structure took effect from 1st May 2021.</p>
<p>Please explain the new/changed service/policy/project</p>	<p>The Budget Efficiencies opportunity is primarily based on making savings from within current budgets and without significant change to the workforce.</p> <p>It is about ensuring the budget allocation, particularly for Library Service staffing, is accurate and reflective of the workforce in place and the services provided, following the implementation of the Tt21 programme. Any 'surplus' budget will be identified as a savings opportunity.</p> <p>There is no proposal within this workstream for any staff within the structure to have changes to their role or responsibilities.</p> <p>Any further savings identified as a result of staffing efficiencies achieved through the creation of the Culture and Information Services management portfolio may not be known for some time while the management requirement of this service is fully established.</p> <p>In the event of any staff impacts identified as the workstream progresses this EIA will be updated or a further, detailed EIA will be undertaken.</p>

Engagement and consultation

The County Council's *Serving Hampshire Balancing the Budget* consultation (2021-2023) will seek residents' and stakeholders' views on strategic options for funding the Authority's budget gap. Where applicable, detailed proposals for making savings will be subject to further, more detailed 'stage two' consultation before any decisions on service specific changes are made.

Has any pre-consultation engagement been carried out?

(Delete as appropriate)

Yes		
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Describe the consultation or engagement you have performed or are intending to perform.

Describe who was engaged or consulted. What was the outcome of the activity and how have the results influenced what you are doing? If no consultation or engagement is planned, please explain why.

In 2020 the Library Service undertook a significant consultation which attracted 28,000 responses. This consultation informed the proposals to restructure the customer-facing elements of the Public Library Service. There was significant support for reducing staff costs, including suggestions to "*find the cost savings through reduction of administrative and management staff*". The Executive Member Decision Report, published in July 2020 committed to a further exercise beyond April 2021 to reduce the scale of the workforce proportionally to match the scale of the Service. Once a full review has taken place and the outcomes are known, more detailed proposals for change as a result of the review maybe put forward. Should there be an impact on staff a consultation may need to be undertaken and HR will be involved.

It is not anticipated that there will be any reduction in the workforce as a result of this workstream. Once the review is completed, any impacts on service users and/or staff will be considered further from an equalities perspective.

Section two: Assessment

Table 1 Impact Assessment

Protected characteristic (see EIA Guidance for considerations)	Positive	Neutral	Negative - low	Negative - Medium	Negative - High	Affects staff, public or both?
Age			X			Staff
Disability			X			Staff
Gender reassignment		X				Staff
Pregnancy and maternity			X			Staff
Race		X				Staff
Religion or belief		X				Staff
Sex			X			Staff
Sexual orientation		X				Staff
Marriage & civil partnership		X				Staff
Poverty		X				Staff
Rurality		X				Staff

Table 2 Geographical impact

Does the proposal impact on a specific area?

Area	Yes / no	Area	Yes / no	Area	Yes / no
All Hampshire	Yes	Fareham		New Forest	
Basingstoke and Deane		Gosport		Rushmoor	
East Hampshire		Hart		Test Valley	
Eastleigh		Havant		Winchester	

Section three: Equality Statement

Table 3 Consideration of and explanation for neutral or low negative impacts

Protected characteristic	Brief explanation of why this has been assessed as having neutral or low negative impact
Age	<p>The age profile of impacted teams, if applicable, is broadly in line with the County Council as a whole.</p> <p>There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be negative-low. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic.</p>
Disability	<p>7% of Library Service staff have disclosed having a disability, compared with 3.5% for Hampshire County Council.</p> <p>There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic,</p>

	but it would be expected to be negative-low. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic.
Gender Reassignment	Until the review is complete and required workforce changes, if any, are confirmed, it is difficult to know the extent of the impact of this on protected characteristics but there is currently no evidence that it would be disproportionately affected by any workforce changes.
Pregnancy and Maternity	There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be negative-low. Any staff on maternity leave during any period of workforce change would be given the opportunity to engage in relevant consultation and be kept briefed throughout the process. This equally applies to those off on paternity and adoption leave. There is no evidence that this protected characteristic would be disproportionately affected by changes set out in this workstream.
Race	Neutral - There is no evidence that this protected characteristic would be disproportionately affected by this proposal.
Religion or Belief	Neutral - There is no evidence that this protected characteristic would be disproportionately affected by this proposal.
Sex	There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be negative-low. It is recognised that around 90% of staff in the potentially affected groups are women which is different to the wider HCC ratio (24% male, 76% female). Overall, therefore, any changes would have more impact on women in the wider workforce compared to men. The impact has been assessed as low. This impact would be reviewed and subject to amendment if and when any specific proposals are determined. If required, stringent decision-making processes would be put in place to ensure that individuals are not unfairly disadvantaged because they possess a particular characteristic. Engagement and relevant consultation with all staff would be carried out as appropriate, with due regard given to the County Council's HR advice and processes.

Sexual Orientation	Neutral - There is no evidence that this protected characteristic would be disproportionately affected by this proposal.
Marriage and Civil Partnership	Neutral - There is no evidence that this protected characteristic would be disproportionately affected by this proposal.
Poverty	<p>The grade profile of the majority of staff working for the Library Service is towards lower grades (Grade C on HCC salary scale). This grade profile reflects the nature of the roles required within library service. Around 75 % of Library Service staff work part-time. There are not any changes anticipated to staffing structures, roles and responsibilities as a result of this workstream. Until the review is complete and any required workforce changes are confirmed, it is difficult to know the extent of the impact of this on this protected characteristic, but it would be expected to be neutral.</p> <p>In the event of any confirmed workforce changes, the impact of factors such as a potential loss of income would be considered further and the assessment reviewed.</p>
Rurality	Until the review is complete and required workforce changes, if any, are confirmed, it is difficult to know the extent of the impact of this on protected characteristics but there is currently no evidence that it would be disproportionately affected by any workforce changes.

Table 4 Explanation and mitigation for medium and high impacts

Protected characteristic	Brief explanation of why this has been assessed as having medium or high negative impact	Is there a Geographical impact? If so, please explain -use list below to identify geographical area(s)	Short explanation of mitigating actions
N/A			

Table 5 Consideration of and explanation for positive impacts

Protected characteristic	Brief explanation of why this has been assessed as having positive impact
N/A	

Box 1 Please set out any additional information which you think is relevant to this impact assessment:

The changes proposed are not likely to have any impact on service delivery to customers and therefore an EIA has not been undertaken for this group. As more detail and potential impacts of the proposals become known, and if as a result it is necessary, a further EIA will be completed accordingly.

Box 2

If appropriate, (i.e., it is immediately evident that a full EIA is not necessary) please provide a short succinct assessment to show that due regard has been given and that there is no requirement for a full EIA:

N/A