

SP23 Equality Impact Assessment - Library Service Structure review – staff

EIA writer(s) and authoriser

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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 in the country, with over 5.1 million visits per year and over 5 million book issues per year.</p> <p>Transformation to 2021 (T21) saw a large-scale review of Hampshire's Library Service, reducing to 40 public libraries, open for 1,216 hours per week. As a result of this the Library Team Assistants (LTAs) went through a Staff Consultation and reduced from 166 full time equivalents (FTE) to 149 FTE.</p> <p>The LTAs are managed and supported by 32 Library Team Managers (LTM) (28.78 FTE) and 9 (6.73 FTE) Administration Officers. The roles are currently split across 5 geographical areas and 9 clusters for the purpose of rostering.</p>

<p>Please explain the new/changed service/policy/project</p>	<p>As part of the T21 Transformation Programme, which largely affected customer-facing LTA roles, it was recognised that a further phase of review would be required to ensure the impacts of these changes on management and support staff was managed. The reduction in scale of the Service in terms of number of branches and staff management responsibilities has led to an uneven split of responsibilities across the management and support teams, and a potential surplus of staff in some areas.</p> <p>For SP23 it is initially proposed to carry out a full review of the LTM role, considerations so far include:</p> <ul style="list-style-type: none"> - Some potential FTE reductions, specifically to include the FTE reductions relating to the Winchester Discovery Centre (WDC) Project. - A review of the role and responsibilities in the role profile - More even split of direct reports - More even split of Libraries (currently identified by Tier and number of hours open) - Review of Saturday working and None Working Days - Future Working <p>Further phases will look at other areas of the Service, including Admin Support staff. The primary focus of the review is Service Improvement, with any savings related to staff reductions expected to be through voluntary measures. Firstly, through Vacancy Management, and if necessary Voluntary Redundancies.</p>
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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.

LTM's and Admin Officers have been involved in initial discussions on what the Review may look like, with Library Team Managers and Admin Officers completing a task survey and preparing to participate in a Time and Motion Study. Area Managers are continuing these conversations with their teams and a formal Staff Consultation is expected to take place Autumn/Winter 2021, which would be undertaken in line with the County Council's HR advice, policies and procedures.

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
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Age	Although the proposed changes are not likely to have any specific impacts on individuals depending on their age, it is recognised that 35% of the workforce are over 55 (32% 55-64 and 3% over 65), this is slightly lower than the average across Public Libraries (38%) but higher than across the CCBS department (28%). Due to the approach of the review focusing on Service Improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be a specific impact on this protected characteristic. However, if the redundancy route is required (voluntary or compulsory) consideration will be needed of the impacts to individuals who are over 55, therefore an impact has been identified but is assessed as low as this is unlikely.
Disability	8% of individuals in the Library Team Manager and Admin Officer cohort are identified as having a disability, this is higher than across Public Libraries (5%) and CCBS (3%). However, due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be a specific impact on this protected characteristic.
Gender reassignment	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
Pregnancy and maternity	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
Race	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic. Currently no staff have identified as BAME within the Library Team Manager and Admin Officer cohort.
Religion or belief	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
Sex	Although the proposed changes are not likely to have any specific impacts on women compared to men, it is recognised that 92% of staff in the Library Team Manager and Admin Officer cohort are women. In addition, 38% of the workforce are part-time, all of which are female. Therefore, overall the changes will have slightly more impact on women in the wider workforce compared to men, though this is assessed as low.

Sexual orientation	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
Marriage & civil partnership	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.
Poverty	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic. However, it is recognised that there may be an impact on travel costs if a change of work base/location is required, the review only includes staff on Grades D and E and will seek to minimise the impact of this, therefore Poverty is assessed as Neutral.
Rurality	Due to the approach of the review focusing on service improvements and any staff reductions anticipated to be through voluntary means, there is not thought to be an impact on this protected characteristic.

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:

An EIA specific to the Winchester Discovery Project has been undertaken.
This review effects internal staff only and is not expected to impact on the public, any effects to the public would be a service improvement as the customer facing teams would be better supported.

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