

# Decision Pathway – Report



**PURPOSE:** For reference

**MEETING:** Cabinet

**DATE:** 02 October 2018

<b>TITLE</b>	<b>Library Strategy</b>		
<b>Ward(s)</b>	All		
<b>Author:</b>	<b>Kate Murray</b>	<b>Job title:</b>	<b>Head of Libraries</b>
<b>Cabinet lead:</b>	<b>Councillor Asher Craig</b>	<b>Executive Director lead:</b>	<b>Patsy Mellor</b>
<b>Proposal origin:</b> Councillor			
<b>Decision maker:</b> Cabinet Member			
<b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>			
<ul style="list-style-type: none"> <li>To approve the development of a library strategy that will include a vision and a development plan for the service.</li> <li>To note ongoing community conversations around all 27 Libraries to inform the strategy and inform how we develop sustainable libraries for the future.</li> </ul>			
<b>Evidence Base:</b>			
<p>At the July 2018 cabinet it was confirmed that Bristol City Council will continue to manage all existing 27 libraries across the city with the current locations, library staff and opening hours with the existing budget.</p> <p>It has been acknowledged both internally and with external consultants that the service has no strategic plan for development and this period of stability is an ideal opportunity to test and refresh the vision agreed in the September 2015 cabinet and create a longer term library strategy.</p> <p>Subject to approval at cabinet, work will begin in October 2018 with a library strategy to be produced in April 2019.</p> <p>The library strategy will take into consideration all the feedback from the 2017 Your Neighbourhood consultation, the subsequent meetings and conversations and ongoing interest from organisations and groups. It will also reference the ongoing conversations with academic institutions, supporters and funding bodies that have interest in Bristol and the service.</p> <p>As part of the strategy we will consider whether the current library sites are the most suitable in local locations, including the Central Library, looking at how best to maximise city assets. Any relocation would be subject to a proper understanding of the costs versus the benefits.</p> <p>The strategy will have a strong element of co-production as its development will run in parallel with the proposed community engagement. It is likely to include opportunities for extending digital access in libraries and consideration of how to modernise libraries.</p> <p>The strategy will contain a vision for the service, an explanation of what a future service for Bristol could be, and a development plan leading to a service that is sustainable and more community focused. Libraries are already a natural community hub, bringing people and communities together in a free and welcoming space. We will explore that more can be added to these sites and library services. There were many suggestions and proposals put forward</p>			

in the consultation and in subsequent discussions. We are now in a position to look in detail at local ideas and solutions and these suggestions will form the basis of the community conversations, where we will consider community led solutions for extending the service and building use for a more sustainable service in the future. As there is no current strategy or development plan, these initial conversations will aid the development of library strategy. We will also use any engagement with Communities Scrutiny to shape the development of the strategy.

**Recommendations:**

1. To approve the development of a library strategy
2. To note ongoing community conversations around all 27 Libraries
3. To approve the allocation of resources (up to £359K) to support ongoing community conversations and strategy development.
4. To note the commencement of a library technology review which will include the procurement of replacement self-service kiosks, and revision of all existing contracts

**Corporate Strategy alignment: From the Corporate Plan:**

EC4 Prioritise community development and enable people to support their community.

**City Benefits:** EC4 Prioritise community development and enable people to support their community

**Consultation Details:** Citywide Your Neighbourhood Consultation June – Sept 2017 - Appendix B, public meetings, staff meetings, Scrutiny Task and Finish Group August to October 2017 and January – April 2018, Friends Groups and Campaigners meetings, Executive Board and Political Cabinet

<b>Revenue Cost</b>	Up to £359k	<b>Source of Revenue Funding</b>	Earmarked Reserve BX138
<b>Capital Cost</b>	N/A	<b>Source of Capital Funding</b>	N/A
<b>One off cost</b> <input checked="" type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:** This paper requests approval to commence the development of a Library strategy. This activity may require project management expertise and it is requested that the cost of such resource (up to £359k) be funded from an Earmarked Reserve (BX138 - created from a one-off Libraries underspend in 17/18 and confirmed as holding £359k).

This latest proposal is not intended in itself to generate any savings.

It continues to be the case that the existing Libraries savings target for 18/19 will be covered from the Mayoral Consultation Reserve. Savings targets for 19/20 and thereafter will be considered as part of the refresh of the medium term financial plan and 2019/20 budget process to be considered by Council in February 2019.

**Finance Business Partner:** Jemma Prince, 13/8/18

**2. Legal Advice:** Whilst the formation of a library strategy does not have any direct legal implications the service should take legal advice on the need for appropriate and proportionate consultation on any service changes and compliance with the public sector equality duty.

**Legal Team Leader:** Sarah Sharland, Senior Solicitor, 18/7/18

**3. Implications on ICT:** A technology review is a noted element of the proposal; therefore it is essential that IT Services continue to be engaged, via Change Services, in the development and implementation of these proposals. Ongoing support arrangements will also need to be factored into implementation plans.

**ICT Team Leader:** Ian Gale, 13/7/18

**4. HR Advice:** Whilst the formation of a library strategy does not have any direct HR implementations, the service is advised to ensure staff are engaged where appropriate, in the formation of the strategy. Any subsequent review relating to workforce or working arrangements would need to be implemented via a managing change process, in accordance with the council's HR policies.

<b>HR Partner:</b> Celia Williams, People and Culture HR Business Partner, 16/7/18		
<b>PR officer:</b> Kirsty Stilwell, Senior Public Relations Officer, 16/7/18		
<b>EDM Sign-off</b>	Patsy Mellor	8/8/18
<b>Cabinet Member sign-off</b>	Councillor Asher Craig	9/8/18
<b>CLB Sign-off</b>	Mike Jackson	21/8/18
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	3/9/18

<b>Appendix A – Further essential background / detail on the proposal</b>	<b>YES</b>
<b>Appendix B – Details of consultation carried out - <a href="https://www.bristol.gov.uk/documents/20182/1188753/Your+neighbourhood+2017/290ab75f-ff03-f4aa-3171-e657bda871b8">https://www.bristol.gov.uk/documents/20182/1188753/Your+neighbourhood+2017/290ab75f-ff03-f4aa-3171-e657bda871b8</a></b>	<b>YES</b>
<b>Appendix C – Summary of any engagement with scrutiny – Report of the Task and Finish Group on Libraries <a href="https://democracy.bristol.gov.uk/documents/s16989/Appendix%20A%20Draft%20Report%20Libraries%20Task%20and%20Finish%20Group%20v4.pdf">https://democracy.bristol.gov.uk/documents/s16989/Appendix%20A%20Draft%20Report%20Libraries%20Task%20and%20Finish%20Group%20v4.pdf</a></b>	<b>YES</b>
<b>Appendix D – Risk assessment</b>	<b>NO</b>
<b>Appendix E – Equalities screening – Service and staff</b>	<b>YES</b>
<b>Appendix F – Eco-impact screening/ impact assessment of proposal</b>	<b>YES</b>
<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Combined Background papers</b>	
<b>Appendix J – Exempt Information</b>	<b>NO</b>
<b>Appendix K – HR advice</b>	<b>NO</b>
<b>Appendix L – ICT</b>	<b>NO</b>

## Appendix A

### Community Engagement

1. The confirmation of a council run library service offers a window of opportunity for essential conversations with local communities. It is vital that the service and the communities use this period to work together to pilot new approaches, extend the current services offered from the building, maximise use of the buildings and explore new partnerships. This is a different approach to the previous proposal and will be led by community needs and solutions. We trust that communities are best placed to coproduce a future service that works for them.
2. Whilst the longer term future is uncertain (as for many council services), this opportunity to explore change will lead to a more community involved service that is more resilient and able to adapt to future scenarios. We will also use this time to understand future needs of local communities and develop a strategy to adapt to changed reading and usage habits.
3. We propose to begin local community engagement around all 27 library sites from October 2018, to discuss the library buildings and services, other neighbourhood assets, local needs, ideas previously presented and new ideas. We will aim to talk to all 27 communities initially to inform the strategy and then develop a more phased approach for future in depth return conversations. There will be council officer support for communities to further any suggestions or turn ideas into pilot projects.
4. These conversations will include local councillors and community organisations. They will form a basis for ongoing engagement, the potential formulation of more Friends Groups and will explore how the library service and buildings can be extended by community-led use. We will be clear to the community if there are any constraints to consider, such as insurance, lease agreements and any legal issues. We will aim to involve current and potential users of the service and space and are keen to involve the Youth Mayors.
5. We have a wealth of information from the 2015 library consultations and the 2017 Your Neighbourhood Consultation. We also had suggestions and proposals as part of the consultation in 2017. We will use this as the basis for starting the community conversations. We will support this work by using council project resources that will help facilitate conversations across communities and partners. Engagement will be supported by research of what others are doing outside of Bristol, and what may be possible in Bristol. We will compliment this work with internal discussions to take advantage of any Property or service developments in local neighbourhoods.
6. Library staff will be involved at a local library level as they have valuable professional knowledge of the service, and the needs of their local communities and citizens.
7. We are aware that the communities have experienced a lot of recent consultation about the service and want to be very clear that the community conversations are not assessments or based around any criteria. They will not be based around savings targets. We are very interested in exploring in more depth the ideas and suggestions already presented, as well as

any new ideas. It is intended that these will supplement or enhance the existing library service, and will be community led. We imagine each community conversation may be different.

8. We recognise that this work will take some time to complete and will aim to work with all communities equally in the first phase to inform the strategy, and then in a more detailed way in the second phase. We will undertake a phased approach as we can pilot projects and pass on the lessons learnt to other areas, so will prioritise library development as some ideas and plans may be more formed than others. They may be existing interest and groups that can form part of a first pilot. This will reflect community readiness. However, conversations will happen in all existing library locations. The work will be flexible and iterative so as not to lose opportunities that may arise from wider developments in local areas and other, as yet unknown, property changes.
9. The existing Libraries savings target for 18/19 will be covered from reserves and savings targets for 19/20 and thereafter will be considered as part of the refresh of the medium term financial plan and 2019/20 budget process in February 2019. The budget has not increased nor has any capital funds been granted. Therefore the community conversations will be held in an honest and pragmatic way - with the service being clear about what is possible within that budget. Any savings which may be realised will be reinvested in the service, in this three year time period.

#### Technology Review

10. The library service is supported by a range of technology – from the free public computers and booking systems to the self-service kiosks - and we now need to ensure that all the contracts are compliant with a longer term strategy for the service and procurement policies for the council. This will begin with work on a mandate to review all the technology contracts, assisted by the Project Management officers.
11. The library service offers a service over 7 days and needs to have resilient systems in place that are supported as a frontline service for the council. The current support is only weekdays. We will consider this as part of the technology review.

#### Continuous Service Development

12. The library service will continue to identify and deliver service improvements as business as usual and will begin by a change of shelving in Bedminster Library, which is likely to mean a short-term closure, and a revision of the layout in the Central Library.
13. We will investigate and then implement a way to improve the Central Library opening hours. We have extensive feedback on usage patterns and customer and staff comments on the impact on the service, since April 2016, when the hours were reduced. If implemented this may enhance digital inclusion with more access to the more than 50 free public computers held at Central. This will be within the existing revenue service budget.

14. We will investigate and implement increases in some priority branch opening hours to improve access for current and potential customers. This will be within the revenue budget. The priority sites will be those whose current hours are more inconsistent and have evidence through usage that an increase would increase access.
15. The provision of additional hours to the service will not impact or delay the community conversation but run parallel to it. Following the 25% reduction in opening hours in April 2016, initially borrowing and visits decreased, but not as a percentage, as much as opening hours. However, we are now seeing a further reduction in borrowing and visits as usage patterns settle after the April 2016 change. There has been no significant change to our service or to our stock offer during this period, but the change in opening hours has reduced access to almost all of our libraries. Therefore we anticipate that the addition of extra opening hours will increase use of the service.
16. We will continue to explore new partnerships and digital pilots to enhance the service, working with established and new partners who have come forward during this period of review.

#### 2017 “Your Neighbourhood” Consultation

17. In the 2017 Your Neighbourhoods consultation, the service originally asked two questions; question 1 asked respondents about their preference for three options for which ten libraries should continue to be run by Bristol City Council; question 2 was a free text question which invited any other feedback on the changes to Bristol Libraries, including suggestions of a different way forward. The full report is available at the link in Appendix B.
18. There were 3,749 responses to the Your Neighbourhoods survey. 93% of these filled in the section about libraries.
19. Of 3,473 people who responded to the libraries consultation, 2,132 people (61%) selected a preferred option of the three libraries options proposed. 286 (13% of those who selected an option) of these also expressed a dislike of all three options in the free text response. A further 1,341 respondents (39% of 3,473 library respondents) provided free text comments - mostly expressing concern and / or alternative suggestions for running the future library service - but did not select a preferred option in question 1. 816 (almost two-thirds of the 1,341) explicitly stated that they did not support any of the three options.
20. The library service wants to respond to the outcome of the above consultation, subsequent discussions with campaigners and members and the changed financial position from Cabinet in July 2018, where the savings target originally set at £1.4m, was removed to allow for the community conversations to happen and be implemented.

**ENDS**

## Bristol City Council Equality Impact Assessment Form



Name of proposal	Library Strategy - Service Impact
Directorate and Service Area	Communities, Libraries
Name of Lead Officer	Kate Murray

### Step 1: What is the proposal?

#### 1.1 What is the proposal?

##### Background

Due to increasing constraints on financial resources, Bristol City Council needed to make significant budget savings in order to avoid a projected shortfall of £92M a year from 2017. Following the consultation on budget proposals at the end of 2016, a budget saving for Bristol Libraries was agreed by Bristol's Full Council in February 2017. This proposal was that the budget of £4.66M for Bristol Libraries would reduce by a total of £1.4M over three years from April 2017. This would have reduced the budget for Libraries by approximately 30%.

In February 2017, the budget proposals were agreed at Full Council, and this included the proposal that £1.4M would be saved from the Library Service budget. Between June and September 2017, as part of the Your Neighbourhood consultation, we consulted citizens, stakeholders and staff on proposals to reduce the number of Council-run libraries, while meeting our statutory duty to ensure the City of Bristol has a "comprehensive and efficient" library service. The library service is statutory which means that Bristol City Council has to ensure that a library service is provided in Bristol.

##### Revised Proposal – July 2018

Following consideration of all the feedback a revised proposal was confirmed at the July 2018 Cabinet meeting. It was confirmed that Bristol City Council will continue to manage 27 libraries, with the existing budget, staff resources and opening hours.

### October 2018 proposal

The recommendations to Cabinet in October 2018 are as follows:

- To approve the development of a library strategy
- To delegate authority to the relevant Executive Director to approve the strategy in conjunction with the S151 Officer and in discussion with the Cabinet lead for Libraries
- To note ongoing community conversations around all 27 Libraries
- To approve the allocation of resources (up to £359K) to support ongoing community conversations and strategy development.
- To note the commencement of a library technology review which will include the procurement of replacement self-service kiosks, and revision of all existing contracts

## **Step 2: What information do we have?**

### **2.1 What data or evidence is there which tells us who is, or could be affected?**

The library service is a universal service and available to all; therefore people across the city could be affected by the proposals, whether or not they currently regularly use the library service.

We have city-wide data from the 2011 Census which includes: age; disability; sex; ethnicity; religion

We also have age data available from our library membership database.

In 2014, during our previous library service redesign work, we captured information from our consultation work with various equalities groups. This gives us valuable insights into the type of impact that changes to the library service are likely to have on individuals in these groups.

There are other sources of factual information about people with protected characteristics in Bristol which might have implications for future library proposals, and we would be mindful of these as this EqIA is updated:

- “The population of Bristol is now almost 450,000 people and has grown at a faster rate than nationally, especially in the inner city. The population is relatively young with a high but falling birth rate, but there

has been an increase in older people in the North and West inner locality. The city is increasingly diverse especially amongst children, and Somalia and Poland are the most common countries of origin for non-UK born mothers.”

(Bristol JSNA: <https://www.bristol.gov.uk/policies-plans-strategies/jsna-data-profile>)

- “The population is projected to increase 10.4% to 488,500 by 2024. The child population is projected to rise 16.2% by 2024 (13,400 more children). The proportion of older people is lower than nationally but is now rising, mainly in the North & West (inner) - Projected to be 7,700 additional people 65 & over by 2024, a 13.1% rise.”

(Bristol JSNA: <https://www.bristol.gov.uk/policies-plans-strategies/jsna-data-profile>)

- 52% satisfied with libraries (48% for most deprived areas); 28% with a limiting illness, health problem or disability (45% in most deprived areas).

(<https://www.bristol.gov.uk/documents/20182/33896/Quality+of+Life+survey+2017-18+report+%28final%29.pdf/502d1c1d-24b0-5df5-a3f0-25734bd782af>)

- The population of Bristol has become increasingly diverse and some local communities have changed significantly. There are now at least 45 religions, at least 180 countries of birth and at least 91 main languages spoken. The proportion of the population who are not ‘White British’ increased from 12% (2001) to 22% (2011).

(<https://www.bristol.gov.uk/documents/20182/32947/State+of+Bristol+Key+Facts+2017-18/94b14c82-b664-0f5f-4487-8623f4be9ae6>)

## **2.2 Who is missing? Are there any gaps in the data?**

We don’t hold city-wide, general population data on sexual orientation, gender reassignment or pregnancy/maternity, though we do have estimated figures for LGB and Transgender people in Bristol.

We don’t currently hold equalities data on library members apart from age.

## **2.3 How have we involved, or will we involve, communities and groups that could be affected?**

The Your Neighbourhood consultation was a city-wide consultation that

received 3,749 responses, 3,473 of which were in relation to the library service proposals. Among these responses we have feedback both from people with protected characteristics and from people concerned about those with protected characteristics. During the consultation period there were also 8 public meetings, as well as more focussed meetings with equalities groups.

### Step 3: Who might the proposal impact?

#### 3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?

We do not believe that the proposals for Cabinet in October 2018, in themselves, have any potentially adverse impacts on people with protected characteristics.

The proposed community conversations area likely to lead to changes to the library service, though it is hoped that these changes will mean enhancements to the service provided. Where there is potential for any future changes to impact adversely on people with protected characteristics, this EqIA will be updated to reflect those considerations.

During the Libraries for the Future consultations in 2014 and 2015 and the Your Neighbourhoods consultation in 2017, we had feedback from many people with protected characteristics via the surveys and at face-to-face meetings. The dominant themes from this feedback that are likely to be most impacted by any future changes to the library service are as follows:

Equalities group	Requirements
Older people	<ul style="list-style-type: none"> <li>• Easy access and proximity to the home</li> <li>• Continued access to book lending</li> <li>• A safe, physical space to spend time around other people and engage in the community, which is nonetheless not overly noisy</li> <li>• Access to information about events and neighbourhood news</li> <li>• Access to ICT facilities, and help to use them</li> <li>• Libraries on bus routes</li> </ul>
Younger people	<ul style="list-style-type: none"> <li>• Easy access via public transport or walking, including from universities, schools and</li> </ul>

	<p>colleges</p> <ul style="list-style-type: none"> <li>• Study / work space, preferably quiet</li> <li>• Modern, welcoming venues for meeting other people</li> <li>• Access to ICT facilities, particularly wifi and computers for study/homework</li> <li>• Access to books for homework</li> <li>• A place to go that gives independence</li> <li>• Access to a wide range of books to read</li> </ul>
BME people	<ul style="list-style-type: none"> <li>• Libraries that function as spaces to socialise with friends and colleagues</li> <li>• Connections between libraries and other organisations / services within the community</li> <li>• Modern, welcoming buildings</li> <li>• Culturally relevant stock</li> <li>• Books and courses for people with English as a second language</li> <li>• Libraries are good for social cohesion</li> </ul>
Disabled people	<ul style="list-style-type: none"> <li>• Good accessibility into and within building, and accessible facilities (e.g. signage, toilets)</li> <li>• Large print and audio books and assistive/accessible ICT services</li> <li>• Easy parking / transport</li> <li>• A safe space to visit, to reduce social isolation and increase access to events</li> <li>• Co-location with other services</li> <li>• Staff to help with advice and services</li> <li>• Near to home – not too far to travel</li> </ul>

**3.2 Can these impacts be mitigated or justified? If so, how?**

The work resulting from these proposals (if agreed) may bring changes to the library service, but these changes are currently unknown. As plans for changes to libraries develop, this EqIA will be updated with any potential adverse impacts considered for mitigation of justification.

**3.3 Does the proposal create any benefits for people with protected characteristics?**

The work resulting from these proposals (if agreed) may bring enhancements to the library service, and therefore benefits to library users, but these changes are currently unknown. As plans for changes to libraries develop, this EqIA will be updated with any potential adverse impacts considered for mitigation of justification.

**3.4 Can they be maximised? If so, how?**

As above.

**Step 4: So what?**

**4.1 How has the equality impact assessment informed or changed the proposal?**

It is expected that as the library strategy and community conversation proceeds, more details about the possible changes to the library service will become clear.

The EqIA will be updated to reflect possible impacts as the potential changes to the service are clarified, and these updates will, in turn, inform the proposals.

**4.2 What actions have been identified going forward?**

In early 2019 we plan to develop a customer survey which will enable us to capture improved equalities data of our current library users. We can then use this data to inform this EqIA.

**4.3 How will the impact of your proposal and actions be measured moving forward?**

This will be considered once the details of future changes are more defined.

Service Director Sign-Off:

Equalities Officer Sign Off:



Date: 06/08/2018



Duncan Fleming

Date: 19/7/2018

## Bristol City Council Equality Impact Assessment Form



Name of proposal	Library Strategy - proposals Staff impact October 2018
Directorate and Service Area	Communities
Name of Lead Officer	Kate Murray

### Step 1: What is the proposal?

#### 1.1 What is the proposal?

##### Background

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In the previous review of 2014/2015, we had an extensive citywide consultation about libraries and we have learned a lot from that feedback, which is still helpful. Since then we have reviewed the effect of those changes with the staff and through the Citizens' Panel. The Citizens' Panel is a group of around 2,000 residents who reflect the diversity of the city and regularly answer a range of consultations. We also have customer and staff feedback about the opening hours. We will also be using what we've learned from that feedback in this review.

In February 2017, the budget proposals were agreed at Full Council, and this included the proposal that £1.4M would be saved from the Library Service budget. Between June and September 2017, as part of the Neighbourhoods consultation, we consulted citizens, stakeholders and staff on proposals to reduce the number of Council-run libraries, while meeting our statutory duty to ensure the City of Bristol has a "comprehensive and efficient" library service. The library service is statutory which means that Bristol City Council has to ensure that a library service is provided in Bristol.

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- To note the commencement of a library technology review which will include the procurement of replacement self-service kiosks, and revision of all existing contracts

**This EQIA concerns the staff impact.**

## **Step 2: What information do we have?**

### **2.1 What data or evidence is there which tells us who is, or could be affected?**

At this time, the extent of any impact as a result of the recommendations in this cabinet paper is difficult to judge. If approved, the work that will follow the recommendations will lead to this EqIA being updated as impact becomes clearer.

We currently have an establishment of 110.77 FTE in the library service. As of 18 July 2018, we have 100.49 FTE currently employed, of which 16.09 FTE are FTCs which is 16.01% of the total staff. Some FTC are reaching the two year limit of employment.

The library service has a higher than average number of women, with many working part time shifts, due to the nature of the current opening hours' patterns in libraries. We will look to follow best practice Council process to

mitigate negative impacts wherever possible and this EqIA will be updated as necessary.

From the diversity information held on the HR system we have the following data from April 2018:

	All staff in post (Permanent & Fixed Term, not Casuals)	Permanent staff (who will be affected by Managing Change)
Gender	Female – 76.9% Male – 23.1%	Female – 77.5% Male – 22.5%
Ethnicity	White British – 82.6% BME background – 14.9% No data – 2.5%	White British – 86.2% BME background – 11.5% No data – 2.3%
Age	16-24 – 5.2% 25-64 – 91.3% 65+ - 3.5%	16-24 – 0.7% 25-64 – 94.9% 65+ - 4.3%
Disability	Yes – 7.6% No – 88.2% No data – 4.1%	Yes – 7.3% No – 87.6% No data – 5.1%
Sexual Orientation	LGB – 6.1% Heterosexual – 53.4% No data – 40.5%	LGB – 4.6% Heterosexual – 51.9% No data – 43.5%
Religious Belief	None – 32.5% Christian – 23.3% Other – 2.5% No data – 41.7%	None – 23.8% Christian – 26.9% Other – 2.3% No data – 46.9%

## 2.2 Who is missing? Are there any gaps in the data?

The HR system does not provide information on staff who may be transgender. From our diversity survey in 2012/13 of 194 respondents we know 1% who responded at that time are transgender.

## 2.3 How have we involved, or will we involve, communities and groups that could be affected?

At this time, the extent of any impact as a result of the recommendations in this cabinet paper is unknown. If approved, the work that will follow the recommendations will lead to this EqIA being updated as any impact becomes clearer.

### Step 3: Who might the proposal impact?

3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?

At this time, the extent of any impact as a result of the recommendations in this cabinet paper is unknown. If approved, the work that will follow the recommendations will lead to this EqIA being updated as any impact becomes clearer.

3.2 Can these impacts be mitigated or justified? If so, how?

Not yet known

3.3 Does the proposal create any benefits for people with protected characteristics?

Not yet known

3.4 Can they be maximised? If so, how?

Not yet known

### Step 4: So what?

4.1 How has the equality impact assessment informed or changed the proposal?

Not at this stage

4.2 What actions have been identified going forward?

None at this stage

4.3 How will the impact of your proposal and actions be measured moving forward?

Not yet known

Service Director Sign-Off:



Date: 06/08/2018

Equalities Officer Sign Off:



Duncan Fleming

Date: 19/7/2018

## Eco Impact Checklist

**Title of report: Library Strategy**

**Report author: Kate Murray**

**Anticipated date of key decision: 02/10/2018**

**Summary of proposals: Cabinet Member / Officer Recommendations:**

- To approve the development of a Library Strategy
- To delegate authority to the relevant Executive Director to approve the strategy in conjunction with the S151 Officer and in discussion with the Cabinet lead for Libraries
- To note ongoing community conversations around all 27 Libraries
- To approve the allocation of resources (up to £359K) to support ongoing community conversations and strategy development.
- To note the commencement of a library technology review which will include the procurement of replacement self-service kiosks, and revision of all existing contracts

Will the proposal impact on...	Yes/ No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Y	+ive	Opportunity around re-procurement of kiosk services.	Look at energy efficient models (e.g. ICT specification and operation) for kiosk procurement. When working with the procurement team contact Giles Liddell for sustainability comment if needed.
Bristol's resilience to the effects of climate change?	N	N/A		
Consumption of non-renewable resources?	Y	-ive	Change to opening hours - increasing opening hours of priority libraries will slightly increase consumption of energy and water.	These changes are not likely to be significant, ensure that library staff are aware of simple energy efficiency measures (E.g. turning off lights, using heating effectively etc. This is something the environmental performance team can assist with if desired). Ensure heating times are adjusted accordingly on sites where opening hours change.
Production, recycling or	Y	-	Continuous Service	Consider what will

disposal of waste		ive/+ive	Development will involve works such as changing shelving at libraries.  Opportunity around re-procurement of kiosk services.	happen to old shelving/waste from works. Ensure the waste hierarchy is followed and waste is disposed of in compliance with waste legislation. Look at options for using recycled material  During procurement look at options for using recycled material and end of life recycling options.
The appearance of the city?	N	N/A		
Pollution to land, water, or air?	N	N/A		
Wildlife and habitats?	N	N/A		

**Consulted with:**

**Summary of impacts and Mitigation - to go into the main Cabinet/ Council Report**

The significant impacts of this proposal are... procurement of new self-serve kiosks, amended library opening hours and material changes to libraries (i.e. shelving).

The proposals include the following measures to mitigate the impacts... incorporate efficient ICT/ model specification into the procurement process for new kiosk units. Alter heating timings appropriately where opening hours may change and consider re-use and the waste hierarchy for any alteration works to libraries.

The net effects of the proposals are neutral; any negative impacts can be managed and controlled.

**Checklist completed by:**

Name:	Nicola Hares
Dept.:	Bristol City Council Energy Service
Extension:	
Date:	23/7/18
Verified by Environmental Performance Team	Nicola Hares