

**HARINGEY COUNCIL**  
**EQUALITY IMPACT ASSESSMENT FORM**



**Service:** Culture Libraries and Learning

**Directorate:** Adults, Culture Community Services

**Title of Proposal:** Proposals in relation the loss of the Area Based Grant and Reduction in Sunday Opening Hours and Reduction in the Library Stock Fund

**Lead Officer (author of the proposal):** Diana Edmonds, Assistant Director, Culture,  
Libraries & Learning

**Names of other Officers involved:** Maria Stephanou and Erica Worth

**Step 1 - Identify the aims of the policy, service or function**

*State what effects the proposal is intended to achieve and who will benefit from it.*

In the context of the budget challenges faced by the Council over the next three years, as a result of substantial Government cuts to local authority funding and the loss of the Area Based Grant, Libraries, Archives and Museum services have had to identify £749,000 of savings for 2011/12, of which £633,000 are staff related. The proposals to achieve these savings impact on service delivery in the following ways:

**Libraries Sunday Opening Hours**

- The in-service loss of the Area Based Grant will necessitate a staff reduction of 5.4 front line posts in libraries (0.5 x Branch Librarians, 4.5 x Library & Information Officers and 0.42 x Library Counter Assistants). The Area Based Grant had supported extended opening in libraries, including Sundays at four libraries.
- The proposed reduction in front line staff will impact on the library service's ability to open four libraries on a Sunday. It is proposed that three libraries close on Sundays (Alexandra Park, Hornsey and Marcus Garvey) as we will only have the resources to continue to open Wood Green Library.

**Health and Well Being (Libraries for Health, Libraries for Life programme)**

- The grant's loss will also greatly reduce the amount of health related services and support which libraries can offer, as the grant funded health screening, wellbeing activities and exercise classes in libraries throughout the borough. Over 23,000 participants took part in some element of the programme in 2009/10

### **Museum and Archives Search Room**

- The proposal to reduce the number of staff in the Museum and Archives by four. Public opening of the Archives Search room. This will result in a reduced public archives search room facility on Saturdays and the Museum will not open on public holidays.
- The proposal is that the public search room will open on alternate Saturday afternoon rather than every Saturday afternoon. The archives service will retain 50% of its regular weekend opening. The majority of users book appointments as their enquiries are usually specific. Also the service is used more frequently during the week.

### **Library Stock fund**

- The proposed £66,000 annual reduction of the stock fund will have an impact on library material available to the public. This is in conjunction with the stock fund reduction of £60,300 already taken through the permanent 'top slice' of 10% from supplies and services budgets. This will result in a 21% reduction in the fund. The original stock fund was £603,100 and this has now been reduced to £476,800 for stock purchases and for activities in libraries. Although we purchase books and other materials as effectively as possible, this will impact on the quantity and range of stock we can purchase and the reading-related activities we can support.
- The stock fund is used to pay for a wide variety of library materials including; books, CDs, DVDs/Blu-ray, ESOL and other language materials, newspapers and periodicals, plus subscriptions to electronic information sources and e-books; it is also used to fund activities in libraries such as the children's summer reading challenge and the 6 book challenge for encouraging adult readers.
- Libraries are open to all; our customers are from a wide variety of backgrounds and have a variety of different needs and priorities. The reduction in the stock fund will impact more severely on the economically disadvantaged, where individual ability to purchase books, DVDs and other information sources is limited
- Also, the lack of new books simply means that people borrow less. Last year, we issued 1.4 million items – and, of course, many more items were read in the libraries. There is in general more demand for new publications than for older material, and book issues this year have fallen (Apr-Dec) by 5.9% on last year. In Haringey we monitor data relating to the use of libraries in detail and book issues always rise when new stock is purchased simply because its content and physical appearance is more attractive to customers.

## Step 2 - Consideration of available data, research and information

You should gather all relevant quantitative and qualitative data that will help you assess whether at present, there are differential outcomes for the different equalities target groups – diverse ethnic groups, women, men, older people, young people, disabled people, gay men, lesbians and transgender people and faith groups. Identify where there are gaps in data and say how you plug these gaps.

In order to establish whether a group is experiencing disproportionate effects, you should relate the data for each group to its population size. The 2001 Haringey Census data has an equalities profile of the borough and will help you to make comparisons against population sizes.

[http://harinet.haringey.gov.uk/index/news\\_and\\_events/fact\\_file/statistics/census\\_statistics.htm](http://harinet.haringey.gov.uk/index/news_and_events/fact_file/statistics/census_statistics.htm)

*2 a) Using data from equalities monitoring, recent surveys, research, consultation etc. are there group(s) in the community who:*

- *are significantly under/over represented in the use of the service, when compared to their population size?*
- *have raised concerns about access to services or quality of services?*
- *appear to be receiving differential outcomes in comparison to other groups?*

There is considerable variation in the distribution of **ethnic groups** across the borough. Residents of Black ethnic origin are concentrated in the east of the borough, particularly Northumberland Park, Bruce Grove and Tottenham Green, with almost no representation in the west of the borough. Haringey's White population is spread widely across the borough, although it is more concentrated in the west. The Cypriot population in Haringey tends to be concentrated predominantly in the west of borough around West Green, Harringay, and in the north of the borough in Bounds Green, Woodside and White Hart Lane. Haringey's Turkish population is concentrated almost entirely in the east of the borough, particularly in the areas of Northumberland Park, West Green and Tottenham Hale. The **ethnicity of 65+** population is shifting with 65-74 age group 50% white British according to the Census in 2001; and 72% for 75 and over.

A survey was conducted between March 29<sup>th</sup> 2010 and April 12<sup>th</sup> 2010 investigating user responses to the proposal to close all libraries on Sundays except Wood Green. Please see Appendix 1 at the end of this document to view the survey form. A total of 1225 library users responded. To put this in context, there are approximately 50,000 active users (users who have one transaction or more in the last 12 months).

Table 2.1 below shows the latest available figures for borough ethnicity in percentages and a breakdown from the Library Survey respondents. Overall, the sample is very representative of ethnicity, with only White British being significantly under represented. This suggests that BME groups could be disproportionate users

of the libraries. This is confirmed with an analysis of active users, which shows White British constitute 33.87% of active users against a population size of 45%.

Ethnicity in LBH		Ethnicity of Survey Sample (1225)
Ethnicity	Percentage	Percentage
<b>White British</b>	<b>45.3</b>	<b>34.9</b>
<b>White Irish</b>	<b>4.3</b>	<b>3.4</b>
<b>White Other</b>	<b>16.1</b>	<b>18.5</b>
<b>White &amp; Black Caribbean</b>	<b>1.5</b>	<b>2.6</b>
<b>White &amp; Black African</b>	<b>0.7</b>	<b>2.3</b>
<b>White &amp; Asian</b>	<b>1.1</b>	<b>1.6</b>
<b>Mixed Other</b>	<b>1.3</b>	<b>1.0</b>
<b>Indian</b>	<b>2.9</b>	<b>3.4</b>
<b>Pakistani</b>	<b>1.0</b>	<b>1.2</b>
<b>Bangladeshi</b>	<b>1.4</b>	<b>1.1</b>
<b>Other Asian</b>	<b>1.6</b>	<b>1.8</b>
<b>Caribbean</b>	<b>9.5</b>	<b>6.3</b>
<b>African</b>	<b>9.2</b>	<b>11.1</b>
<b>Black Other</b>	<b>1.4</b>	<b>1.6</b>
<b>Chinese</b>	<b>1.1</b>	<b>1.5</b>
<b>Other Ethnic Group</b>	<b>2.0</b>	<b>1.5</b>
<b>Source: Londoncouncils.gov.uk/statistics</b>		<b>LBH Libraries</b>

**Table 2.1 Showing known Borough ethnicity against Survey Sample**

In terms of gender, men were slightly under represented at 38.6% compared to a Borough average of 49.5% and women over represented at 56.2% compared to a Borough average of 50.5%. The under representation of male responses is unlikely to change the overall conclusions as the level of under-representation is not significant enough.

In terms of disability and sexual orientation, 5.6% described themselves as disabled while 76% of respondents were heterosexual. It should be noted that the non-response rate was high at 19.8%, suggesting a reluctance of respondents to answer this question.

The data does not suggest a strong correlation with religious belief. Approximately 75% of all users would find alternative arrangements to use the libraries. Of the remaining 25%, the largest religious group were Buddhists (probably a statistical error due to low numbers of Buddhist respondents) at 42.9% followed by those with no religion at 27.8%. The percentage of Jewish respondents reporting that they would no longer be able to use the service should the proposal to go ahead was recorded at approximately 17%, a lower response than either Christians (22%) or Muslims (27%).

It has not been possible within the necessary deadline to offer a detailed qualitative assessment of written comments entered by survey respondents in terms of any concerns or praise offered concerning access and quality. However, the survey did contain questions asking about Sunday usage and reasons for not using the service (if the proposal were to go ahead).

Approximately 75% of all respondents currently use the libraries on a Sunday. When asked; *“If only Wood Green Library remains open on Sundays, what impact will this have on your library use?”*, less than 25% reported that they would no longer be able to use the service. Respondents were then asked “if you will no longer be able to use the service is this because of: Your work schedule, Cultural reasons or Personal preference”.

35.1% reported that this would be due to personal preference, 26.1% reported this would be due to their work schedule, while just 4% reported that this would be due to cultural reasons.

Given the low level of respondents who reported they could not use the service were the proposal to go ahead and the even lower percentage of respondents that reported this would be for cultural reasons, it is reasonable to conclude that the impact of Sunday closures would be limited, even excluding existing mitigation strategies designed to reduce impact such as late opening during the week and opening on Saturdays.

Anecdotal evidence from data entry of qualitative answers does allow for reasonable interpretation. Most respondents recognised that Sunday closure would not prevent access to services and represented an inconvenience at worst. However, there were a number of comments which expressed concern for the future of libraries. Some worried that Sunday closures were a prelude to total closure of library sites. There were many supportive comments concerning the quality of library services with a few requesting 24 hour opening. It should also be noted that comments were expressed suggesting the library is valued by vulnerable groups, particularly those experiencing loneliness.

### **Sunday use**

- Although retaining Wood Green library in the middle of the borough will provide access to library services on a Sunday, local provision in both the east and west of the borough will be removed.
- An analysis of the Sunday use at our libraries demonstrates that different services are accessed and indicates that there are different priorities for use in the east and west of the borough. In the centre of the borough, all services have a high take up.

Table 2.2 below shows the comparative percentages of service take up by visitors and two key elements of the service.

**Table 2.2 Comparative percentages of service take up by visitors and two key elements of the service**

## Health and Wellbeing (Libraries for Health, Libraries for Life programme)

Library	Average no. of visitors each Sunday	% of Sunday visitors	% of Sunday Stock issues	% of Sessions on People's Network
Wood Green	835	45	36	59
Hornsey	580	31	35	15
Marcus Garvey	294	16	19	22
Alexandra Park	150	8	10	4

- The loss of funding for the health related activities that the grant directly supported is likely to have an adverse impact. Although we have overall numbers of participants in the health programme (in excess of 23,464 to date), we do not have specific information about the characteristics of users. While some of the work was preventative and would have reached people with no specific health needs, the majority of the work was targeted at people with health issues. These included people with mental health issues, sexual health issues, cancer and stroke recovery patients. The programme also provided advice and support for smoking cessation, weight management, healthy diet and lifestyle and exercise programmes. Due to data protection requirements and the nature of our partnership working, we do not have detailed information about the specific characteristics of the users, other than their take up of specific health related services.

## Stock Use

- The reduction in the stock fund (21% overall) will impact on all users, as both the mainstream material used by the majority of our customers, as well as more specific materials e.g. dual language books for children and community language stock for adults, will be reduced. We know from the characteristics of our users and the communities we serve that our users and non-users are very diverse. The reduction in the stock fund will impact on the quantity and range of the materials (books, music, film, newspapers, periodicals etc, in both English and other languages) that we can provide, as well as the activities supporting reading that we can deliver. In conclusion, we will continue to invest in stock but overall levels for all groups will be reduced.
- Table 2.3 below shows stock usage by all respondents. Initial analysis shows variations in stock usage by different groups. For example 70.6% of all children's books are taken out by women while more men than women tend to read the newspapers. Deeper analysis will be carried out during the year to assess stock usage against other variables such as ethnicity and age and the results used to inform stock purchase during the year.

Stock Resource	Percentage of Users
Adult reading books	70.2
Music CDs'	29.9

DVDs/Blue-Ray	41.1
Children's books	37.0
Newspapers	44.2
Magazines	36.5
Online resources	41.8
E-books	13.3
Talking books	15.4
Community language books	12.2
Community language newspapers/magazines	13.6

Table 2.3 Showing stock usage by all survey respondents

### Museum and Archives

- A survey of Museum visitors was carried in 2006 out to inform the Museum's Audience Development Plan. The summary findings included information on visiting patters.

The foremost reasons for visiting were:

- *Special exhibitions*
- *Visiting the park*
- *Researching local and family history*
- *Attending the talks programme and special events*
- *Bringing children to art and craft activities*

This indicates that visiting the the park is also a feature for visitors and an attraction which compliments a visit to the museum.

The survey also captured the demographics of Museum Visitors and was summarised as follows:

### Age & gender

49% of respondents were women and 39% men; 12% did not respond. There is a higher percentage of women visiting than men but it is within age groups that there is the greatest contrast.

Male visitors are in their largest group in the age range 65+. They are more likely to be doing, for example, family and local history research. Female visitors are in their largest group in the 35-50 age range and are more than double that of male visitors.

The ages of the children in families who visit are in their highest numbers in the 5-12 age range, followed by under 5s and almost equally, young people in the 12-16 age range.

### Disability

6% of visitors who participated; listed themselves as having a disability: the highest responses were related to sight, hearing and mobility. These, although not exclusive to, are related to an ageing population.

## **Ethnicity**

Evidence collected shows to thirds of the visitors who responded described themselves as white British which is slightly higher than the proportion of White British living in the Borough. A third of the visitors described themselves as being of a different ethnic group. There is, however, further evidence to show that visitors from a wider range of ethnic groups are engaged in events, exhibitions, school visits, and activities throughout the year and participate in, for example, Black History Month and Holocaust Memorial day.

Currently the Museum only opens on the four Public Holiday Mondays in Spring and Summer. The proposal is to discontinue this. No additional activities or services are undertaken on these days and closure of the building will not impact on visitors to the park.

In 2009, the Archive took part in the IPF Market Research for the Public Services Quality Group of the National Council on Archives (PSQG). The results can be briefly summarised as follows:

### **Patterns of use**

- 54.3% visited because of personal leisure/ recreation reasons
- 76.1% found it provided an opportunity for learning
- 56.9% said it strengthened family and community identity
- 62.6% it was their first visit
- 9.4% had been there before during that same year

### **The profile of the visitors:**

- 32.4% highest number of visitors were in the 65 to 74 year age group
- 93% lived within 158.1km away from Bruce Castle Museum
- 49% male visitors
- 51% female visitors
- 54.2% were researching family history
- 86.4% ethnic group: white
- 3.9% described themselves as having a disability

The search room currently opens Wednesday to Saturday 1-5pm and the proposed opening will reduce Saturday opening on to alternate weeks.

Evidence from patterns of use from four of the busiest months in 2010/11 shows that 81% of search room users already visit on weekdays. Given also that the majority of search room users book appointments, the expectation is that alternative Saturday opening will not disproportionately impact on any group using the search room.

Month	Total visitors	Weekdays	Saturday
<b>February</b>	<b>52</b>	<b>45</b>	<b>7</b>
<b>March</b>	<b>52</b>	<b>40</b>	<b>12</b>
<b>August</b>	<b>54</b>	<b>45</b>	<b>9</b>



October	72	57	15
Totals	230	187	43

Table 2.4 Showing search room visitor frequency by day

**2 b) What factors (barriers) might account for this under/over representation?**

**Sunday Use**

White British are under represented across UK libraries and there are similar trends in other services such as adult learning. There are likely to be a number of factors influencing this outcome. The largest factor is likely to be needs driven, which could explain why minorities are over-represented. Further analysis would be needed to ascertain whether or not current service operation constitutes or indirectly supports barriers to access for the White British group. However, this is unlikely given that this group is unlikely to encounter difficulties associated with language and culture. Therefore the most likely explanation for under representation is personal choice.

**Stock Use**

It terms of stock use there is no discernable under or over representation for any particular group. Overall stock levels will be lower for all groups.

**Museum and Archives**

White British users are over represented in the use of Archives. This is to be expected for a number of reasons; traditionally the area has had a population dominated by White British, therefore most of the records relate to White British families. This is the reverse for minority groups with an interest in family histories.

It should be noted that the usage figures do not include regular activities and visits by local schools. The figures used are the latest available but five years old. The recent upswing in interest in researching family histories (in part due to increased media coverage) has seen a much more diverse usage in recent years.

**Step 3 - Assessment of Impact**

Using the information you have gathered and analysed in step 2, you should assess whether and how the proposal you are putting forward will affect existing barriers and what actions you will take to address any potential negative effects.

**3 a) How will your proposal affect existing barriers? (Please tick below as appropriate)**

Increase barriers?	Reduce barriers?	No change?
✓ <b>Reduced Local Access on Sunday</b> <b>Reduced Stock</b> <b>Reduced Access to Archive Search Room</b> <b>Reduced Health and Wellbeing Activities</b>		

## Comment

### **Reduced Local Access on Sunday**

Although there will be no local access to a library on Sunday in the east and west of the borough, a well staffed and increased service will be available at Wood Green library. Wood Green library, is situated in the centre of the borough is equally accessible via public transport from the east and west of the borough.

### **Reduced Stock**

The reduction in the stock fund will have an impact on the number and variety of stock available to all our customers.

### **Reduced Access to Archive Search Room**

The search room will be open every other Saturday rather than every Saturday and will be therefore continue to be accessible to customers.

### **Reduced Health and Wellbeing Activities**

We will no longer be able to provide the “stretch your mind and body” exercise classes and health and well being consultation and advice sessions or the health monitoring sessions which included blood pressure, cholesterol and lung/stamina checks.

## ***3 b) What specific actions are you proposing in order to respond to the existing barriers and imbalances you have identified in Step 2?***

### **Reduced Local Access on Sunday**

- The proposal to reduce the number of libraries open on Sunday will increase access to all areas at Wood Green library as staff will be able to keep this library fully open. In particular, it will increase access to the Youth library, previously kept closed on Sundays. There will be services not previously offered as experienced staff will be available to provide assistance.

- The use of adequate numbers of permanent skilled library staff on Sundays will improve the quality of service provided at Central library.
- Develop further the availability of library services accessible on line to customers
- Publicise the fact that Wood Green library opens on Sunday widely including leaflets and posters in all libraries, the local press and the Council website and other local online outlets e.g. Harringay on line. Do cultural events and activities on Sunday to invite local communities and in particular black and ethnic minority communities.

### **Reduced Stock**

- Although we will continue to provide materials to meet the various needs of our users, we will not be able to provide the same quantity or range as before.
- We will continue to seek to buy library material at low cost and, in response to budget challenges, have renegotiated discounts with our suppliers in order to minimise the impact of budget reductions. In Haringey, we purchase library books at discounts which are higher than other boroughs, including the large London consortium.
- We will seek to increase the circulation of book stock, aiming to ensure that our customers bring back books which have been borrowed promptly and pay any fines that are due. We increasingly use text messaging, for instance, to alert customers that requested books are available and that books are now overdue in order to speed up the circulation of material.
- We will also be minimising activities in libraries, other than those which can be financed from external resources or simply organised, at no cost, by staff.

### **Reduced Access to Archive Search Room**

- The search room will be open every other Saturday rather than every Saturday and will be therefore continue to be accessible to customers.

### **Reduced Health and Wellbeing Activities**

- Although some partnership working will continue, we will not be able to provide or co-ordinate the health related activities and services in libraries that we have been for the last 6 years.

### ***3 c) If there are barriers that cannot be removed, what groups will be most affected and what Positive Actions are you proposing in order to reduce the adverse impact on those groups?***

Every effort has been made to reduce the likely impact of the proposed changes. However, given the level of resource reduction it will not be

possible to undertake positive actions to reduce adverse effect beyond those already stated.

What we can be sure of is that no vulnerable or minority group will suffer disproportionately.

## Step 4 - Consult on the proposal

Consultation is an essential part of impact assessment. If there has been recent consultation which has highlighted the issues you have identified in Steps 2 and 3, use it to inform your assessment. If there has been no consultation relating to the issues, then you may have to carry out consultation to assist your assessment.

Make sure you reach all those who are likely to be affected by the proposal, ensuring that you cover all the equalities strands. Do not forget to give feedback to the people you have consulted, stating how you have responded to the issues and concerns they have raised.

### ***4 a) Who have you consulted on your proposal and what were the main issues and concerns from the consultation?***

A survey was conducted between March 29<sup>th</sup> 2010 and April 12<sup>th</sup> 2010 investigating user responses to the proposal to close all libraries on Sundays except Wood Green. Please see Appendix A at the end of this document to view the survey form. A total of 1225 library users responded. See information provided under Step 2 for specific issues.

### ***4 b) How, in your proposal have you responded to the issues and concerns from consultation?***

We have ensured that we can maintain Sunday services as before although these services are now proposed on a single central site.

Stock purchase will continue as before, being informed by user transactions. However, levels of stock purchased will unavoidably be lower for all groups.

We have been able to maintain 50% of the Saturday service for Archives Search Room. Users will have to make arrangements to take account of the proposed alternate Saturday opening.

### ***4 c) How have you informed the public and the people you consulted about the results of the consultation and what actions you are proposing in order to address the concerns raised?***

Once the decision has been ratified, all usual communication channels will be utilised to communicate the results to the public (Harinet, community email networks, community notice boards).

Actions to address issues of concern have been listed under Step Three.

## Step 5 - Addressing Training

The issues you have identified during the assessment and consultation may be new to you or your staff, which means you will need to raise awareness of them among your staff, which may even training. You should identify those issues and plan how and when you will raise them with your staff.

***Do you envisage the need to train staff or raise awareness of the issues arising from any aspects of your proposal and as a result of the impact assessment, and if so, what plans have you made?***

The proposal would see a single central site fully staffed, rather than at present whereby we have four sites run with a reduced level of staffing. Therefore we do not envisage any additional requirements for training. The EIA has not identified any groups likely to be disproportionately affected and therefore there are no new issues we feel staff need to be made aware of.

If the proposal is adopted there is a legal duty to monitor and publish its actual effects on people. Monitoring should cover all the six equality strands. The purpose of equalities monitoring is to see how the policy is working in practice and to identify if and where it is producing disproportionate adverse effects and to take steps to address the effects. You should use the Council's equal opportunities monitoring form which can be downloaded from Harinet. Generally, equalities monitoring data should be gathered, analysed and report quarterly, in the first instance to your DMT and then to the Equalities Team.

***What arrangements do you have or will put in place to monitor, report, publish and disseminate information on how your proposal is working and whether or not it is producing the intended equalities outcomes?***

- ***Who will be responsible for monitoring?***  
Erica Worth is the Performance and Resources Manager and will be taking responsibility for monitoring the impact of the proposal.
- ***What indicators and targets will be used to monitor and evaluate the effectiveness of the policy/service/function and its equalities impact?***  
The impact will be monitored using equalities data produced by the LMS which collects equalities information and user transactions. A separate small scale assessment may be required to monitor the newspaper and magazine sections.
- ***Are there monitoring procedures already in place which will generate this information?***  
Work to ensure monitoring procedures through the library management system is underway and anticipated to be available for new members from 14.04.11
- ***Where will this information be reported and how often?***  
This information will be reported through the standard channels for equality. It is proposed that an initial assessment take place at two months to gain an initial understanding of the impact of the changes, and again at six months to gain an understanding of the longer term impact.

## Step 7 - Summarise impacts identified

In the table below, summarise for each diversity strand the impacts you have identified in your assessment

Age	Disability	Race	Sex	Religion or Belief	Sexual Orientation	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity
<div data-bbox="560 598 1572 986" style="border: 1px solid black; padding: 10px; margin: 20px auto; width: fit-content;"> <p>There are three identified impacts that will affect all diversity strands as follows:</p> <ul style="list-style-type: none"> <li>Reduced sites offering library services on a Sunday from 4 to 1</li> <li>Reduced levels and quality of stock</li> <li>Reduced access to the Archive Search Room by 50%</li> </ul> </div>								



## Step 8 - Summarise the actions to be implemented

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action required	Lead person	Timescale	Resource implications
New staff timetables	New timetables to take account of new opening arrangements	Maria Stephanou/Erica Worth	Implemented May 2011	Resource neutral
Stock Purchase Review	New stock purchases are to be reviewed to ensure relevancy for our users	Maria Stephanou/Library Managers	Scheduled completion date May 30 <sup>th</sup> 2011	Resource neutral

## Step 9 - Publication and sign off

*There is a legal duty to publish the results of impact assessments. The reason is not simply to comply with the law but also to make the whole process and its outcome transparent and have a wider community ownership. You should summarise the results of the assessment and intended actions and publish them. You should consider in what formats you will publish in order to ensure that you reach all sections of the community.*

*When and where do you intend to publish the results of your assessment, and in what formats?*

The information will be reported through the standard channels for equality. It is proposed that an initial assessment take place at two months to gain an initial understanding of the impact of the changes, and again at six months to gain an understanding of the longer term impact.

The results will be published digitally on Harinet, full hardcopies will be available from libraries and we will consider publishing a summary in a suitable magazine either using Haringey People or the monthly 'What's On' magazine.

### **Assessed by (Author of the proposal):**

**Name:**

**Designation:**

**Signature:**

**Date:**

### **Quality checked by (Equality Team):**

**Name:**

**Designation:**

**Signature:**

**Date:**

### **Sign off by Directorate Management Team:**

**Name:**

**Designation:**

**Signature:**

**Date:**

## APPENDIX 1: Library Survey

### ***Haringey Libraries Sunday Opening Hours Survey***

As the libraries budget is being reduced, we will have fewer staff to work in our libraries at weekends and less money to spend on library stock.

At present, we are proposing to close Hornsey, Marcus Garvey and Alexandra Park libraries on Sundays and would like to know whether this will have an impact on your ability to access libraries in the Borough. Wood Green Central Library will continue to open on Sundays.

We would also like to find out what you use libraries for and the type of items you like to borrow.

**The questionnaire is available at all libraries and on the Libraries website. The closing date for responses is 12<sup>th</sup> April 2011.**

***Please tick the appropriate box.***

**1. Do you use any of the following libraries on Sundays?**

- |                                  |                          |
|----------------------------------|--------------------------|
| Wood Green                       | <input type="checkbox"/> |
| Hornsey                          | <input type="checkbox"/> |
| Marcus Garvey                    | <input type="checkbox"/> |
| Alexandra Park                   | <input type="checkbox"/> |
| I don't use libraries on Sundays | <input type="checkbox"/> |

**2. If only Wood Green Library remains open on Sundays, what impact will this have on your library use?**

- |   |                          |
|---|--------------------------|
| I will travel to Wood Green to use the library      | <input type="checkbox"/> |
| I will use the service on another day               | <input type="checkbox"/> |
| I will no longer be able to use the library service | <input type="checkbox"/> |

**3. If you will no longer be able to use the service is this because of**

- |                     |                          |
|---------------------|--------------------------|
| Your work schedule  | <input type="checkbox"/> |
| Cultural reasons    | <input type="checkbox"/> |
| Personal preference | <input type="checkbox"/> |

**4. What are your main reasons for using libraries on Sundays? Please tick no more than three.**

- |                                  |                          |
|----------------------------------|--------------------------|
| Borrowing/returning books        | <input type="checkbox"/> |
| Borrowing/returning CDs          | <input type="checkbox"/> |
| Borrowing/returning DVDs/Blu-Ray | <input type="checkbox"/> |
| Studying                         | <input type="checkbox"/> |
| Reading newspapers/periodicals   | <input type="checkbox"/> |

- Using the People’s Network public PCs
- Using the Wi-fi network with your own laptop
- Finding something out
- Attending an event/exhibition
- Other (please state) .....

**5. How often do you use any of the following library materials?**

	Regularly	Occasionally	Never
Adult books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music CDs'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DVDs/Blu-Ray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children’s books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E - Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community language books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community language newspapers/magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Any other comments**

.....

.....

.....

.....

.....

**Equal Opportunities Monitoring**

As a public authority, Haringey Council is required by law to carry out equal opportunities monitoring of everything we do to make sure that all sections of the community have access to the Council whether in terms of jobs or services.

The information you provide in this form will help us to the check that we are fulfilling this duty. It will also help us to improve the quality of services to all of our service users.

We will be grateful if you could take a little time to complete and return this form. Go through it and tick all the categories that most accurately describe you.

## 1. AGE

What is your age group?

- |        |                          |         |                          |         |                          |             |                          |
|--------|--------------------------|---------|--------------------------|---------|--------------------------|-------------|--------------------------|
| 0-4    | <input type="checkbox"/> | 15      | <input type="checkbox"/> | 25 – 29 | <input type="checkbox"/> | 65 – 74     | <input type="checkbox"/> |
| 5-7    | <input type="checkbox"/> | 16 – 17 | <input type="checkbox"/> | 30 – 44 | <input type="checkbox"/> | 75 – 84     | <input type="checkbox"/> |
| 8-9    | <input type="checkbox"/> | 18 – 19 | <input type="checkbox"/> | 45 – 59 | <input type="checkbox"/> | 85 – 89     | <input type="checkbox"/> |
| 10- 14 | <input type="checkbox"/> | 20 – 24 | <input type="checkbox"/> | 60 – 64 | <input type="checkbox"/> | 90 and over | <input type="checkbox"/> |

## 2. DISABILITY

Under the Disability Discrimination Act a person is considered to have a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities. Since 2005, people with HIV, cancer and multiple sclerosis (MS) are covered by DDA.

Do you consider yourself to be a disabled person?

- Yes  No

## 3. ETHNICITY

What is your ethnic group? (Please tick one box from the appropriate section)

### White

- |               |                          |                 |                          |
|---------------|--------------------------|-----------------|--------------------------|
| British       | <input type="checkbox"/> | Irish           | <input type="checkbox"/> |
| Greek/Cypriot | <input type="checkbox"/> | Irish Traveller | <input type="checkbox"/> |
| Turkish       | <input type="checkbox"/> | Turkish/Cypriot | <input type="checkbox"/> |
| Gypsy         | <input type="checkbox"/> | Kurdish         | <input type="checkbox"/> |
| Other         | <input type="checkbox"/> |                 |                          |

Please write in: \_\_\_\_\_

### Mixed

- |                           |                          |                         |                          |
|---------------------------|--------------------------|-------------------------|--------------------------|
| White and Black Caribbean | <input type="checkbox"/> | White and Black African | <input type="checkbox"/> |
| White and Asian           | <input type="checkbox"/> |                         |                          |
| Other                     | <input type="checkbox"/> |                         |                          |

Please write in: \_\_\_\_\_

### Asian or Asian British

Indian  Pakistani   
Bangladeshi  East Asian African   
Other

Please write in: \_\_\_\_\_

### Black or Black British

Caribbean  African   
Other

Please write in: \_\_\_\_\_

### Chinese or other ethnic group

Chinese   
Other

Please write in: \_\_\_\_\_

## 4. GENDER

Please tick the box that best describes you:

Man  Woman

### Gender Identity

Does your gender differ from your birth sex?

Yes  No

## 5. RELIGION

Do you have a religion or belief that you would like to mention?  
If so please tick the appropriate box.

No Religion  Jewish   
Christian  Muslim   
Buddhist  Sikh   
Hindu  Rastafarian   
Other

Please write in: \_\_\_\_\_

## 6. SEXUAL ORIENTATION

How would you describe your sexual orientation?

Heterosexual  Bisexual  Gay  Lesbian

**Thank you for completing and returning this form.**