

EQUALITY IMPACT ASSESSMENT

The **Equality Act 2010** places a '**General Duty**' on all public bodies to have '**due regard**' to the need to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advancing equality of opportunity between those with a 'relevant protected characteristic' and those without one;
- Fostering good relations between those with a 'relevant protected characteristic' and those without one.

In addition, the Council complies with the Marriage (same sex couples) Act 2013.

Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on protected characteristics, please proceed to stage 2 and complete a full Equality Impact Assessment (EqIA).

Stage 2 – Full Equality Impact Assessment

An EqIA provides evidence for meeting the Council's commitment to equality and the responsibilities under the Public Sector Equality Duty.

When an EqIA has been undertaken, it should be submitted as an attachment/appendix to the final decision-making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.

Please read the Council's Equality Impact Assessment Guidance before beginning the EqIA process.

1. Responsibility for the Equality Impact Assessment

| | |
|---|---------------------------------|
| Name of proposal | Hornsey Library Enhancement |
| Service area | Customer Services and Libraries |
| Officer completing assessment | Sara Khan & Courtney Corlis |
| Equalities/ HR Advisor | Lucy Fisher |
| Cabinet meeting date (if applicable) | 18 th June 2019 |
| Director/Assistant Director | Richard Grice / Andy Briggs |

2. Summary of the proposal

Please outline in no more than 3 paragraphs

- *The proposal which is being assessed*
- *The key stakeholders who may be affected by the policy or proposal*
- *The decision-making route being taken*

Hornsey Library was constructed c.1965 and is classed by English Heritage as a grade II listed building. The library occupies 3400m² over 3 floors (1 of which is a basement). There is a sub tenancy in part of the building to the YMCA as offices. The tenant is to remain in occupation throughout building works. No works are planned to the tenanted area.

It has been proposed for Hornsey Library to be enhanced to provide a contemporary library experience for both our service users and staff. It will look to achieve this by improving customer perception, satisfaction and operational efficiency. The proposed plans include a phased approach to construction works to enable the library to remain operational whilst the refurbishment is ongoing. The proposal includes the revitalisation of the internal space by reorganising space and floor plans to best utilise and maximise the available space. The interior is to undergo a complete redesign to provide a modern better facilitated library including self-service technology. New furniture will be provided in addition to the complete overhaul and upgrade of all our IT facilities to include improved connectivity speed and updated software. All hardware is to be upgraded include new RFID kiosks to further enhance the working/ learning environment. Critical maintenance will also be undertaken on the building to include fabric repairs (walls windows and roof) mechanical and electrical services.

Key Stakeholders at Hornsey Library.

- Embrace UK
- YMCA (leaseholder)
- Aquilac (sub leaseholder)
- Alexandra women's institute
- Citizens advice bureau
- Coffee and computers
- Crouch end festivals
- Crouch end open studies
- Community and youth music (CYM)
- Crouch end poets' group
- Dashwood arts society
- Haringey Advice Partnership
- Heruka meditation
- Hornsey library book groups
- Islington art society
- Life drawing with Judy Purbeck
- London independent photography group
- Movers and shakers
- Zen garden group

- Word for word creative writing workshop
- Transport Police Haringey safer transport team and Metropolitan Police
- Tottenham Hotspur Foundations reignite and heritage ambassador
- Songwriters writing workshop
- Safer neighbourhood team (SNT)
- Songwriters writing workshop
- Once you stop smoking
- One support drop in service

The decision-making route being taken is to proceed with the enhancement of Hornsey Library to include the adaptation to all internal spacing arrangements providing new furniture, IT facilities upgraded service user WC's, and improved lighting throughout. Works will also be carried out to restore and repair the external fabric of the building (walls, roof and windows). A communication plan will be developed and circulated to cover a wide range of stakeholders. All key stakeholders will have an active and ongoing role in design development to ensure the final design adheres to stakeholder needs and requirements. Phased constructions will provide some disruption to service delivery as during the construction phase there will be reduced services, due to the reallocation of specific areas. The library will however remain operational throughout the entirety of the construction works. The works will be planned thoroughly ensuring timely decanting and pre-planned designated reallocated areas will limit the extent of disruption to our service users and wider stakeholders.

3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. Please include any gaps and how you will address these

This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national. For restructures, please complete the restructure EqIA which is available on the HR pages.

| Protected group | Service users* | Staff |
|---------------------|---|--|
| Sex | Total active borrowers female: 2,975 Total active borrowers male: 2,026 | Female: 10 Male: 7 |
| Gender Reassignment | 9 | 0 |
| Age | Under 16: 4,387 (29.7% of total active) Adults: 7,784 (52.8% of total active) Older Person: 2,558 (17.2% of total active) | 16-24: 0 25-34: 0 35-44: 7 45-54: 4 55-64: 5 65+: 1 |

| | | |
|-----------------------------------|--|---|
| Disability | 26 | 2 (3 not declared) |
| Race & Ethnicity | Bangladeshi:46 Black African:242 BlackCaribbean:200 Chinese:93 East African Asian:9 Greek:47 Greek Cypriot:46 Indian:153 Irish Traveller:5 Kurdish:37 Mixed White and Asian :199 Mixed White and Black African:60 Mixed White and Black Carribbean:107 Other Asian Background:88 Other Black Background:35 Other Mixed Background:205 Other White Background:1288 Pakistani:30Turkish:66 Turkish Cypriot:12 Other Ethnic Background:98 White British:4447 White Irish:319 | Asian: 2 Black: 5 Mixed: 1 Other: 0 White Minorities: 5 White: 4 BME total: 8 |
| Sexual Orientation | Bisexual: 81 Gay: 42 Heterosexual: 3,002 Lesbian: 39 | Data not Available |
| Religion or Belief (or No Belief) | Buddhist: 48 Christian: 1166 Hindu: 27 Jewish: 123 Muslim: 155 No religion: 2101 Other Religion: 106 Rastafarian: 8 Sikh: 13 | Data not available |
| Pregnancy & Maternity | No data Available | Data not available |
| Marriage and Civil Partnership | No data Available | Data not available |

*The Service User data above is gathered from Haringey Libraries LMS (Library Management System) for Active Members.

(Please note: Active Members: the number of the service users who have borrowed, returned or renewed items in the past two (1st May 2017 to 1st May 2019) years at Hornsey library. Please note that the actual number of service users in each group are likely to be higher in reality, as not all service users provide the equalities data at the time of joining the library and therefore could not be included in this analysis.)

The data is broken down by demographic and usage data.

Total Number of staff: 17

Total Active Borrowers (May 2017 to May 2019): Approx. 14,844

- Third busiest library in Haringey Libraries (total visitors in 2018-2019: 188,504)
- Highest issue numbers in Haringey Libraries (total issue numbers in 2018-2019: 117,561)
- Highest usage: Adult members (16 to 65 years old)

Outline the key findings of your data analysis. Which groups are disproportionately affected by the proposal? How does this compare with the impact on wider service users and/or the borough's demographic profile? Have any inequalities been identified?

Explain how you will overcome this within the proposal.

Further information on how to do data analysis can be found in the guidance.

According to the statistics there is no disproportionate impact on the protected characteristic groups.

The new proposed layout of the library improves accessibility by

- A) Fitting an additional lift to allow access to the mezzanine level by all members of the public. Currently the only way for the service users to access the mezzanine is to speak to a member of staff to accompany them upstairs, using a lift, only accessible by members of staff
- B) Relocating the public network PCs, from the mezzanine level to the ground floor to improve ease of access for all members of the public and increase the level of support provided by members of staff.
- C) Zen Garden accessibility will be improved with the provision of a DDA compliant ramp to provide adequate access to and from the Zen Garden courtyard area.

The new proposed layout of the library improves service delivery and provision for members under the age of 16 and those included in Pregnancy & Maternity group by

- A) Increasing the size of the children's library and creating a safe entrance where safeguarding requirements are met effectively
- B) A dedicated area for buggies which provides a suitable area where parents with young children can use the library with ease of mind and safely
- C) Increased space of children's area will provide ample space to meet the needs of individuals in Pregnancy and Maternity group more efficiently

4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?

Please outline which groups you may target and how you will have targeted them

Further information on consultation is contained within accompanying EqIA guidance

Public Engagement

Ongoing dialogue with service users through public engagement sessions carried out at Hornsey Library. During these sessions the proposed layouts were shared, and feedback received has informed changes in designs where applicable.

As part of the public engagement we encouraged the service users to volunteer to form a focus group to continue public engagement throughout the project. Currently we are in the process of arranging the 3rd meeting with the focus group, following which we will arrange a separate session with the stakeholders in June 2019.

Staff Engagement

The staff have been involved with the project through regular briefing sessions, and staff engagement sessions, and the feedback has informed changes in designs.

Comments did not highlight any concerns or possible negative impact on members of highlighted groups.

4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics

Explain how will the consultation's findings will shape and inform your proposal and the decision making process, and any modifications made?

Feedback from service users, stakeholders and staff did not highlight any concerns or possible negative impact on any of the groups. The improved accessibility and amenities were received positively.

5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?

Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.

Further information on assessing impact on different groups is contained within accompanying EqIA guidance

1. Sex (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

| | | | | | | | |
|----------|--|----------|--|----------------|---|----------------|--|
| Positive | | Negative | | Neutral impact | x | Unknown Impact | |
|----------|--|----------|--|----------------|---|----------------|--|

2. Gender reassignment (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

| | | | | | | | |
|----------|--|----------|--|----------------|---|----------------|--|
| Positive | | Negative | | Neutral impact | x | Unknown Impact | |
|----------|--|----------|--|----------------|---|----------------|--|

3. Age (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

| | | | | | | | |
|----------|---|----------|--|----------------|--|----------------|--|
| Positive | x | Negative | | Neutral impact | | Unknown Impact | |
|----------|---|----------|--|----------------|--|----------------|--|

4. Disability (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

| | | | | | | | |
|----------|---|----------|--|----------------|--|----------------|--|
| Positive | x | Negative | | Neutral impact | | Unknown Impact | |
|----------|---|----------|--|----------------|--|----------------|--|

5. Race and ethnicity (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

| | | | | | | | |
|----------|--|----------|--|----------------|---|----------------|--|
| Positive | | Negative | | Neutral impact | x | Unknown Impact | |
|----------|--|----------|--|----------------|---|----------------|--|

6. Sexual orientation (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

| | | | | | | | |
|----------|--|----------|--|----------------|---|----------------|--|
| Positive | | Negative | | Neutral impact | x | Unknown Impact | |
|----------|--|----------|--|----------------|---|----------------|--|

7. Religion or belief (or no belief) (Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)

| | | | | | | | |
|----------|--|----------|--|----------------|---|----------------|--|
| Positive | | Negative | | Neutral impact | x | Unknown Impact | |
|----------|--|----------|--|----------------|---|----------------|--|

8. Pregnancy and maternity *(Please outline a summary of the impact the proposal will have on this protected characteristic and cross the box below on your assessment of the overall impact of this proposal on this protected characteristic)*

| | | | | | | | |
|----------|---|----------|--|----------------|--|----------------|--|
| Positive | x | Negative | | Neutral impact | | Unknown Impact | |
|----------|---|----------|--|----------------|--|----------------|--|

9. Marriage and Civil Partnership *(Consideration is only needed to ensure there is no discrimination between people in a marriage and people in a civil partnership)*

| | | | | | | | |
|----------|--|----------|--|----------------|---|----------------|--|
| Positive | | Negative | | Neutral impact | x | Unknown Impact | |
|----------|--|----------|--|----------------|---|----------------|--|

10. Groups that cross two or more equality strands e.g. young black women

Neutral/ positive depending on the group.

Outline the overall impact of the policy for the Public Sector Equality Duty:

- **Could the proposal result in any direct/indirect discrimination for any group that shares the relevant protected characteristics?**
- **Will the proposal help to advance equality of opportunity between groups who share a relevant protected characteristic and those who do not?**
This includes:
 - a) **Remove or minimise disadvantage suffered by persons protected under the Equality Act**
 - b) **Take steps to meet the needs of persons protected under the Equality Act that are different from the needs of other groups**
 - c) **Encourage persons protected under the Equality Act to participate in public life or in any other activity in which participation by such persons is disproportionately low**
- **Will the proposal help to foster good relations between groups who share a relevant protected characteristic and those who do not?**

Libraries play a key role in reaching a wide range of residents, reducing social isolation, increase accessibility to cultural offer and enhancing learning for children and young adults. This project will improve accessibility and service efficiency and delivery, through space enhancement and improved accessibility for all residents and it does not alter, nor reduce, the range of services provided. All services are maintained or improved.

In addition:

- There is no loss of library space
- No reduction in accessibility through opening hours – the opening hours remain unchanged, which are now some of the longest in London for library services
- DDA compliant
- Improved IT
- CCTV and additional security will create a safer environment

- No reduction in volume of stock
- Improved toilets facilities
- Improved silent study area
- Increased sitting capacity across the building
- Improved access to building
- New lift accessible by all members of the public
- Increased space and enhanced children's library
- Key repairs such as roof, windows and heating system which improves the user experience

6. a) What changes if any do you plan to make to your proposal as a result of the Equality Impact Assessment?

Further information on responding to identified impacts is contained within accompanying EqIA guidance

| Outcome | Y/N |
|--|-----|
| No major change to the proposal: the EqIA demonstrates the proposal is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <u>If you have found any inequalities or negative impacts that you are unable to mitigate, please provide a compelling reason below why you are unable to mitigate them.</u> | Y |
| Adjust the proposal: the EqIA identifies potential problems or missed opportunities. Adjust the proposal to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy. If there are any adverse impacts you cannot mitigate, please provide a compelling reason below | N |
| Stop and remove the proposal: the proposal shows actual or potential avoidable adverse impacts on different protected characteristics. The decision maker must not make this decision. | N |

6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty

| Impact and which relevant protected characteristics are impacted? | Action | Lead officer | Timescale |
|---|--------|--------------|-----------|
| NA NA | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

Please outline any areas you have identified where negative impacts will happen as a result of the proposal but it is not possible to mitigate them. Please provide a complete and honest justification on why it is not possible to mitigate them.

NA

6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:

We will continue to monitor service usage data, accessibility and continue to engage with service users through focus groups and carrying out surveys.

7. Authorisation

EqlA approved by
(Assistant Director/ Director)

Date
.....

8. Publication

Please ensure the completed EqlA is published in accordance with the Council's policy.

Please contact the Policy & Strategy Team for any feedback on the EqlA process.