



WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT TEMPLATE

Please read the brief guidance which provides essential information for anyone who is unfamiliar with the County Council Equality Impact Assessment process.

Background information:

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Date assessment commenced:	Click here to enter a date.
Date assessment completed:	Click here to enter a date.

Function, strategy, project, policy or procedure being assessed:

Name of the function, strategy, project, policy or procedure being assessed:	Closure of Schools Library Service
Is this a new or an amended policy?	Amended
Does the policy form part of a wider programme which has already been screened for equality relevance?	No

Stage 1 - Please summarise the main objectives, aims and intended outcomes of this policy

Aims/Objectives:	
Intended outcomes:	
Please summarise how these outcomes will be achieved?	
Where an existing policy is to be amended please summarise principle differences between the existing and proposed policies?	Between 2000/2001 and 2017/18 there has been a significant reduction in demand from schools for SLS services. The total number of schools buying into the service has fallen from 216 to 22 meaning that only 9% of Worcestershire local authority schools now purchase the service compared with 74% of schools in 2001. The impact of this decline has led to a significant drop in income for SLS, resulting in a budget deficit for the last three years and a predicted deficit in 2018/19 of over £40k.



Stage 2 - Information gathering/consultation

<p>Please give details of data and research which you will use when carrying out this assessment:</p>	<p>All 252 Worcestershire School who can purchase access to the Schools Library Service will be contacted and their input and feedback sought.</p> <p>Staff Consultation will be conducted.</p>
<p>Please give details of any consultation findings you will use when carrying out this assessment:</p>	<p><u>Chronology and summary of engagement with Stakeholders</u></p> <p>November 2017 – February 2018 - Initial engagement Outcome of schools engagement:</p> <ul style="list-style-type: none"> • 24 survey responses received from 112 primary and middle schools; 12 subscribers and 12 non-subscribers • 92% of non-subscribers have their own school library and/or purchase their own books • Subscribers value project boxes (67%), mobile visits (33%) and Book Awards (16%) • No new business leads were generated • No interest was expressed in the free Library Audit Survey response <p>04 May 2018 – Letter to Heads – Nick Wilson</p> <ul style="list-style-type: none"> • Outlining reduction in demand • Fall in SLS Income by 64% • Outcome of recent engagement • Next steps – opinions will be sought on proposed closure <p>May 2018 - Staff Consultation</p> <ul style="list-style-type: none"> • Staff consulted on a proposal to close Schools Library Service <p>04 June 2018 – Letter to Heads – Hannah Needham Invitation to complete online survey regarding proposed closure and options for the future of SLS.</p> <p>04 June 2018 – Member Briefing – Hannah Needham</p> <p>04 June 2018 – 29 06 2018 - Schools Engagement Survey – Full results can be provided if required</p> <p>13 July 2018 – Letter to Heads – Hannah Needham Letter detailing summary results of Engagement Survey and next steps. A total of 242 schools were surveyed and 64 schools responded. Key findings are set out below:</p> <ul style="list-style-type: none"> • Key impacts highlighted by schools of the closure of SLS: <ul style="list-style-type: none"> ○ Reduced ability to plan curriculum topics ○ Insufficient budget to invest in books, particularly multiple copies of texts ○ Greater reliance on digital reading sources ○ Loss of networking opportunities and advice ○ Loss of support to maintain and update the LMS systems



	<ul style="list-style-type: none"> ○ The loss of opportunity for pupils to participate in book awards <p>In response to this, proposals for a new SLS service model and costing structure were developed ready to communicate to schools at the beginning of the 2018/19 academic year with details of that proposal. Staff consultation paused.</p> <p>13 July 2018 – Member Briefing – Hannah Needham Briefing detailing summary results of Engagement Survey and next steps.</p> <p>August 2018 - Costing Modelling Exercise</p> <p>04 September 2018 – Letter to Heads – Hannah Needham Letter to interested schools with a new SLA and Pricing for their school and next steps.</p> <p>13 September 2018 – Letter to Heads – Hannah Needham Letter to schools who did not respond or engage with the survey but extended a current contract</p> <p>25 September 2018 – letter to Heads – Hannah Needham Revised letter with reduced costings sent to interested schools due to increase in interested schools.</p> <p>02 October 2018 - Deadline for response re new proposed model</p> <p>04 October 2018 Decision Having considered information from the formal consultation with staff and unions and responses from the engagement with Worcestershire schools, a decision was taken to close SLS when current contracts ended on 2 November 2018</p> <p>19 October 2018 – Letter to Heads- Hannah Needham Notice of decision as only 3 schools confirmed their intention to renew their subscription. Letter sent on the 19 following SLS Staff Briefing which needed to happen before schools were informed and the decision was published.</p>
Do you consider these sources to be sufficient?	Yes
If this data is insufficient, please give details of further research/consultation you will carry out:	NA
Please summarise relevant findings from your research/consultation:	See above

Stage 3 - Assessing the equality impact of the policy



Based on your findings, please indicate using the table below whether the policy could have an adverse, neutral or positive impact for any of the protected groups:

Protected characteristic	Adverse	Positive	Neutral
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details of all positive and adverse impact you have identified:	<p>It is possible that the closure of the Schools Library Service could negatively impact on the accessibility of resources to a very small number of schools.</p> <p>There areStaff employed within the Schools Library Service. These roles will face redundancy as part of the service closure.</p>
Where possible please include numbers likely to be affected:	<p>Students:</p> <p>Staff:</p>
Where potential adverse impact has been identified, can continuation of the proposed policy be justified?	<p>Yes</p> <p>If yes, please explain your reasons:</p> <p>N.B Schools Library Service is not a statutory provision; however considerable work has been undertaken to mitigate impact on pupils and staff in recognition of the value this service provides to 9% of Worcestershire schools. A brief overview is included below:</p> <p>All schools have been put in touch with Library Services of neighbouring authorities who have expressed an interest in providing library services to Worcestershire Schools, and with the Schools Library Association who provide a minimum SLS offer to schools. Where the school library requirements of Worcestershire schools are not met by this alternative provision, consideration will be given to the feasibility of extending the public library service offer to meet those requirements.</p> <p>In addition, following discussions with the Head teacher we intend to work with Red Hill to trial the creation of a book warehouse of SLS stock at Red Hill School. This would mean that the most well used SLS stock would be kept in circulation across Worcestershire schools. Final details of the arrangement have yet to be agreed, but</p>



we anticipate that the most popular/most requested SLS stock will be available to schools in pre-defined, fixed project boxes and reading/literacy boxes only. Schools will be able to submit requests for these boxes and collect and return them on six days each year at the end of each half term.

No other aspects of Council's wider SLS services will be provided by Red Hill School. There will be no selection and preparation of bespoke project or literacy boxes, no delivery or collection service, no mobile library service, no telephone enquiry service, advisory service, or networking service.

A charge for the service will be made to schools that use the service to ensure that it remains cost-neutral for the hosting school. However, the school will not generate a profit from the book warehouse service and the Head teacher has no plans to invest in or increase services offered to schools. We anticipate that the service will be trialled for an initial 12 month period from the end of the first spring half term 2019, with a view to extending it to June 2023 if it proves to be successful. The service will prioritise stock for 2018/19 SLS subscribing schools.

Do you consider that this policy will contribute to the achievement of the three aims of the [Public Sector Equality Duty](#)? Please indicate which of these aims is achieved through this policy:
Please explain how the policy contributes to achievement of any aims you have selected:

The Public Sector Equality Duty has the following three aims:

1. To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
2. To advance equality of opportunity between persons who share a relevant [Protected Characteristic](#) and persons who do not share it.
3. To foster good relations between persons who share a relevant [Protected Characteristic](#) and persons who do not share it.

Stage 4 - Action planning and time frames

Please list any actions you will take to mitigate any adverse impact you have identified:

Planned action	By who	By when	How will this be monitored
Implementation of new warehousing and access scheme	Natalie McVey		Regular contact via email or phone with Spencer Morris

Please indicate how these actions will be taken forward as part of your team/service/directorate planning:


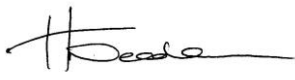
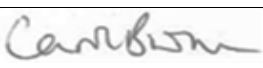


Stage 5 - Monitoring & Review

How frequently will proposed action be monitored?	NA
How frequently will intended outcomes be evaluated?	NA
Who will be responsible for monitoring and evaluation?	NA
How will you use the monitoring and evaluation results?	NA

Stage 6 - Publication

Worcestershire County Council requires all assessments to be published on our website. Please send a copy of this assessment to the Corporate Equality and Diversity Team for publication.

	Signature	Date
Completing Officer:		04/10/2018
Lead Officer:		04/10/2018
Service Manager:		04/10/2018