Predictive: assessing and analysing proposed changes to services, policies and budgets

Enfield Council

Predictive Equality Impact Assessment (EQIA) - Equality Analysis
13. Predictive equality impact assessment/equality analysis template

Please complete this cover sheet

<table>
<thead>
<tr>
<th>Proposed change to service/policy/budget</th>
<th>Enterprising Libraries project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer completing the assessment</td>
<td>Pam Tuttiett</td>
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<tr>
<td>Extension Number</td>
<td>x4054</td>
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<tr>
<td>Service</td>
<td>Library and Museum Service</td>
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<tr>
<td>Department</td>
<td>Regeneration, Leisure and Culture</td>
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<tr>
<td>Date impact assessment completed</td>
<td>November 2013</td>
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</table>
Section 1 – About the service, policy or budget, and proposed change

Q1. Please provide a brief description of the service/policy/budget
Library & Museum Service. Statutory service covered by the Library and Museums Act 1964

Q2. Please provide a brief description of the proposed change(s) to the service/policy/budget
Enfield Library and Museum Service was successful in its application for £45,000 to the Enterprising Libraries Fund from the Department of Communities and Local Government (DCLG) working in partnership with the Arts Council (England) (ACE) and British Library’s Business and Intellectual Property (IP) Centre.

The aim of the fund is for libraries to support local economic growth by offering spaces for the development of business ideas, providing coaching, advice, meeting spaces and IT support for local businesses and entrepreneurs.

The Service will work in partnership with Enterprise Enfield (Enfield’s enterprise agency) to deliver a programme of start-up seminars with 1-1 sessions, networking events, webinars and webcam sessions and a Cloud Service. Staff from both partners will receive training from the British Library to enable them to exploit and promote their services to local businesses.

The funding will be used to support these activities from March 2014 – March 2015 and to explore what services can continue to be delivered in partnership from April 2015.

Q3. Does equalities monitoring of your service show that the beneficiaries in terms of the recipients of the service, policy or budget, and the proposed change, include people from the following groups?

| R | Yes |
| D | Yes |
| G | Yes |
| A | Yes |
| F | No – specific monitoring of these groups |
| S | No – specific monitoring of these groups |
| T | No – specific monitoring of these groups |
| M | No – specific monitoring of these groups |
| P | No – specific monitoring of these groups |

Q4. If you answered ‘no’ to any of the groups listed in Q3, please state why?
The monitoring of these characteristics is not believed to be relevant and proportionate

Q5. How will the proposed change eliminate discrimination, promote equality of opportunity, or promote good relations between groups in the community?
Enterprise Enfield’s programme of start-up seminars and 1-1 sessions enable those who wish to set up their own business receive expert advice and guidance on how to achieve this aim.
The library service with 17 libraries and a mobile library is able to promote, and host, these sessions to a wide audience who may otherwise be unaware of this offer. The library service successfully hosted a series of start-up seminars for Enterprise Enfield in May - July 2013 in three libraries in different areas of the borough.
The Cloud Service will target new businesses from the Black and Minority Ethnic (BME) communities and women.
Section 2 – Consultation and communication

Q6. Please list any recent consultation activity with disadvantaged groups carried out in relation to this proposal

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<tr>
<td>R</td>
<td>No – as this is a positive improvement to the Service</td>
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<tr>
<td>D</td>
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Q7. Please state how you have publicised the results of these consultation exercises, and what action you have taken in response

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Section 3 – Assessment of impact

Q8. Please describe any other relevant research undertaken to determine any possible impact of the proposed change

The start-up seminars that took place in Edmonton Green, Enfield Town and Oakwood Libraries attracted over 60 potential entrepreneurs indicating that the safe and neutral environment of libraries provides an ideal venue for this type of activity. The Library and Museum will be hosting another series of seminars in partnership with Enterprise Enfield before the commencement of the project.

Q9. Please list any other evidence you have that the proposed change may have an adverse impact on different disadvantaged groups in the community

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Q10. Could the proposal discriminate, directly or indirectly, and if so, is it justifiable under legislation? Please refer to the guidance notes under the heading, 7. Useful Definitions

This is not believed to be the case

Q11. Could the proposal have an adverse impact on relations between different groups? If so, please describe

This is not believed to be the case
Q12. How could this proposal affect access to your service by different groups in the community?

R  It will improve access to services delivered by both partners through greater awareness of the potential presented by the funding and the opportunities that it opens up.

D  As above

G  As above

A  As above

F  As above

S  As above

T  As above

M  As above

P  As above

Q13. How could this proposal affect access to information about your service by different groups in the community?

R  It will not impact on how groups will access information about our services. There will be no charge to those wishing to be involved in the programme including 12 months free access to the Cloud Service. The project will be marketed through
  - internal and external community engagement by library staff,
  - leaflets and posters,
  - the Library and Museum and Enterprise Enfield's website
  - social media.
  - community groups,
  - Enfield Women's Centre,
  - job centres,
  - local community events and job fairs
  - adverts in local newspapers and magazines - such as EN magazine.

D  As above

G  As above

A  As above

F  As above

S  As above

T  As above

M  As above

P  As above

Section 4 – Tackling socio-economic inequality

Q14. Will the proposal in any way specifically impact on communities disadvantaged through the following socio-economic factors? Please explain below. If it does not, please state how you intend to remedy this (if applicable to your service), and include it in the action plan.

Communities living in deprived wards/areas

I believe that this project will have a positive effect on communities disadvantaged through socio-economic factors as it will provide free advice, guidance and opportunities for those wishing to start up their own business and access to a Cloud Service.

People not in employment, education or training

See above

People with low academic qualifications

See above
### Section 5 – Impact on staff

**Q15. How have you consulted, or otherwise engaged with, all relevant staff about this proposal (including any staff on sickness or maternity leave)?**

The project was discussed at Management meetings and the meetings of the Community Engagement team prior to the submission of the application. It has also been submitted as a Good News story for the monthly team brief.

**Q16 If your proposal involves a staff restructuring, how have you discussed this with relevant trade unions?**

n/a

**Q17 Does job matching of existing staff against the new proposed staff structure, following any assimilation process, indicate that any particular groups of staff are adversely affected more than others?**

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**Q18 Are there any proposed changes to working hours, work locations or duties likely to have a negative impact on particular groups of staff?**

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### Section 6 - Miscellaneous

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<thead>
<tr>
<th><strong>Q19. Do you plan to publicise the results of this assessment? Please describe how you plan to do this</strong></th>
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<tbody>
<tr>
<td>This assessment will be published and available to the public on the Council website and via the Council’s Equality Scheme Annual Report. It will also be cited in the 6 month review of the Regeneration, Leisure and Culture Departmental Plan.</td>
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<tr>
<th><strong>Q20. How and when will you monitor and review the effects of this proposal?</strong></th>
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<tr>
<td>The project will be delivered in line with PRINCE2 techniques with monthly highlight reports recording progress throughout its lifetime. An End Of Project report will also be completed. ACE have set out dates for interim activity and end of project reports.</td>
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</tbody>
</table>
14. Action plan template for proposed changes to service, policy or budget

Proposed change to, or new, service, policy or budget: Enterprising Libraries Fund (DCLG / ACE / BL)

Team: Library and Museum
Service manager: Julie Gibson

<table>
<thead>
<tr>
<th>Issue</th>
<th>Action required</th>
<th>Lead officer</th>
<th>Timescale</th>
<th>Costs</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Establish a programme for spending the Fund to deliver the activities and outcomes as per the application</td>
<td>Formulate a clear Project Plan agreed between partner organisations with realistic timescales</td>
<td>Pam Tuttiett working with the Library and Museum Management Team and Enterprise Enfield</td>
<td>December 2013</td>
<td>From existing resources</td>
<td></td>
</tr>
<tr>
<td>Awareness of the project to those individuals and communities who will benefit from this opportunity</td>
<td>To ensure effective publicity for the project including targeted promotion for hard to reach communities</td>
<td>Pam Tuttiett with the Project's Public Relations (PR) and Marketing workstream</td>
<td>March 2014</td>
<td>From existing resources</td>
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</tr>
<tr>
<td>Monitoring</td>
<td>Data to be included in monthly highlight reports and to ensure robust systems are in place to report to ACE in line with interim activity and end of project report</td>
<td>Pam Tuttiett</td>
<td>April 2014</td>
<td>From existing resources</td>
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</tr>
<tr>
<td>Sustainability</td>
<td>Review the success of the programme to advise on what elements of the programme can be delivered following the end of funding</td>
<td>Pam Tuttiett working with the Library and Museum Management team and Enterprise Enfield</td>
<td>January 2015</td>
<td>From existing resources</td>
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</table>

APPROVAL BY THE RELEVANT ASSISTANT DIRECTOR - NAME: Gary Barnes

SIGNATURE: [Signature]