



Equality Impact Assessment Record Form 2012-16

This form is to be used for recording the Equality Impact Assessment (EIA) of Council activities. It should be used in conjunction with the guidance on carrying out EIA in **Annex 2** of the Equality Scheme. The activities that may be subject to EIA are set out in the guidance.

EIA is particularly important in supporting the Council to make fair decisions. The Public Sector Equality Duty requires the Council to have regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

Using this form will help Council officers to carry out EIA in an effective and transparent way and provide decision-makers with full information on the potential impact of their decisions. The purpose is to avoid inadvertent disadvantage or discrimination resulting from decisions.

EIA is not a fixed process – it will vary according to the scale and type of activity. The form and guidance are designed to cover all eventualities. Officers should not be discouraged by the form, but should use their discretion in using it flexibly according to the activity they are assessing.

EIA does not happen at a single point in time. It is an ongoing and integral part of the development of the activity or proposal. This EIA template should be kept open and live as a planning document, and updated as the activity or proposal progresses.

Section 1 – Service Details and Summary of EIA Activity

Title of activity:	Proposal to Relocate the Town Centre Library from Crown Street to the Dolphin Centre	
Lead Officer responsible for this EIA:	Carol Houghton	
Telephone:	01325 349623	
Service Group:	Neighbourhood Services & Resources	
Service or Team:	Community Services - Libraries	
Assistant Director accountable for this EIA	Ian Thompson	
Who else will be involved in carrying out the EIA:	Marion Ogle Suzy Hill	
<p>What stage has the EIA reached?</p> <p>This table provides a 'cover note' of progress to be maintained as the EIA is developed over time. Stage categories 1-3 listed below refer to the funnel model. Note the stage reached and any consultation or engagement carried out. Simple activities may not need all these stages. Provide details of population/individuals affected in Section 2</p>		
Stage	Date	Summary of position
Stage 1: Initial Officer Assessment. Whole Population likely to be affected identified	03/03/16	Initial officer assessment has been undertaken and to some extent the proposal will impact on the whole population of the residents of Darlington.(105,600 in 2011 Census).
Stage 2: Further Assessment. Target Population likely to be affected identified		Further targeted work has been undertaken with the protected characteristics groups affected as listed in the Equality Act 2010. Older people who cannot walk from the bus stop to the Dolphin Centre. Those individuals who need a familiar, quiet place, including the visually impaired, those with learning disabilities, those on the Autism spectrum and individuals with mental health issues. Those who attend the Dementia café or Dementia Hub. Vulnerable people who use the library as a safe place.
Stage 3: Further Assessment. Individuals likely to be affected identified		Should any individual specifically affected by the proposal come forward, an assessment of the impact would then be undertaken.
Stage 4: Analysis of Findings		
Stage 5: Sign-Off		
Stage 6: Reporting and Action Planning		

Section 2 – The Activity and Supporting Information

Details of the activity (including the main purpose and aims)

The Council, as part of its MTFP proposals in relation to the Library Service, is proposing to close Crown Street Library and relocate the service to the Dolphin Centre, building a new central library within the leisure centre. This will provide savings of £335,000. The range of proposals is financially driven as part of the Council's need to save £10 million, however the Council believes this will provide a more sustainable future for both the Library service and the Dolphin Centre. There will be improved access and facilities for all residents in the new central library with extended opening hours, improved toilet and baby change provision, updated IT provision and a café. The redevelopment of the Dolphin Centre will also aid the family learning experience within the town centre. A Library Needs Assessment has been completed to aid the delivery of the service going forward.

The Darlington Library Service has a mixed performance with the service performing well with regard to the number of active borrowers and number of issues per item, and is one of the lowest cost services in its comparator group, demonstrating that the service is efficient and provides value for money. However with regard to service points it only has three, therefore its population per service point 35,133; the average is 17,318.

The information clearly shows that book issues are decreasing, however the traditional library functions remain important to many customers. Nonetheless the shift towards increasing use of technology will continue to challenge delivery models in the immediate future. This is already being witnessed in the rise of e-book issues and the decline of traditional reference provision, the use of self-service technology and the provision of 24/7 services, accessible without having to visit the library.

Footfall has fallen significantly across all sites in the past six years; at Crown Street by 28%, Cockerton by 23% (potentially as a result of reduced opening hours), e-library by 15% and the Mobile Library by 65%. The library service overall has seen a reduction in usage of 28%.

The Council is facing extremely difficult financial times with Government funding being cut, a consequence being the need to cease/reduce £10.2million of services.

From the Library Consultation Survey completed by 3,265 residents, which represents approximately 3% of the population, a significant majority support the existing service and would not wish to see any changes.

This support has to be balanced against falling use, reduced book issues and the financial pressure the Council is under.

It would be possible to meet the Council's statutory requirement by providing only one main library within the town centre where approximately 95% of the population are within 30 minutes using public transport.

It is evident there is support for the Mobile Library by those that use it, however with the significant fall in usage it is difficult to continue to support this facility with an ongoing reduction of 65% in the past five years. There will be a need to extend the Housebound Service to cater for those residents that generally are unable to visit the town centre library. This would allow them to continue to be able to access books on a regular basis.

Cockerton Library is the only branch library within the Borough and whilst well supported, it is difficult to continue to justify ongoing financial support when a significant number of other Council services are having to be reduced or cut.

Therefore, whilst there is public support for the existing level of service, with falling book issues and usage the Council will be able to meet the overall need by providing one centrally located library service.

Who will be affected by the activity?
See the guidance on carrying out equality impact assessment within the Equality Scheme 2012-16. Provide details of the groups and numbers of people affected below, updating the table as the EIA develops and the understanding of who will be affected emerges in more detail.
Whole population
Whole resident population of Darlington 105,600 (2011 Census)
Target population
<p>Number of people in specific protected characteristic groups:</p> <ul style="list-style-type: none"> • Age • Disability • Sexual Orientation • Gender Reassignment • Race • Religion/Belief <p>The only usage data we have for those with protected characteristics refers to age and visual impairment(disability)</p> <p>The latest Active Borrower figures for Crown Street library (detailing the numbers of people who have borrowed 1 or more items in the past year are as follows;</p> <p>4137 adults</p> <p>2308 senior citizens</p> <p>56 people with a visual impairment</p> <p>2600 children between 0-17 years</p> <p>18 playgroups</p> <p>20 class visits</p> <p>4 home educated young people.</p>
Individuals

At this initial stage of EIA, affected individuals cannot be identified beyond the broad groups summarised above. It is unlikely that the proposal will impact on specific groups or individuals beyond the above level of details, however should any individual specifically affected by the proposal come forward, further work would be undertaken.

What data, research and other evidence or information is available which is relevant to the EIA?

The key information for this activity is:

- Crown Street Library monthly statistics
- Darlington Library Service Survey – results 2016
- Darlington Library Service Survey - comparison between 2016 and 2011 results
- Travel information – bus services, disabled parking spaces
- Disability data for the Borough
- CIPFA statistical information for Darlington Library Service

Check: before proceeding to the officer assessment, have you obtained all the data and information that is currently available?

Section 3: Officer Assessment

Use this table to record your views on potential impact on Protected Characteristics. As the activity and the assessment develop your views may change – record them here.

It is important to be searching and honest about this – many Council activities are planned to be of positive benefit to identified target groups but can often have the potential for inadvertent effects on other groups.

Protected Characteristics	Potential Impact Positive/Negative/ Not Applicable			Potential level of impact				Summary of Impact
	P	N	NA	H	M	L	nil	
Age	P	N	NA	H	M	L	nil	<p>There will be an impact on some older people, particularly those with a physical impairment or limited mobility. Access to the Dolphin Centre from Tubwell Row or across the market square can be difficult due to the sloping nature of the road, the general busyness and the steps.</p> <p>For some older people, it may be more difficult using a bus stop near to the Dolphin Centre than using those bus stops in Crown Street. An additional impact may be further to walk from the bus stop whilst carrying heavy books.</p> <p>There may be congestion at the lift in the Dolphin Centre due to increased demand, meaning a wait for those who are unable to manage the stairs. The lift can accommodate larger wheelchairs and triple buggies.</p> <p>Older people who have used Crown Street Library all their lives feel an affinity and affection for the building and are likely to be upset and angry at the change of location. This may mean they are less likely to access the new library in the Dolphin Centre.</p>
Race	P	N	NA	H	M	L	nil	<p>Crown Street library is a designated safe place, however the central library will be located within another designated safe place (Dolphin Centre).</p>
Sex	P	N	NA	H	M	L	nil	<p>Twice as many survey forms were returned from women as from men. This indicates that women will be affected to a greater extent than men. In particular women are more likely to be carers for young children and older relatives and more likely to access the library regularly.</p> <p>Women are more likely to be using buggies with small children and will be impacted by any congestion at the lift in the Dolphin Centre. The lift can accommodate triple buggies.</p>

Gender Reassignment	P	N	NA	H	M	L	nil	Crown Street Library is a designated safe place. It is important for people who have just 'come out' about their sexuality to feel comfortable in their communities. The library is perceived as a safe, neutral space. The central library will be located within another designated safe place (Dolphin Centre). There will be a separate entrance to the library from Bull Wynd for those that do not wish to walk through the leisure centre.
Disability (summary of detail on next page)	P	N	NA	H	M	L	nil	There are a number of groups that would potentially be affected by this proposal, which are detailed in Section 3.
Religion or belief	P	N	NA	H	M	L	nil	Crown Street is a designated safe place, however the central library will be located within another designated safe place (Dolphin Centre).
Sexual Orientation	P	N	NA	H	M	L	nil	Crown Street is a designated safe place, however the central library will be located within another designated safe place (Dolphin Centre).
Pregnancy or maternity	P	N	NA	H	M	L	nil	There may be a perceived lack of privacy at the Dolphin Centre for breastfeeding by some mothers when compared to Crown Street Library.
Marriage/ Civil Partnership	P	N	NA	H	M	L	nil	We are not aware of any identifiable impact on this protected characteristic.

Section 3: Officer Assessment - continued

The Council must have due regard to disabled people's impairments when making decisions about 'activities'. This list is provided only as a starting point to assist officers with the assessment process. It is important to remember that people with similar impairments may in reality experience completely different impacts. Consider the potential impacts and summarise in the Disability section on the previous page. Officers should consider how the 'activity' may affect a disabled person.

Mobility Impairment	P	N	NA	H	M	L	nil	<p>There may be a potential problem for some people with mobility impairment if they have travelled to the town centre using public transport when crossing the Market Square and/or negotiating Tubwell Row due to the sloping nature of the road and the steps. The closest bus stops to the Dolphin Centre may not be as convenient for people as the bus stops in Crown Street. Crown Street is closer to other shops and a visit to the Dolphin Centre will involve crossing the busy Tubwell Row.</p> <p>There may be some congestion queuing for the lift in the Dolphin Centre due to increased demand. People with mobility impairments may have to wait for the lift to become available. The lift is large enough to accommodate triple buggies or larger wheelchairs.</p>
Visual impairment	P	N	NA	H	M	L	nil	<p>The Dolphin Centre may initially be an unfamiliar place to those with a visual impairment. There may be a perception that it is a very noisy and busy place causing confusion to those with impaired vision.</p>
Hearing impairment	P	N	NA	H	M	L	nil	<p>People with hearing impairments currently visit Crown Street Library for the Action on Hearing Loss Clinic. It is hoped the clinic would continue if the library relocates to the Dolphin Centre. It is envisaged that any impacts on those with hearing impairments currently using Crown Street would be minimal. Quiet space will be available in the proposed new library and a loop facility is in place in the Dolphin Centre.</p>
Learning Disability	P	N	NA	H	M	L	nil	<p>Loss of a safe and familiar place for those individuals with a learning disability and their Carers. Loss of close friendships with library staff. There is a potential impact that they will stop accessing the</p>

								service leading to increased isolation and with mental health implications.
Mental Health	P	N	NA	H	M	L	nil	<p>People with dementia and their Carers, visit the library as a safe, familiar place in which they feel comfortable. There is a monthly Dementia café run by the Alzheimer's Society within Crown Street Library. For the carer, this provides a social outlet as well as an opportunity to talk to representatives from the Alzheimer's Society. There is another Dementia Café within the town but it is out of the main town centre involving possible travel and expense. If the Carers won't come to a café in the proposed new library, there is the risk they will lose this social break and feel more isolated. There is also a monthly Dementia Hub within Crown Street Library facilitated by the Dementia Action Alliance, which is an information and signposting service. There have been some concerns expressed previously by the Alzheimer's Society that the Dolphin Centre is not as suitable a location as Crown Street Library for the Dementia Café and the Dementia Hub due to it being a busier and noisier environment.</p> <p>People with a range of mental health issues visit the library as a safe, familiar place in which they feel comfortable and in many cases have established friendships with staff in the library. The library has a collection of 'Books on Prescription' that deal with mental health issues, including anxiety and depression.</p>
Long Term Limiting Illness	P	N	NA	H	M	L	nil	<p>People with long term limiting illness and chronic illness visit the library as a safe, familiar place in which they feel comfortable. Initially the Dolphin Centre may seem unfamiliar and make those who are unwell feel uncomfortable with its emphasis on health and fitness.</p>
Multiple Impairments	P	N	NA	H	M	L	nil	<p>Depending on the individual's circumstances, there could potentially be impacts around accessing the Dolphin Centre or in feeling comfortable in an unfamiliar space.</p>
Other - Specify	P	N	NA	H	M	L	nil	

Cumulative Impacts	
<p>The officer responsible for this EIA should seek input from the Corporate Equalities Group on the potential for this activity to combine with other recent, current or proposed activities, both Council and in the external environment, to result in more severe impacts on people with Protected Characteristics through their cumulative effects. The Corporate Equalities Group will advise on the content for this section of the EIA.</p>	
Change activities	Potential cumulative impacts
<p>Combination of withdrawal of the Mobile Library Service and the closure of Cockerton Library.</p>	<p>There would only be one library in the town, there is the possibility that it will not have the capacity to respond to demand or to provide the necessary quiet space for reading and studying, besides hosting children's events. It will be important to retain the sense of inclusiveness and community within a new library and prevent those with protected characteristics from feeling disadvantaged.</p>

Section 4: Engagement Decision

The decision about who to engage with, and how and when to engage, is the key to effective EIA. Please see Annex 2 of the Equality Scheme for guidance on the engagement decision.

Is engagement with affected people with Protected Characteristics required, now or during the further development of the activity?	Yes / No
<p>If YES, proceed to the next section. If NO, briefly summarise below the reasons why you have reached this conclusion.</p>	

If you have come to the conclusion that engagement is not required, seek ratification from the Corporate Equalities Group through your service Equalities Co-ordinator.

If engagement is not required but the officer assessment has identified changes that should be made to the activity, please complete Sections 7 and 8. If not the assessment can be signed-off at Section 9.

Any reports to decision-makers during the development of the activity, for example feasibility or options appraisal reports, should include content on the latest thinking and findings of the EIA even though, like the activity, further development of the EIA may be required before final reporting.

The findings of the officer assessment should be included in any reports to decision-makers. These may be feasibility or options appraisal reports where the activity is at an early stage of development, but it is essential that any equality findings are taken into account in formal decisions at all stages of development of the activity.

Section 5 – Involvement and Engagement Planning

<p>Has the assessment shown that the activity will treat any groups of people with Protected Characteristics differently from other people? Yes/No</p>
<p>If yes, please state which groups and how</p>
<p>Will the differential treatment advance equality for people with Protected Characteristics? Yes/No</p>
<p>If yes, please state which groups and how</p>
<p>Will the differential treatment cause or increase disadvantage for people with Protected Characteristics? Yes/No</p>
<p>If yes, please state which groups and how</p> <p>Although people with Protected Characteristics are NOT being treated differently from other people as the proposed relocation of Crown Street Library to the Dolphin Centre would affect all individuals, some people with protected characteristics may be less well able to adapt to the move to the Dolphin Centre.</p> <ul style="list-style-type: none"> • Older people who can easily access Crown Street Library by walking from the nearby bus stops without having to negotiate steps or slopes. • People with mobility impairments who can currently access Crown Street may have more difficulty negotiating Tubwell Row and the Market Square.

From the above, prepare a simple plan using the template overleaf for involving and engaging with the organisations, groups and individuals likely to be affected by the activity.

There may be several stages of involvement and engagement, particularly for more complex activities. Initially it may be possible to identify and engage only with stakeholder and representative organisations for the people with Protected Characteristics who may be affected. Further development of the activity may be required before the individuals who will be affected can be identified.

The Involvement and Engagement Plan should evolve accordingly, with new engagement proposals added as they are identified.

Involvement and Engagement Plan

Which organisations, groups and individuals do you need to involve or engage and how?

Date of plan entry	Organisation, Group or Individuals	Date of event or activity	Type of activity – venue, channels, method and staffing
January 2016	All Library Members and members of the general public	<p>17/02/16</p> <p>17/02/16</p> <p>11/03/16</p> <p>14/03/16</p> <p>23/03/16</p> <p>21/03/16 and 24/03/16</p> <p>15/04/15</p>	<p>General public consultation involving all available channels</p> <ul style="list-style-type: none"> • Library Service Consultation Survey: Hard copy surveys available from libraries, Customer Contact Centre, Town Hall and Head of Steam. Online survey available via the budget proposals microsite on DBC website. The consultation survey closed on 3 April 2016. • Frequently Asked Questions available on DBC website. • Letter sent to library user groups promoting link to survey and information on libraries website • Email drop to all library member who had provided email address on their contact details <p>2 x public consultation events held on 23 March 2016; 2.30 pm in Central Hall, Dolphin Centre, and 6.00 pm at Cockerton Methodist Church. Both consultation events were attended by Cabinet Member Councillor Nick Wallis, Ian Thompson Assistant Director Community Services, Mike Crawshaw, Head of Culture and Luke Swinhoe, Assistant Director Law & Governance.</p> <ul style="list-style-type: none"> • Drop In Sessions with Cabinet Member, Councillor Nick Wallis on 21 and 24 March 2016 between 11.00 am and 7.00 pm at the Dolphin Centre • Special Place Scrutiny Committee Meeting: Friday 15 April 2016, 9.30am to give consideration to MTFP proposals including the proposals relating to the Library Service.
March 2016	Alaine McCartney, Learning & Skills Service, DBC	29/03/16	The Learning & Skills team run regular courses from Crown Street Library. They would hope to continue to use the library in its new location.
March	Visually Impaired	04/04/16	Reading Group for the visually impaired (audio

2016	Reading Group		books). Elaine Wolstenholme (facilitator) to talk to members of the group about the possible impact of the proposals upon them. Feedback from the group is in Section 6.
March 2016	Dementia Café & Dementia Hub	05/04/16 12/04/16	Dementia café hosted by staff and volunteers from The Alzheimer's Society. Meets once a month in the library. Dementia Hub held monthly to offer help and advice to individuals and their families. A representative from the Alzheimer's Society, volunteers, individuals with dementia and their families to be interviewed regarding likely impact of the proposals upon them and the service. Feedback from the group is in section 6.
April 2016	Baby Rhyme Time Group (Monday baby session)	18/04/16	Carol Houghton and Suzy Hill spoke to mothers attending the sessions to get their views on likely impact of the library relocating to the Dolphin Centre. <ul style="list-style-type: none"> • Perceived lack of privacy at the Dolphin Centre for breastfeeding. • Congestion issues with the Dolphin centre lift.
April 2016	Phillippa Scrafton-Gay Advice Darlington/Durham (GADD)	26/04/16	Carol Houghton spoke to Phillippa Scrafton as a representative of the transgender community in Darlington. Her response is detailed in Section 6.
April 2016	Baby Rhyme Time Group (Friday toddler session)	22/04/16	Suzy Hill met with the Baby Rhyme Time Group mothers, father, grandparents and childminders who highlighted issues around the following: <ul style="list-style-type: none"> • The Dolphin Centre perceived as a less private space with potential safeguarding issues. • Perceived queuing problem with the lift in the Dolphin Centre due to number wishing to access the Baby Rhyme Time Group sessions.
April 2016	Action for Hearing Loss Group	03/05/16	Carol Houghton spoke to the two leaders of the drop-in sessions of this group and to some of the customers attending the associated hearing aid clinic. The leaders would hope to relocate the clinic to the Dolphin Centre if the library relocates to that building. The customers expressed regret that Crown Street would close but didn't voice any impacts on themselves with regard to the move. It is anticipated that the free clinic could be re-located in the proposed new library.

Engagement to identify impacts works best in face-to-face and small group settings

Section 6: Engagement Findings

	Date/summary of engagement carried out	Summary of impacts identified
Age	03/04/16 Results of Darlington Library Service Consultation Survey	Of the 2,685 people who indicated that they visited Crown Street Library, 1,024 (31.14%) identified themselves as being aged 65 years and above; 65-74 years (624) and 75 years and over (400). Some comments from older people were around crossing the Market Square and Tubwell Row due to the steps and the busier nature of Tubwell Row. They were also concerned about having to walk further when carrying heavy books.
Disability	03/04/16 Results of Darlington Library Service Consultation Survey	Of the 2,685 people who indicated that they visited Crown Street Library, 406 (15.12%) identified themselves as having a disability or long term illness; including 65-74 years (120) and 75 years and over (109). Concerns were expressed by those who have problems with walking; a longer walk from bus stops and having to get across Tubwell Row. The Dolphin Centre is further from the buses, there are unmarked kerbs around the Market Place, the surface of the Market Place is not easy to cross, it is not as convenient for parking as the Crown Street area (particularly those suffering from conditions such as arthritis who don't qualify for a Blue badge); Blue badge parking may worsen in the vicinity of the Dolphin Centre. The proposal in the MTFP to charge Blue Badge Holders for using off street car parks will increase the disadvantage for those with a disability. Congestion whilst waiting for the lift in the Dolphin Centre was also a concern.
Mobility Impairment		Accessing the Dolphin Centre from bus stops at Tubwell Row is a problem for people with mobility issues and has been mentioned many times. Crossing the market place in a wheelchair is not easy and can be uncomfortable and awkward.
Visual impairment	11 March 2016 Visually Impaired Reading Group	The group meets once a month in Crown Street Library. They were asked how the proposal to relocate the library into the Dolphin Centre would impact upon them and their attendance at the Reading Group. All responded that they felt safer in Crown Street (a familiar building) and would feel disorientated in the Dolphin Centre. The Dolphin Centre was perceived to be busy and noisy. Concern was expressed about the additional number of roads to cross to access the Dolphin Centre. It was also considered that access would be difficult when the funfair or other event was being held in the Market Square.

Hearing impairment	3 May 2016 Action for Hearing Loss Group	The staff holding the clinic expressed the hope that they could relocate the clinic to the Dolphin Centre with the library. The customers expressed regret that Crown Street would close but didn't voice any impacts on themselves with regard to the move. However, individuals with a hearing impairment may find the Dolphin Centre more difficult due to more external noise.
Learning Disability	4 May 2016	Staff spoke to a small group who access Crown Street Library regularly along with their support worker. They expressed regret at the possibility of Crown Street Library closing and were worried that the Dolphin Centre wouldn't be big enough to accommodate all the books. They visit the library weekly and know the staff. The support worker explained that under some other MTFP proposals she would no longer receive a free companion bus pass, and this might affect her ability to accompany the group to the library. She mentioned that the library felt a very safe and non-judgemental place.
Mental Health	5 April 2016 Dementia Cafe 10 May 2016 Dementia Hub	<p>The Dementia Cafe meets on the first Tuesday of every month. It is hosted by a representative from The Alzheimer's Society and a group of volunteers. The café has operated out of the library for 6 months. The Carers were unsure about transferring to the Dolphin Centre. Some concerns have previously been expressed by a representative of the Alzheimer's Society that the Dolphin Centre is not as suitable a venue as Crown Street Library. The library is perceived as a quieter, calmer and more familiar place.</p> <p>The Dementia Hub meets on the second Tuesday of the month and is facilitated by a member of the Dementia Action Alliance. The DAA has provided separate feedback about the library proposals, but at present is hoping to re-locate the service with the library to the Dolphin Centre. Members of the DAA mentioned a positive development might be the design of a 'dementia friendly' library within the new layout. In 2014/15, the prevalence of mental health diagnoses in Darlington was 1,066 (1.00%).</p> <p>Crown Street Library has a collection of 'Books on Prescription' titles which provide self- help and guidance for anxiety, depression and loss.</p>
Long Term Limiting Illness		Crown Street Library is seen as a safe, familiar place and moving to a new location may be stressful for those already struggling with illness. Some individuals may stop accessing the service.
Multiple Impairments		As above.

Other - Specify		
Race		Crown Street Library and the Dolphin Centre are both designated safe places. The library will have a separate access from Bull Wynd if people do not wish to walk through the leisure centre.
Sex		Mothers attending Baby Rhyme Time sessions at Crown Street felt that there was a lack of privacy for breastfeeding in the Dolphin Centre and that the lift would always be busy, making access with a buggy difficult.
Gender Reassignment	26 April 2016 Discussion with Phillippa Scafton, Representative of GADD (Gay Advice Darlington/Durham)	Phillippa Scafton, representative of the transgender community expressed the view that the community views the library as a safe place to visit and somewhere that they feel comfortable with. This may not be the case with the environment of the Dolphin Centre, although it is also a designated safe place.
Religion or belief		Crown Street Library and the Dolphin Centre are both designated safe places.
Sexual Orientation	26 April 2016 Discussion with Phillippa Scafton, Representative of GADD (Gay Advice Darlington/Durham)	Phillippa Scafton, representative of GADD expressed the view that the community views the library as a safe place to visit and somewhere that they feel comfortable with. This is especially the case for people who are feeling anxious and vulnerable. This may not be the case with the environment of the Dolphin Centre, although it is also a designated safe place.
Pregnancy or maternity	18 April 2016 Baby Rhyme Time Group (Monday baby session)	Young mothers attending the baby Rhyme Time sessions have indicated that there is little privacy for breastfeeding at the Dolphin Centre. It is too busy.
Marriage / Civil Partnership		We have no specific information but do not feel that there is any reason why the impact should be greater on people with this protected characteristic.

Section 6: Engagement Findings – Continued

Drawing on the engagement findings and your understanding of the effects of the activity, indicate how it will contribute, if at all, to the three strands of the Public Sector Equality Duty.

a) How will the proposal help to eliminate discrimination, harassment and victimisation?

The activity will not eliminate discrimination, harassment and victimisation but it may be neutral in its effect. The two locations are sufficiently close and both are designated safe places, although the library space within the leisure centre will be smaller than that available at Crown Street.

b) How will the proposal help to advance equality of opportunity?

It will promote the library service to people who may not have used a library before, opening learning opportunities to them.

c) How will the proposal help to foster good relations?

It may be that the Dolphin Centre attracts a greater range of age groups and so the move could lead to more intergenerational activities.

It will present an opportunity to try new things in a new way, for example planning a dementia friendly library.

There will be the chance to engage people who have not been traditional library users, but who feel comfortable in a leisure centre. Conversely people who have always used libraries may be introduced to new sports activities and classes, increasing social opportunities.

During the engagement process were there any suggestions on how to avoid, minimise or mitigate any negative impacts? If so, please give details.

Refer to Section 9.

This completes the assessment, but there will be further work to do to contribute to the reporting and implementation stages of the activity. First though, it is important to draw a line under the assessment to maintain a separation between assessment of impacts and any proposals to manage those impacts. The assessment should therefore be signed-off at this stage.

Section 7 - Sign-off when assessment is completed

Officer Completing the Form:		
Signed	Name:	Carol Houghton
	Date:	6 June 2016
	Job Title:	Lending Manager
Assistant Director:		
Signed	Name:	Ian Thompson
	Date:	6 June 2016
	Service:	Assistant Director – Community Services

Section 8 – Reporting of Findings and Recommendations to Decision Makers

The findings of the EIA may be reported to decision-makers at several stages during the development of an activity. For example, the initial officer assessment findings may be included in a feasibility report or options appraisal to be considered by the Transformation Board or Chief Officers' Executive.

Any report for formal decisions by Cabinet or Council should include the latest findings of the EIA, even if these are at a relatively early stage. The report recommending final approval of the activity should await and include the findings of the completed EIA. The report should present clearly the impacts that have been identified through the engagement process, including potential cumulative impacts.

The report may include recommendations based on the findings of the EIA, but these should be separate from the reporting of impacts. Recommendations will be developed separately from the EIA and arise from considering equalities impacts combined with other aspects of the activity such as finance, the benefits of the activity, and so on.

Based on the EIA findings, the report may consider the options in the table below, but the report must contain a clear statement of the impacts so that decision-makers can understand the effects of the decision that is being recommended.

What does the review of the information show?	
a)	No negative impact on people because of their Protected Characteristics - continue with the activity and monitor progress on implementation
b)	Negative impact identified – recommend continuing with the activity; clearly specify the people affected and the impacts, and providing reasons and supporting evidence for the decision to continue
c)	Negative impact identified - adjust the activity in light of the identified impact to avoid, minimise or mitigate the impact
d)	Negative impact identified - stop activity and provide an explanation why

Section 9 – Action Plan and Performance Management

The report to decision-makers, and the decision made may require actions to be taken to avoid, minimise or mitigate the negative impacts of the activity. Option C in the table in Section 8, combined with mitigation measures that may have been highlighted during engagement and listed in Section 6 (if adopted) will require action planning to implement them.

Any actions to address equalities impacts should be listed below, with performance management review proposals, to complete the full EIA.

What is the negative impact?	Actions required to reduce/eliminate the negative impact (if applicable)	Who will lead on action	Target completion date
Negative impact on older people with physical impairment or limited mobility who may experience more difficulty in accessing the Dolphin Centre than Crown Street Library.	Signpost older people to alternative bus stops that would be closer to the Dolphin Centre and promote these prior to any change in location of the town centre library.	Carol Houghton	
Negative impact on people with mobility impairment, long term limiting illness and multiple impairments who may experience greater difficulty in accessing the Dolphin Centre than Crown Street Library.	<p>Signpost customers to alternative bus stops that would be closer to the Dolphin Centre and promote these prior to any change in location of the town centre library.</p> <p>Library staff would make customers aware of disabled parking spaces in vicinity of the Dolphin Centre: 3 on-street parking spaces where can park up to 3 hours, 7/8 disabled parking spaces on Market Square, 3 disabled parking spaces under the Council Chamber, 40 disabled parking spaces in the new Multi Storey car park behind the Dolphin Centre. In addition, Blue badge holders can park in on-street parking spaces. There is a proposal in the MTFP to charge Blue Badge Holders for off street car parks, increasing disadvantage.</p> <p>Provide chair(s) adjacent to the lift in Dolphin Centre for those customers who may need to wait for the lift to become available.</p>	Carol Houghton	
Negative impact perceived by some mothers regarding lack	Suitable areas would be available within the Dolphin	Carol Houghton /	

of privacy at the Dolphin Centre for breastfeeding when compared to Crown Street Library.	Centre for mothers to breastfeed their babies. Areas need to be identified and mothers informed.	Lisa Soderman	
Negative impact perceived by some young mothers regarding queuing and congestion at the Dolphin Centre	Increased number of Baby Rhyme Time Sessions, but for a smaller number of children, may help. Secure buggy park on the ground floor of the Dolphin Centre.	Carol Houghton	
Negative impact for someone with a visual impairment; the extra effort required to get to the proposed new library in the Dolphin Centre might be a strong deterrent to using the new library.	Familiarisation visits to the Dolphin Centre prior to opening of the new library would be made available for the customer and the person who accompanies them.	Carol Houghton	

Performance Management

Date of the next review of the EIA	
How often will the EIA action plan be reviewed?	
Who will carry out this review?	