

Equality Screening Template for Community Information Policy



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Equality Screening Template

Part 1: Policy Scoping

Information about the policy

Name of the policy: Community Information policy
Is this an existing, revised or a new policy? Revised Policy
What is it trying to achieve? (intended aims/outcomes) To ensure a consistent approach to community information and to ensure Libraries NI conforms to legislative requirements and meets the needs of its customers.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. As the policy is aimed at connecting people with information and meeting customer needs it has the potential to benefit all Section 75 categories. Libraries are accessible and inclusive environments therefore displaying Community Information which might compromise/undermine the perception of libraries as open and welcoming spaces will not be permitted.
Who initiated or wrote the policy? The policy was initiated by the Service Development Manager with responsibility for stock.
Who owns and who implements the policy? The policy is owned by the Service Development Manager with responsibility for stock. It will be implemented by Assistant Stock Managers.

Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? If yes, are they:

	Financial
x	Legislative
	Other, please specify: _____

Main Stakeholders Affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

x	Staff
x	Service Users
x	Other Public Sector Organisations
x	Voluntary/Community/Trade Unions
x	Other, please specify: Partner organisations

Other policies with a bearing on this policy

- What are they?
- Who owns them?

Stock Policy
 Information and Learning Services policy
 Social Media policy
 Customer Feedback policy
 Heritage policy
 Engaging with Culture and Creativity policy

The above policies are owned and implemented by Libraries NI

Available Evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the section 75 categories

Section 75 category	Details of evidence/information
Religious belief	Libraries NI does not gather evidence of religious belief. As the policy applies to and impacts on all section 75 categories in a fair and consistent manner, no qualitative and quantitative evidence has been gathered to inform this policy in relation to religious belief. The Continuous Household Survey reports that 42% of those surveyed who used the library were Catholic, 44% were Protestant, 13% were other or no religion, and 1% chose not to answer.
Political opinion	There is no available evidence of the political opinion of library users/non-users.
Racial group	Libraries NI provides the option for members on joining to indicate, "to which ethnic group do they belong?" Groups listed are in line with those used in the Northern Ireland Census. In relation to ethnicity, these show that the percentage of Black and Minority Ethnic (BME) active members in 2017/18 was higher than in the 2011 Census (3.93% BME active members compared to 1.79% in Census). White members (96.07%) was less than the Census percentage (98.21%)
Age	<p>Active membership demonstrates that the number of children who are active members (33.7% of library members are under the age of 16), higher proportionally than in the NI population (20.8%) whilst the number of adults over 65 years (19% of library members) is more than the 16.8% in the NI population who are older than 65 years.</p> <p>The average age of library users is 40.79 years, the average male member is 40.12 years, and the average female age is 41.42 years old.</p>
Marital status	Libraries NI does not collect data for this category. However, the 2018/19 Continuous Household Survey indicates that 25% of married people, 25% of single people, 20% of widowed people and 24% of separated or divorced people said they had used a library in the previous year
Sexual orientation	Libraries NI does not collect data for this category

<p>Men women generally</p>	<p>Library statistics show that 62.54% of active members are female, and 37.46% of active members are male.</p> <p>The Continuous Household Survey reports that 22% of males have used the library service within the last year compared to 28% of females. 14% of women use the library service more than once a month compared to 9% of men.</p>
<p>Disability</p>	<p>The Continuous Household Survey (2018/19) indicates recent use by people with disabilities (22%) and without disabilities (26%). 0.53% of library users are registered as disabled (5,089), of these 919 are active members.</p> <p>Mobility is the form of disability most often cited by library members.</p>
<p>Dependants</p>	<p>According the Continuous Household Survey adults (aged 16 -44) with dependent children (33%) are more likely to use the library service than adults with no dependents (24%). Adults over the age of 44 with dependent children are no more likely to use the service than those without dependents.</p>

Needs, Experiences and Priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify for each of the section 75 categories.

Section 75 category	Details of needs/experiences/priorities
Religious belief	<p>The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities</p> <p>There is no evidence of any different needs, experiences or priorities for this category</p> <p>The displaying of information which may jeopardise Libraries NI position as a neutral welcoming space will not be permitted</p>
Political opinion	<p>The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities</p> <p>There is no evidence of any different needs, experiences or priorities for this category</p> <p>The displaying of information which may jeopardise Libraries NI position as a neutral welcoming space will not be permitted</p>
Racial group	<p>The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities</p> <p>The use of other resources such as Browsealoud, Say Hi app etc will support this policy to groups included in this category</p>
Age	<p>The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities</p> <p>There is no evidence of any different needs, experiences or priorities for this category</p>
Marital status	<p>The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities</p> <p>There is no evidence of any different needs, experiences or priorities for this category</p>
Sexual orientation	<p>The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities</p> <p>There is no evidence of any different needs, experiences or priorities for this category</p>
Men women generally	<p>The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities</p> <p>There is no evidence of any different needs, experiences or priorities for this category</p>

<p>Disability</p>	<p>The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities</p> <p>Some information may be required in alternative formats</p>
<p>Dependants</p>	<p>The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities</p> <p>There is no evidence of any different needs, experiences or priorities for this category</p>

Part 2. Screening Questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?		
Section 75 category	Details of policy impact	Level of impact? Minor/major/none
Religious belief		None
Political opinion		None
Racial group	Most information is published in English	Minor
Age		None
Marital status		None
Sexual orientation		None
Men women generally		None
Disability	Most information is available in printed format only	Minor
Dependants		None

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 category	If yes, provide details	If no, provide reasons
Religious belief		The policy does not impact on the equality of opportunity for this category
Political opinion		The policy does not impact on the equality of opportunity for this category
Racial group	Browsealoud, Say Hi app or other translation services can be used with customers who do not have English as their first language	
Age		The policy does not impact on the equality of opportunity for this category
Marital status		The policy does not impact on the equality of opportunity for this category
Sexual orientation		The policy does not impact on the equality of opportunity for this category
Men women generally		The policy does not impact on the equality of opportunity for this category
Disability	Use of eg Browsealoud for customers who have a visual impairment may be utilised. Provision of information in alternative formats where possible	
Dependants		The policy does not impact on the equality of opportunity for this category

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?

Minor/major/none

Section 75 category	Details of policy impact	Level of impact Minor/major/none
Religious belief	N/A	None
Political opinion	N/A	None
Racial group	N/A	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Section 75 category	If yes, provide details	If no, provide reasons
Religious belief	This policy enables the provision of local and regional information for all customers in a neutral venue	
Political opinion	This policy enables the provision of local and regional information for all customers in a neutral venue	
Racial group	This policy enables the provision of local and regional information for all customers in a neutral venue	

Additional Considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant section 75 categories concerned

This policy may impact on people with multiple identities for example older people with disabilities. However there is no evidence of significant impact

Part 3. Screening Decision

If the decision is not to conduct an equality impact assessment, please provide details of the reason.

The policy does not have an adverse impact on any of the Section 75 categories. It has a positive impact on all users and those wishing to avail of public libraries

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

The use of IT solutions such as Browsealoud, Say Hi or Google Translate can be used as needed to provide access to the policy and information resources displayed in libraries

If the decision is to subject the policy to an equality impact assessment, please provide details of the reason

N/A

Mitigation

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

N/A

Timetabling and Prioritising

If the policy has been 'screened in' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1 - 3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist in timetabling. Details of the Equality Impact Assessment Timetable should be included in the quarterly Screening Report.




Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

Part 4. Monitoring

[Specify details of how the policy will be monitored for effectiveness/impact. See the Commission's Monitoring Guidance For Use By Public Authorities (July, 2007)].

Part 5. Approval and Authorisation

Screened by:	Position/Job Title:	Date:
Kim Aiken 	SDM	25/10/2021
Michael Lynn 	SDM	25/10/2021
Approved by:		
 Trisha Ward	Director	29 November 2021

Note: A copy of the Screening template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the website as soon as possible following completion and made available on request.