



## **Policy Screening Document for Stock**

**Date:** *9 December 2019*

## LNI Policy Screening Template

### Part 1. Policy Scoping

Information about the policy

<b>Name of the policy</b> Stock Policy
<b>Is this an existing, revised or a new policy?</b> Revised Policy, Version 4 dated January 2020.
<b>What is it trying to achieve? (intended aims/outcomes)</b> To outline how library stock in all formats will be provided to meet the needs of the community in Northern Ireland by Libraries NI.
<b>Are there any Section 75 categories which might be expected to benefit from the intended policy?</b> <b>If so, explain how.</b> Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75 categories.
<b>Who initiated or wrote the policy?</b> Head of Department with responsibility for Stock, Reading and Reader Development.
<b>Who owns and who implements the policy?</b> LNI Service Development Manager with responsibility for stock own the policy and the policy is implemented by a range of theme and stock staff.

## 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**

☒

**legislative**

☐

**other, please specify** \_\_\_\_\_

## Main stakeholders affected

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

☒

**staff**

☒

**service users**

☐

**other public sector organisations**

☐

**Voluntary/community/trade unions**

☒

**Other, please specify**\_\_Suppliers, Publishers, Authors  
\_\_\_\_\_

## Other policies with a bearing on this policy

- Reading and Reader Development Policy – Service Development Manager with responsibility for Stock
- Children and Young People's Services Policy – Service Development Manager with responsibility for Children and Young People
- Information and Learning Policy – Service Development Manager with responsibility for Digital Inclusion

- Social Media Policy – Head of Strategic Marketing and Communications
- Heritage Policy – Service Development Manager with responsibility for Cultural Heritage
- Digital Inclusion Policy – Service Development Manager with responsibility for Digital Inclusion

## 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
<b>Religious belief</b>	LNI audit of inequalities (2019) Continuous household survey
<b>Political opinion</b>	LNI audit of inequalities (2019) Continuous household survey
<b>Racial group</b>	LNI audit of inequalities (2019) Continuous household survey LNI data
<b>Age</b>	LNI audit of inequalities (2019) Continuous household survey LNI data
<b>Marital status</b>	LNI audit of inequalities (2019) Continuous household survey
<b>Sexual orientation</b>	No data
<b>Men women generally</b>	LNI audit of inequalities (2019) Continuous household survey LNI data
<b>Disability</b>	LNI audit of inequalities (2019) Continuous household survey LNI data
<b>Dependants</b>	No data

## 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
<b>Religious belief</b>	No evidence of different needs however LNI seeks to promote shared understanding of different backgrounds.
<b>Political opinion</b>	No evidence of different needs however LNI seeks to promote shared understanding of different backgrounds.
<b>Racial group</b>	There is evidence that people from some minority ethnic groups do have different needs having English as a first or main language.
<b>Age</b>	There is evidence that children have different needs and experiences in terms of developing language and learning styles.
<b>Marital status</b>	No evidence of different needs, experiences or priorities
<b>Sexual orientation</b>	No evidence of different needs however LNI seeks to promote shared understanding of different sexual orientations.
<b>Men women generally</b>	No evidence of different needs, experiences or priorities.
<b>Disability</b>	There is evidence that people with disabilities have different needs in terms of accessing services via a range of formats and in terms of the service delivery.
<b>Dependants</b>	No evidence of different experiences or priorities however LNI recognises there may be different needs in accessing the services.

## Part 2. screening questions

<b>1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact? Minor/major/none</b>
<b>Religious belief</b>	Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75 categories.	none
<b>Political opinion</b>	Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75 categories.	none
<b>Racial group</b>	Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75 categories. Libraries NI will continue to provide stock to support those for whom English is not their first language.	minor
<b>Age</b>	Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75 categories. Libraries NI will continue to provide stock to support different stages of language development and learning styles.	minor
<b>Marital status</b>	Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75 categories.	none
<b>Sexual orientation</b>	Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75 categories.	none
<b>Men women generally</b>	Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75 categories.	none
<b>Disability</b>	Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75	minor

	categories. Libraries NI will continue to provide stock in a range of formats and work in partnership to provide services which meet the needs of people with disabilities.	
<b>Dependants</b>	Libraries NI will be inclusive in approach to the procurement and promotion of stock so it will benefit all section 75 categories.	none

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

<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>	Yes, an opportunity to promote positive images of people with different religious beliefs as reflected in a range of stock.	
<b>Political opinion</b>	Yes, an opportunity to promote positive images of people with different political beliefs as reflected in a range of stock.	
<b>Racial group</b>	Yes, an opportunity to promote positive images of people with different racial backgrounds as reflected in a range of stock. Providing access to different community languages.	
<b>Age</b>	Yes, an opportunity to promote positive images of people with different stages of life to a range of stock which is age appropriate e.g. younger people.	
<b>Marital status</b>		No, there is no evidence of different needs or opportunities.
	Yes, an opportunity to	

<b>Sexual orientation</b>	promote positive images of people with different sexual orientations as reflected in a range of stock.	
<b>Men women generally</b>		No, there is no evidence of different needs or opportunities.
<b>Disability</b>	Yes, an opportunity to promote positive images of people with different disabilities as reflected in a range of stock and to ensure equality of access to information.	
<b>Dependants</b>		No, there is no evidence of different needs or opportunities.



<b>3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?</b> <b>Minor/major/none</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact Minor/major/none</b>
<b>Religious belief</b>	Promoting of shared understanding though the provision of stock.	Minor
<b>Political opinion</b>	Promoting of shared understanding though the provision of stock.	Minor
<b>Racial group</b>	Promoting of shared understanding though the provision of stock.	Minor

<b>4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>	Yes, though stock promotions and displays	
<b>Political opinion</b>	Yes, though stock promotions and displays	
<b>Racial group</b>	Yes, though stock promotions and displays	

## 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

There is no evidence of impact on people with multiple identities however this policy seeks to be inclusive.

## Part 3. Screening decision

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

There is no evidence of adverse impact on any of the section 75 categories.

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

No requirement

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?

No

If yes, please provide details:

## Part 4. Monitoring

The Libraries NI annual audit of inequalities identifies known inequalities in terms of participation. Libraries NI collates data on participation by age and in some cases disabilities which informs this audit. Other information is available through the Continuous Household Survey.

Libraries NI uses stock complaints, requests and customer research to monitor and inform stock purchase.

## Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
Margaret Bell	Service Development Manager	16 December 2019
Sean Beattie	Service Development Manager	16 December 2019
Approved by:		
<i>Helen Osborn</i>	Director of Library Services	16 December 2019

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.