



Policy Screening Template for the Out of Hours service

Date: *April 2019*

LNI Policy Screening Template

Part 1. Policy Scoping

Information about the policy

Name of the policy Out of Hours is a new service delivered through six rural pilot locations
Is this an existing, revised or a new policy? New Service
What is it trying to achieve? (intended aims/outcomes) The purpose of the service is to extend the opening hours of libraries to facilitate access to a limited but important range of services on a self-service basis to adult members.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. As the service aims to increase participation and enable existing services to be extended 'out of hours', it could potentially positively impact on some categories of members.
Who initiated or wrote the policy? The Director of Library Services.
Who owns and who implements the policy? The Director of Library Services owns the service. It is implemented by managers throughout the organisation, including the Assistant Directors, Service Development Managers and Area 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

x	financial
X	Legislative
x	other, please specify risk assessments arising from the pilots_____

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
	Other, please specify _____

Other policies with a bearing on this policy

- **What are they?**
- **Who owns them?**

The following policies, which have a bearing, are listed with owners:

- Children and Young People's Services Policy, *the Service Development Manager with responsibility for Children's and Young People's Services*
- Data Protection Policy, *Head of ICU / ICT*
- Digital Inclusion Policy, *the Service Development Manager with responsibility for Digital Inclusion*
- Engaging with Culture and Creativity Policy, *the Service Development Manager with responsibility for Good Relations, Equality and Anti-Poverty*
- Heritage Policy, *the Service Development Manager with responsibility for Cultural Heritage*

- Information and Learning Services Policy, *the Service Development Manager with responsibility for Digital Inclusion*
- Promoting Positive Health and Wellbeing Policy, *the Service Development Manager with responsibility for Health Services*
- Reading and Reader Development Policy, *Stock Manager*
- Room Hire Policy, *Service Development Managers*
- Safeguarding Policy, *Director of Library Services*
- Opening Hours Policy – *Director of Library Services*

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	Continuous Household Survey (2016/17)
Political opinion	No data is collected for this group
Racial group	Current LMS data (limited)
Age	Continuous Household Survey (2016/17) current LMS data
Marital status	Continuous Household Survey (2016/17)
Sexual orientation	No data is collected for this group
Men women generally	Continuous Household Survey (2016/17) current LMS data
Disability	Continuous Household Survey (2016/17) limited LMS data
Dependants	Continuous Household Survey (2016/17)

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	No data to suggest there are different needs, experiences or priorities in relation to out of hours' service. The choice of locations might impact on access for different groups.
Political opinion	No data to suggest there are different needs, experiences or priorities in relation to out of hours' service. The choice of locations might impact on access for different groups.
Racial group	There may be different language requirements from different ethnic minority groups. The choice of locations might impact on access for different groups.
Age	There are safeguarding issues in relation to children using the service without adult supervision. Therefore they are only permitted to use the service with adult supervision.
Marital status	No data to suggest there are different needs, experiences or priorities in relation to out of hours services.
Sexual orientation	No data to suggest there are different needs, experiences or priorities in relation to out of hours services.
Men women generally	No data to suggest there are different needs, experiences or priorities in relation to out of hours services.
Disability	While there are different access requirements in relation to some disabilities, there is no data to suggest there are experiences or priorities in relation to out of hours' services. There are also potential safeguarding issues in relation to some people.
Dependants	Some anecdotal evidence that carers may need different opening hours so the service could impact positively.

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	As the service aims to increase participation and enable existing services to be extended 'out of hours', it could potentially positively impact on some categories of members	None
Political opinion	As the service aims to increase participation and enable existing services to be extended 'out of hours', it could potentially positively impact on some categories of members	None
Racial group	As the service aims to increase participation and enable existing services to be extended 'out of hours', it could potentially positively impact on some categories of members.	None
Age	Whilst younger people cannot use the service unsupervised, parents are encouraged to accompany children to the library. This measure is a safeguarding issue and it can increase access to the library service.	Minor
Marital status	As the service aims to increase participation and enable existing services to be extended 'out of hours', it could potentially positively impact on some categories of members	None
Sexual orientation	As the service aims to increase participation and enable existing services to be extended 'out of hours', it could potentially positively impact on some categories of members	None
Men women generally	As the service aims to increase participation and enable existing services to be extended 'out of hours', it could potentially positively impact on some categories of members	None
Disability	As the service aims to increase participation and enable existing services to be extended 'out of hours', it could potentially positively impact on some categories of members. Measure are put in place e.g. sound and light alerts to make the service as accessible as possible.	Minor
Dependants	As the service aims to increase participation and enable existing services to be extended 'out of hours', it could potentially positively impact on some categories of members	Minor

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	Libraries NI seeks to provide inclusive spaces and opportunities to learn about other Section 75 categories	
Political opinion	Libraries NI seeks to provide inclusive spaces and opportunities to learn about other Section 75 categories	
Racial group	Libraries NI seeks to provide inclusive spaces and opportunities to learn about other Section 75 categories	
Age	Libraries NI seeks to provide inclusive spaces and opportunities to learn about other Section 75 categories. Promotion through parents groups will ensure equality of opportunity is maximised	
Marital status	Libraries NI seeks to provide inclusive spaces and opportunities to learn about other Section 75 categories	
Sexual orientation	Libraries NI seeks to provide inclusive spaces and opportunities to learn about other Section 75 categories	
Men women generally	Libraries NI seeks to provide inclusive spaces and opportunities to learn about other Section 75 categories	
Disability	Libraries NI seeks to provide inclusive spaces and opportunities to learn about other Section 75 categories. Promotion through groups supporting people with disabilities will ensure equality of opportunity is maximised	
Dependants	Libraries NI seeks to provide inclusive spaces and opportunities to learn about other Section 75 categories	

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	No direct impact from this service	None
Political opinion	No direct impact from this service	None
Racial group	No direct impact from this service	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	No direct opportunities from this service	
Political opinion	No direct opportunities from this service	
Racial group	No direct opportunities from this service	

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

No available data to suggest there would be an impact from this service.

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 s75 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	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a public authority's functions	N/A

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?

N/A

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)].

Libraries NI collates data on participation by age and in some cases disability which informs provision. Other information is available through the Continuous Household Survey. This data would identify potential areas of inequality which may lead to prioritisation in terms of service delivery.

Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
Trisha Ward Margaret Bell	Assistant Director Service Development Manager	29 April 2019
Approved by:		
Helen Osborn	Director of Library Services	June 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.