

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Environment Culture & Communities	Section: Libraries	
1. Activity to be assessed	Please give full details of the activity Introduction of self service and technology enabled opening for all libraries in the Borough. This will deliver kiosks so the public can issue and return books and pay for library fines. All library stock will be RFID tagged. Technology will be provided so the public can access the library during non-staffed hours. This will include door access activated via e+ card, CCTV to monitor activity including marking of key events such as when a member of the public enters or leaves the library, heating and lighting controls.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy x Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	x New <input type="checkbox"/> Existing		
4. Officer responsible for the screening	Mandy Bates		
5. Who are the members of the screening team?	Mandy Bates, Fiona Atkinson		
6. What is the purpose of the activity?	To enable the public to return and issue books themselves without needing to go to the library counter To enable the public to use the library facilities during non-staffed hours.		
7. Who is the activity designed to benefit/target?	The public		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y ✓	N	Kiosk not accessible to users in a wheelchair or visually impaired customers Building access control panel not accessible to users in wheelchair or visually impaired customers Procurement process to ensure that all equipment and software purchased to be DDA compliant. Access control panel to be installed at appropriate height
9. Racial equality	Y	N	

		✓		
10. Gender equality	Y	N ✓		
11. Sexual orientation equality	Y	N ✓		
12. Gender re-assignment	Y	N ✓		
13. Age equality	Y	N ✓	<p>Children may not be able to access the kiosk</p> <p>Other library services have not allowed children under 16 to access non-staffed library without an adult present due to safety concerns</p>	<p>Ensure the instructions to use the kiosks are simple and that they are not too high.</p> <p>Library service management have decided not to allow unaccompanied under 16s into the Library as part of the technology enabled opening. This will form part of the induction information pack and promotional material.</p>
14. Religion and belief equality	Y	N ✓		
15. Pregnancy and maternity equality	Y	N ✓		
16. Marriage and civil partnership equality	Y	N ✓		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	None			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	n/a			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is	Please explain			

the difference in terms of its nature and the number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N ✓	Please explain for each equality group
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N ✓	Please explain your decision. If you are not proceeding to a full equality impact assessment make sure you have the evidence to justify this decision should you be challenged. If you are proceeding to a full equality impact assessment please contact Abby Thomas.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Procurement process to ensure that all equipment and software purchased to be DDA compliant and easy to use	April 2017	Mandy Bates	All equipment and software DDA compliant and have easy to follow instructions that automatically adjust for different user groups
Access control panel to be installed at appropriate height	During each library installation	Implementation project manager	All access control panel DDA compliant
Information explaining why unaccompanied under 16s are not able to use the library during non-staff hours to be included in induction pack and on promotional material	Before go live in first library	Fiona Atkinson	Induction pack and promotional material produced containing guidance and, where appropriate, reasons why
24. Which service, business or work plan will these actions be included in?	Tender documentation and Library procedures		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature:		Date: