Shropshire Equality and Social Inclusion Impact Assessment (ESIIA)

Contextual Notes 2014

The What and the Why:

The Equality and Social Inclusion Impact Assessment (ESIIA) tool replaces the Equality Impact Needs Assessment (EINA) tool previously in use by Shropshire Council. It is a tool to help us to identify whether or not any new or significant changes to services, including policies, procedures, functions or projects, may have an adverse impact on a particular group of people, and whether the human rights of individuals may be affected.

What we are now doing is broadening out such assessments to consider social inclusion. This is so that we are thinking as carefully and completely as possible about all groups and communities in Shropshire, including people in rural areas and people we may describe as vulnerable, as well as people in what are described as the nine 'protected characteristics' of groups of people in our population, eg Age, eg Gender Reassignment. We demonstrate equal treatment to people who are in these groups and to people who are not, through having what is termed 'due regard' to their needs and views when developing and implementing policy and strategy and when commissioning, procuring, arranging or delivering services.

It is a legal requirement for local authorities to assess the equality and human rights impact of changes proposed or made to services, such as through a new policy or a change in procedure. Carrying out ESIIAs helps us as a public authority to ensure that, as far as possible, we are taking actions to meet the general equality duty placed on us by the Equality Act 2010 to have what is called *due regard* to the three equality aims in our decision making processes. These are: eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

The How:

The assessment comprises two parts: a screening part, and a full report part.

Screening (Part One) enables energies to be focussed on the service changes for which there are potentially important equalities and human rights implications. If screening indicates that the impact is likely to be positive overall, or is likely to have a medium or low negative or positive impact on certain groups of people, a full report is not required. Energies should instead focus on review and monitoring and ongoing evidence collection, enabling incremental improvements and adjustments that will lead to overall positive impacts for all groups in Shropshire.

A ***full report (Part Two)*** needs to be carried out where screening indicates that there are considered to be or likely to be significant negative impacts for certain groups of people, and/or where there are human rights implications. If you are not sure, a full report is recommended, as it enables more evidence to be collected that will help you to reach an informed opinion.

Shropshire Council Part 1 ESIIA: initial screening and assessment

Please note: prompt questions and guidance within boxes are in italics. You are welcome to type over them when completing this form. Please extend the boxes if you need more space for your commentary.

Name of service change
Shawbury Library, potential closure **4 May 2016, updated 11 July 2016**

Aims of the service change and description
Please use this box to describe the aims and purpose of the service change. Include any background that you think is helpful for someone reading this ESIIA, eg if there is a new policy, why is it being introduced? If there is a change to an existing service, what are the reasons for this? For example, a redesign and rationalisation of Customer Service Points may seek to concentrate provision strategically on areas where there is a mix of population density and customer need. Further details giving context could also be helpful here. It is proposed, following a public consultation, the absence of alternative management proposals and Cabinet confirmation, to close Shawbury Library from approximately September / October 2016. In making this proposal, the Council has taken into account the relatively low levels of use at Shawbury Library and options for alternative provision via a mobile library service. Shropshire Libraries operates through a network of 22 community libraries and 4 mobile libraries which provide access to Library Services in every market town and all parts of a very rural and sparsely populated County. The library network has been developed to reflect the needs and circumstances of communities, including the most isolated. There are four levels of service. These levels are consistent with population distribution within the County and the demographic characteristics (current and anticipated) of individual communities. • Level 1- urban centres – Shrewsbury, Oswestry • Level 2 - larger market towns - Bridgnorth, Ludlow, Market Drayton and Whitchurch • Level 3 - smaller market towns and outlying rural areas - Albrighton, Bayston Hill, Bishop's Castle, Broseley, Church Stretton, Craven Arms, Ellesmere, Library at the Lantern, Shifnal and Wem. • Level 4 - rural areas –Cleobury Mortimer, Gobowen, Highley, Much Wenlock, Pontesbury and Shawbury. 6 strategic community library hubs will be created in larger towns (level 1 and level 2) to improve accessibility. Further local hubs/libraries will offer core community service provision but with the active participation from town and parish councils, and voluntary and community groups. Shawbury Library is in the lowest level of provision and for all measures amongst the least used library in Shropshire. Our approach is described in more detail within a Shropshire wide strategy for Libraries and Customer Service Points. View the Cabinet report of the 14th October 2015 for details: http://shropshire.gov.uk/committee-services/ieListDocuments.aspx?CId=130&MId=2910&Ver=4

The Council's Medium Term Financial Strategy 2016/17 to 2018/19 sets outs the Council's budget proposals and notes that the Council may need to consider the complete closure of all libraries outside the main market towns.
http://shropshire.gov.uk/committee-services/documents/g2927/Public%20reports%20pack%2025th-Feb-2016%2010.00%20Council.pdf?T=10

The council has brought together a detailed Needs Assessment, which should be read alongside this ESIIA. The Needs Assessment provides an assessment of local needs in relation to library services, and explains how the Council will meet these needs as part of its statutory duty to provide a comprehensive and efficient library service for all residents in Shawbury and surrounding rural communities who wish to make use of it. It looks at how the Council will meet the specific library requirements of children and adults under section 7(2)(a) of the Public Libraries and Museums Act 1964, as well as the specific needs of individual groups: older people, Black and Minority Ethnic (BME) communities, people with disabilities, and workless adults.
Reference: **Reference: Shawbury Library Needs Assessment, 4 May 2016**
http://new.shropshire.gov.uk/get-involved/future-delivery-of-shawbury-library-services/

Intended audiences and target groups for the service change

This box relates to stakeholders, people concerned, interested parties, etc. For example, if the change will affect people receiving adult social care services and their families and carers, please say so here. If the change will affect the whole population, please say so here. If the change will affect cross-border working, for example by the Marches Local Enterprise Partnership (LEP), please mention such partnerships as well.

A range of detailed information is provided below on usage of Shawbury Library over the past five years and this is further set in the context of usage of all of the Shropshire libraries.

The overall decline in key measures is a reflection of national trends. Within Shropshire, online developments mean it has now become easier to access a range of library services remotely, such as renewing and requesting items, e-magazines and e-books, and a wide selection of online reference resources. This will have had a detrimental impact on physical visits.

Despite recent local publicity on the future of Shawbury library there has been a significant decline in visits, active borrowers, computer use, loans and requests in 2015/16, all (except for requests) significantly greater than the county average.

The overall drop in computer time used is a reflection of the increase in ownership of internet devices, particularly smartphones and tablets.

Shawbury Library	2011/12	2012/13	2013/14	2014/15	2015/16	% change over 5yrs	% change from 14/15 to 15/16
VISITS	7,325	7,460	6,284	4,579	3,937	-46%	-14%
ACTIVE BORROWERS	305	278	289	286	268	-12%	-6%
COMPUTER TIME USED (MINS)	63,888	70,440	54,738	42,756	26,513	-59%	-38%

TOTAL LOANS	8,679	7,624	7,857	8,138	5,253	-39%	-35%
REQUESTS	372	328	328	294	278	-25%	-5%

Shropshire Libraries Totals	2011/12	2012/13	2013/14	2014/15	2015/16	% change over 5yrs	% change from 14/15 to 15/16
VISITS	1,388,579	1,340,186	1,286,582	1,078,927	1,042,707	-25%	-3%
ACTIVE BORROWERS	50,752	47,634	44,286	41,564	41,639	-18%	0%
COMPUTER TIME USED (MINS)	6,238,920	5,824,934	6,026,964	5,504,397	4,773,696	-23%	-13%
TOTAL LOANS	1,385,091	1,274,871	1,197,643	1,080,888	963,019	-30%	-11%
REQUESTS	87,715	87,281	80,217	80,930	74,068	-16%	-8%

Although the usage of Shawbury library is relatively limited and declining its potential closure will clearly have an impact on the existing 268 active library users (the number of active borrowers is the average of all the monthly figures over the year. The figure is the total number of people that have been 'seen' by one of the library systems over the previous 12 months [borrowed/returned/requested a book or other item, used a PC in the library, logged in to the online catalogue, borrowed an e-book or logged in to an e-resource]).

Usage of the library is made for a variety of reasons including:
- The lending of adult books, audio books, large print books and DVDs
- A children's library area and range of books for children from age 0 upwards
- A collection of books for teenagers
- Local history resources
- Free access to public computers, internet access and printing
- Events such as rhyme times for pre-school children once a month, holiday activities for children during the school holidays and occasional class visits from the primary school.
- Information and advice on other services, local groups, etc.

The Needs Assessment provides a more detailed description of how the library is used based on a recent survey of 82 users.
http://new.shropshire.gov.uk/get-involved/future-delivery-of-shawbury-library-services/

Specific impacts to service users, existing and potential, might include:

Older people with mobility difficulties, people with physical disabilities, and to some degree those with learning disabilities and mental health related issues.

People living in isolated rural areas or those without access to a car or unable to travel easily on public transport.

Children in families without access to a car or nearby public transport or if they do not live within walking distance of a library. For women in late pregnancy access to a library may be more difficult, especially if they are single parents or affected by deprivation.

The development of digital library services such as E Books, E Magazines and E Audio may make it easier for some people to use library services or extend access to some people who may not otherwise use library services, for example carers, and disabled people. National

research also shows that men are more likely to use library services when they are 'digital' even if they never visit a library so this may advance equality of opportunity.

In developing its preferred approach the council has had regard to the public sector equality duty, has developed a detailed Needs Assessment and considered previous consultation and feedback from library users and communities.

Evidence used for screening of the service change

This box relates to use made of evidence in developing the change to the service. This could be Census 2011 analyses, community demographic profiles, results of surveys, or previously collected evidence material. For example, if the change relates to a stage of county-wide Site Allocation and Management of Development consultation process, the evidence used would include data collected at previous stages and in development and adoption of the Local Plan. If the evidence is on the Council website, hyperlinks could usefully be inserted here. Please comment on the use of evidence, and whether as a consequence there were any adjustments to what was originally proposed.

A range of detailed information and evidence has been brought together within the Needs Assessment from a variety of sources including:

- Station Head Quarters, RAF Shawbury (date 07/12/2015).
- 2014 Mid-Year Population Estimates by LSOA, Office for National Statistics.
- 2011 Census (ONS)
- 2011 Rural Urban Classification – prepared by Sheffield University on behalf of a central government working group. http://www.ons.gov.uk/ons/guide-method/geography/products/area-classifications/2011-rural-urban/index.html
- English Indices of Deprivation 2015, Communities and Local Government (CLG) https://www.gov.uk/government/statistics/english-indices-of-deprivation-2015
- connecting.shropshire@shropshire.gov.uk
- http://connectingshropshire.co.uk/
- Library statistics, Shropshire Council Library Service
- Library User Survey, 2016
http://new.shropshire.gov.uk/get-involved/future-delivery-of-shawbury-library-services/

The evidence has been used to help understand the impact of the potential closure of the library, in the context of:
- The Councils financial pressures and requirement to find a sustainable way of delivering a library service for Shropshire
- User and other statistics that show that Shawbury Library is the least used library in Shropshire and the most expensive per transaction.

Specific consultation and engagement with intended audiences and target groups for the service change

This box relates to use made of any specific consultation with the audiences for the service. This could be online surveys, use of social media, one off focus groups, events, drop in sessions, etc. Please comment on the headline results, and whether as a consequence there were any adjustments to what was originally proposed.

Since February 2015 Shropshire Council has been discussing future management options for Shawbury Library with local residents and organisations including Shawbury Parish Council, Shawbury Village Hall committee, RAF Shawbury and St Mary's CE Primary School. These discussions included a drop in event at the library in July 2015 that was attended by16 people. Feedback forms were completed by 8 residents, comments were made suggesting that the library could be run by volunteers and become an internet café; concerns were raised about children missing out on the opportunity to use the library and that there should at least be a mobile library service as it is expensive to travel to other libraries.

Shropshire Council further consulted on options for alternative management arrangements for the library service during a six week period running from 6th November to 18th December 2015. A public drop in event was held on the 18th November for anyone interested to look around the library and to discuss their ideas with officers from Shropshire Council. No organisations or individuals attended.

Shropshire Council received a petition in July 2015 titled "We the undersigned wish to protest the planned closure of Shawbury Library" with 1,094 signatures from Shawbury residents.

Despite these discussions taking place, no suggestions for alternative management of Shawbury library service have been made.

82 people responded to a user survey in early 2016. Of those surveyed:
72 White British; 1 White Other; 7 Not Said
60 Female; 17 Male; 5 Not Said
13 with Physical Disability; 2 with Learning Disability; 2 with Another Disability
4% under 16, 6% between16-25, 21% between 26-59 26%, 37% between 60-75, and 20% over 75

57% of people travelled to the library by car and 41% walked

97% of people found the library easy or quite easy to get to

32% of people used the library at least once a week and 15% less than once a month

76% of people used the library to borrow/return books, 9% to borrow/return AV & DVD's, 22% to use the computers, and 4% to attend story time sessions

A formal consultation on proposals for library closure an alternative library provision ran for 7 weeks from 6th May to 24th June 2016, and was available online via Shropshire Council's website. Paper copies of the consultation document were made available in the library and press releases were issued to promote the survey. Details of the consultation were also emailed to registered users of Shawbury library and shared with members of the Friends group.

In the consultation material members of the public and stakeholders were provided with details of the current Shawbury library, including usage and the operating costs. Residents were asked if they agreed with Shropshire Councils preferred approach - closure of Shawbury Library and support for alternative means of accessing library services. Residents were also given the opportunity to indicate if there were any alternatives that should be considered for the future delivery of library services that met the Council's required outcomes to reduce costs.

A third library open day took place on 25th May, two members of the public attended.

A total of 6 people responded to the consultation. The responses are summarised below.

Proposal – Having read all the information available, do you agree with our preferred approach for the future delivery of library services in Shawbury?

Yes – 4 (67%)
No – 2 (33%)

Comments		Shropshire Council response
Considerations must be given to the time and position of the mobile library to ensure it is not too restrictive	2	The mobile library will visit the Village Hall on a weekly basis within its existing timetable
The continue provision of free supported access to computers and the internet is important	1	Shropshire Council will work with the Village Hall Committee to support the development of the Village Hall as a "Community Hub" including potential access to broadband connection, pcs and printers, , subject to the successful termination of the current lease arrangement
As an aging population some residents may not be able to travel to nearby libraries	1	A fully accessible mobile library will visit the Village Hall on a weekly basis. The existing Home Library Service using local volunteers to deliver books to housebound readers will be extended
For the small amount of money involved it should be kept on. A mobile library is not an adequate replacement	1	The library is no longer viable in terms of best use of resources because of the low level and high cost of usage when set against the context of savings the Council must make

In conclusion the consultation and stakeholder engagement work undertaken has shown support for the Council's preferred approach – Closure of Shawbury Library and support for alternative means of accessing library services.

Potential impact on Protected Characteristic groups and on social inclusion

Guidance notes on how to carry out the initial assessment

Using the results of evidence gathering and specific consultation and engagement, please consider how the service change as proposed may affect people within the nine Protected Characteristic groups and people at risk of social exclusion.

1. Have the intended audiences and target groups been consulted about:

- their current needs and aspirations and what is important to them;
- the potential impact of this service change on them, whether positive or negative, intended or unintended;
- the potential barriers they may face.

2. If the intended audience and target groups have not been consulted directly, have representatives been consulted, or people with specialist knowledge, or research explored?

3. Have other stakeholder groups and secondary groups, for example carers of service users, been explored in terms of potential unintended impacts?

4. Are there systems set up to:

- monitor the impact, positive or negative, intended or intended, for all the different groups;
- enable open feedback and suggestions from a variety of audiences through a variety of methods.

5. Are there any Human Rights implications? For example, is there a breach of one or more of the human rights of an individual or group?

6. Will the service change as proposed have a positive or negative impact on fostering good relations?

7. Will the service change as proposed have a positive or negative impact on social inclusion?

Guidance on what a negative impact might look like

High Negative	Significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available: urgent need for consultation with customers, general public, workforce
Medium Negative	Some potential impact, some mitigating measures in place but no evidence available how effective they are: would be beneficial to consult with customers, general public, workforce
Low Negative	Almost bordering on non-relevance to the ESIIA process (heavily legislation led, very little discretion can be exercised, limited public facing aspect, national policy affecting degree of local impact possible)

Initial assessment for each group

Please rate the impact that you perceive the service change is likely to have on a group, through inserting a tick in the relevant column.

Protected Characteristic groups and other groups in Shropshire	High negative impact *Part Two ESIIA required*	High positive impact *Part One ESIIA required*	Medium positive or negative impact *Part One ESIIA required*	Low positive or negative impact *Part One ESIIA required*
Age (please include children, young			√ (negative)	

people, people of working age, older people. Some people may belong to more than one group eg young person with disability)				
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)			√ (negative)	
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				√
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				√
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)			√ (negative)	
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)			√ (negative)	
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				√
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)			√ (positive)	
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				√
Other: Social Inclusion (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people you consider to be vulnerable)			√ (negative)	

Decision, review and monitoring

Decision	Yes	No
Part One ESIIA Only?	√	
Proceed to Part Two Full Report?		√

If Part One, please now use the boxes below and sign off at the foot of the page. If Part Two, please move on to the full report stage.

Actions to mitigate negative impact or enhance positive impact of the service change

Check: for the groups affected, what actions will you now take to mitigate or enhance impact of the service change? For example, if you are reducing a service there may be further use you could make of publicity and awareness raising through social media and other channels to reach more people who may be affected.

The library authority intends to meet the library needs of residents in the Shawbury area using a combination of delivery methods:
- The provision of a mobile library service
- The provision of public access computers within the Village Hall
- The provision of fully staffed library services from Wem, Sundorne Shrewsbury and Market Drayton
- The development on on-line library services
- Home library services for people unable to readily get out and about

It is recognised that it will be difficult to provide on-going support for existing regular library activities such as rhyme times and holiday activities for children and occasional class visits from the primary school. The school could potentially bring children to borrow books from the mobile library and it may be possible to hold a story time event during the summer holidays but these activities might be impacted by space constraints. Options will continue to be researched, good practice elsewhere considered and ideas from the local community welcomed.

The provision of a mobile library service
Within 2 miles of Shawbury Parish there are existing fortnightly mobile library stops at Hadnall, Astley, and Muckleton.

Shawbury ward (4,666) is comparable in size to St Martins ward (4,333) Whittington ward (4,067) and Ruyton and Baschurch ward (4,174). These wards are served by a mobile library visit ranging from 1 – 2.5 hours per fortnight. St Martins is 6.3 miles from its nearest static library at Oswestry, Baschurch is 8.7 miles from Shrewsbury, Whittington is 3 miles from Oswestry.

It is proposed to introduce a weekly mobile library visit lasting 1 hour. A potential route and stop time is currently being worked up and will be the subject of a separate public consultation.

The mobile library service is part of the network of Shropshire Libraries. As such it has access to the full range of materials available at the static branches. Materials can be requested from other libraries either in person or online for collection from the mobile library. The full range of digital services including e books, e magazines, newspapers and access to reference sources and information can all be accessed from a mobile library. Trained staff are available on the mobile libraries to offer support and guidance.

In summary the mobile library will provide the following services:
- the lending of books for babies, children, young people and adults in hardback,

paperback and large print
- the lending of talking books on compact disc for children and adults
- access to Books on Prescription, fiction in other languages, books for readers with dyslexia and skills for life material through the request service
- access to the County stock of books, audio books, large print books and DVDs through the request service
- trained staff to issue and return book, answer enquiries and help people to choose books
- access to community information and information on council services
- occasional visits from partner organisations who use the mobile library to promote their services and to offer guidance; e.g. in 2015 these included the Alzheimer's Society, Shropshire Fire and Rescue Service and Police Community Support Officers

The mobile library is fully accessible.

Support for the development of the Village Hall as a "Community Hub"
The Village Hall Committee has confirmed that the withdrawal of the library willprovide an opportunity to enhance the provision within the hall for the Shawbury community. They are keen to investigate the possibility of creating a 'Community Hub' which could provide a meeting area for villagers with access to IT facilities including broadband connection, desktop computers and printers. It could also be equipped with easy chairs and tea and coffee making facilities to make it an attractive environment in which villagers could meet on a daily basis. It could have displays and shelves for exhibiting printed materials and possibly a book exchange.

The provision of fully staffed library services from Wem, Sundorne Shrewsbury and Market Drayton
There is a library on the base at RAF Shawbury and this is used by personnel and their families. There is little use made of Shawbury library by residents of the base.
The local primary school has its own library and buys in to the School Library Service at silver level. Children from the school can borrow books and the school itself can borrow 1 topic collection of 30 items per class per term   However, class visits to the existing library currently happen weekly, and are unlikely to continue to a mobile library due to space constraints.
The nearest static branch from Shawbury is Wem Library which is 6.5 miles away. The Library at the Lantern, Sundorne Shrewsbury is 6.4 miles and Market Drayton Library is 13 miles away.

The development of on-line library services
A number of online library services are available:
- e-Books - E-Books can be downloaded free of charge. Up to 4 books can be borrowed at any one time for up to 21 days. A maximum of 4 books can be reserved at any one time
- e-Magazines - Full digital copies of magazines can be downloaded free of charge
- e-Newspapers - Over 2000 newspapers can be accessed, including most of the UK National papers,
- e-Community - Shropshire Community Directory is a local gateway to up-to-date information on over 3000 community groups, clubs, societies, support and self-help groups.
- Online reference - Access to reference materials

Home library services for people unable to readily get out and about
Extra home library service volunteers will be recruited to select books from the mobile library and deliver them to readers unable to readily get out and about. The mobile library service

also visit people unable to readily get out and about where possible.

Actions to review and monitor the impact of the service change
Check: what arrangements will you have in place to continue to collect evidence and data and to continue to engage with all groups who may be affected by the service change, including the intended audiences? For example, customer feedback and wider community engagement opportunities, including involvement of elected Shropshire Council councillors for a locality. Usage of alternative library service provision by Shawbury residents will be monitored and alternative service provision will be kept under review. Alongside this the Council will continue to look at best practice elsewhere, encourage comments and ideas from local residents and actively encourage the participation of local community groups, including the Village Hall Committee, the Parish Council RAF Shawbury and the local school and the development of alternative approaches for delivering library services.

Scrutiny at Part One screening stage

People involved	Signatures	Date
Lead officer carrying out the screening		
Any internal support		
Any external support		
Head of service		

Sign off at Part One screening stage

Name	Signatures	Date
Neil Willcox		
Michael Lewis		

Shropshire Council Part 2 ESIIA: full report

Guidance notes on how to carry out the full report

The decision that you are seeking to make, as a result of carrying out this full report, will take one of four routes:

1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;
2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;
3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;
4. To find alternative means to achieve the aims of the service change.

The Part Two Full Report therefore starts with a forensic scrutiny of the evidence and consultation results considered during Part One Screening, and identification of gaps in data for people in any of the nine Protected Characteristic groups and people who may be at risk of social exclusion, eg rural communities. There may also be gaps identified to you independently of this process, from sources including the intended audiences and target groups themselves.

The forensic scrutiny stage enables you to assess:

- **Which gaps need to be filled right now, to help you to make a decision about the likely impact of the proposed service change?**

This could involve methods such as: one off service area focus groups; use of customer records; examination of data held elsewhere in the organisation, such as corporate customer complaints; and reference to data held by similar authorities or at national level from which reliable comparisons might be drawn, including via the Rural Services Network. Quantitative evidence could include data from NHS Foundation Trusts, community and voluntary sector bodies, and partnerships including the Local Enterprise Partnership and the Health and Well Being Board. Qualitative evidence could include commentary from stakeholders.

- **Which gaps could be filled within a timeframe that will enable you to monitor potential barriers and any positive or negative impacts on groups and individuals further along into the process?**

This could potentially be as part of wider corporate and partnership efforts to strengthen the evidence base on equalities. Examples would be: joint information sharing protocols about victims of hate crime incidents; the collection of data that will fill gaps across a number of service areas, eg needs of young people with learning disabilities as they progress through into independent living; and publicity awareness campaigns that encourage open feedback and suggestions from a variety of audiences.

Once you have identified your evidence gaps, and decided on the actions you will take right now and further into the process, please record your activity in the following boxes. Please extend the boxes as needed.

Evidence used for assessment of the service change: activity record

How did you carry out further research into the nine Protected Characteristic groups and those who may be at risk of social exclusion, about their current needs and aspirations and about the likely impacts and barriers that they face in day to day living?

And what did it tell you?

Specific consultation and engagement with intended audiences and target groups for the service change: activity record

How did you carry out further specific consultation and engagement activity with the intended audiences and with other stakeholders who may be affected by the service change?

And what did it tell you?

Further and ongoing research and consultation with intended audiences and target groups for the service change: activity record

What further research, consultation and engagement activity do you think is required to help fill gaps in our understanding about the potential or known affect that this proposed service change may have on any of the ten groupings and on the intended audiences and target groups? This could be by your service area and/or at corporate and partnership level.

Full report assessment for each group

Please rate the impact as you now perceive it, by inserting a tick. Please give brief comments for each group, to give context to your decision, including what barriers these groups or individual may face.

Protected Characteristic groups and other groups in Shropshire	High negative impact	High positive impact	Medium positive or negative impact	Low positive or negative impact
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg young person with disability)				
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)				
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)				
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				
Other: Social Inclusion (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people you consider to be vulnerable)				

ESIIA Full Report decision, review and monitoring

Summary of findings and analysis - ESIIA decision
You should now be in a position to record your decision. Please highlight in bold the route that you have decided to take.   1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;   2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;   3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;   4. To find alternative means to achieve the aims of the service change.   *Please add any brief overall comments to explain your choice.*   *You will then need to create an action plan and attach it to this report, to set out what further activity is taking place or is programmed that will:*   • *mitigate negative impact or enhance positive impact of the service change,*   *AND*   • *review and monitor the impact of the service change*   *Please try to ensure that:*   • *Your decision is based on the aims of the service change, the evidence collected, consultation and engagement results, relative merits of alternative approaches and compliance with legislation, and that records are kept;*   • *The action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.*

Scrutiny at Part Two full report stage

People involved	Signatures	Date
Lead officer		
Any internal support		
Any external support		
Head of service		

Sign off at Part Two full report stage

Signature (Lead Officer)	Signature (Head of Service)
Date:	Date:

Appendix: ESIIA Part Two Full Report: Guidance Notes on Action Plan

Please base your action plan on the evidence you find to support your decisions, and the challenges and opportunities you have identified. It could include arrangements for:

- continuing engagement and involvement with intended audiences, target groups and stakeholders;
- monitoring and evaluating the service change for its impact on different groups throughout the process and as the service change is carried out;
- ensuring that any pilot projects are evaluated and take account of issues described in the assessment, and that they are assessed to make sure they are having intended impact;
- ensuring that relevant colleagues are made aware of the assessment;
- disseminating information about the assessment to all relevant stakeholders who will be implementing the service change;
- strengthening the evidence base on equalities.

Please also consider:

- resource implications for in-house and external delivery of the service;
- arrangements for ensuring that external providers of the service are monitored for compliance with the Council's commitments to equality, diversity and social inclusion, and legal requirements including duties under the Equality Act 2010.

And finally, please also ensure that the action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.

These are:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations

Note for 2014 refresh of our corporate equality impact assessment approach: Shropshire Council has referred to good practice elsewhere in refreshing the EINA material and replacing it with this ESIIA material. The Council is grateful in particular to Leicestershire County Council, for graciously allowing use to be made of their Equality and Human Rights Impact Assessments (EHRIAs) material and associated documentation.

For further information on the use of ESIIAs: please contact your head of service or contact Mrs Lois Dale, Principal Rural Policy Officer and internal policy support on equality, via telephone 01743 255667, or email lois.dale@shropshire.gov.uk.