Date:	Wednesday, 1 May 2019
Time:	11.00 am
Venue:	Shrewsbury Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND
Contact:	Amanda Holyoak, Senior Democratic Services Officer Tel: 01743 257714 Email: amanda.holyoak@shropshire.gov.uk

CABINET

TO FOLLOW REPORT (S)

7   Relocation of Pontesbury Library (Pages 1 - 34)

Lead Member – Councillor Lezley Picton, Portfolio Holder Culture, Leisure, Waste and Communications

Report of Director of Place TO FOLLOW

Contact: Mark Barrow, tel 01743 258916

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	Committee and Date	Item
Shropshire Council	Cabinet 1st May 2019	Public

Relocation of Pontesbury Library

Responsible Officer   Mark Barrow, Director of Place
e-mail: Mark.Barrow@shropshire.gov.uk   Tel: 01743258919   Fax

1. Summary

1.1. This report seeks approval for the relocation of Pontesbury Library from its current location in Bogey Lane to a new community hub building that is being constructed in the summer of 2019 as part of the Hall Bank development in Pontesbury. The development is approximately 0.4 miles or an 8 minutes' walk from Bogey Lane where the existing library is situated. Plans for the Hall Bank development were approved in September 2018 and as part of the overall project the developer Shropshire Homes are providing a community hub building which would be owned by Pontesbury Parish Council. The building would house a flexible library space, provision for partner organisations a range of services and functions including the library and would form a new focal point for the community. No charges will be incurred until the building is open and the existing library is closed.

1.2. The existing library building and land is being transferred to the converted Mary Webb Academy trust from January 1st, 2019 as part of the statutory academy conversion process. As part of that process, Shropshire Council are statutorily required to undertake the legal transfer of the land and buildings to the academy trust. However, to maintain the Council's occupation of the library building, a lease has been entered into and the building is currently leased back to the Council for continued use as a library for a 5-year period. The lease includes a 6-month notice break clause that enables Shropshire Council to surrender the lease at a point in time when the new Hub building is ready for occupation. At that point the academy trust will take on full responsibility and liability for the existing library building as it will no longer be occupied by the Council.

1.3. This relocation proposal follows 3 years of close working with key local stakeholders including Pontesbury Parish Council and the Friends of Pontesbury Library to identify a sustainable solution for the delivery of library services to Pontesbury and surrounding areas. The current proposal sits alongside negotiations around the future funding of the library to deliver savings in accordance with the Library Service Strategy. The negotiations are based on the principle of a funding agreement to secure financial support from Pontesbury Parish Council. Under this proposal all operational responsibility for the library in its new location would remain with Shropshire Council, supported by key stakeholders to develop the library as a community resource.

1.4.   A public consultation on this proposal was carried out between 9th October and 20th November 2018. 63 responses were received to the consultation. Overall 77% of respondents agreed with the proposal and a further 10% said they neither agreed nor disagreed.

1.5.   The proposal is aligned with the Library Service vision to put libraries in Shropshire at the heart of the communities they serve, and with the underlying principle set out in the Library Strategy that affirms the importance of libraries as community spaces for the provision of a wide range of opportunities and support to local communities.

2.   Recommendations

Cabinet are asked to:

A. Approve the relocation of Pontesbury Library to a new Community Hub building at Hall Bank, Pontesbury.

B. Authorise the Strategic Asset Manager to surrender the existing lease with the academy trust and agree terms to lease accommodation at Community Hub, Hall Bank, Pontesbury.

REPORT

3.   Risk Assessment and Opportunities Appraisal

(NB This will include the following: Impact on Children and Vulnerable Adults, Risk Management, Human Rights, Equalities, Community and other Consultation)

Risk	Mitigation plans in place
The consultation process undertaken is not deemed robust and is formally challenged	An extended period of local discussion with key stakeholders and the public regarding library provision in Pontesbury has taken place over the past 3 years. A 6-week formal consultation and additional focussed stakeholder engagement has been undertaken. The formal consultation period has enabled alternative proposals to be put forward. The feedback from this activity has been recorded, analysed and used to inform the recommendation in the report.
The completed ESIIA does not robustly demonstrate how it will take mitigating measures to address the possible high negative impact identified.	An ESIIA has been completed using the information gathered during the period of formal consultation. This is attached at Appendix 3. It has not identified any high negative impacts associated with this recommendation, although points on access and car parking have been noted and are part of considerations put

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	forward to the developers for the entire Hall bank development.
The delivery of the public library service is compromised due to delay in the completion of the Community Hub building.	The lease for the current library site does not expire until 15th November 2023 so there is adequate leeway for delays in construction of the new building. A break clause is in place to enable us to give six months' notice to leave the library.

4.   Financial Implications

4.1. To fit-out the library in its new location existing furniture such as tables and seating will be re-used where possible. However, to create a modern flexible space that can be used in an efficient way it will be necessary to provide new library shelving, display units and a new library counter, along with certain other furnishings and fittings. The other main cost will relate to the provision of the Shropshire Council corporate IT network into the building to enable operation of library systems, plus Wi-Fi for library customers.   To deliver the relocation and create a modern new library, the cost of new IT, furniture and equipment is estimated to be £35,000. These will be capital costs that can be funded from the invest-to-save fund with repayments to the fund coming from library services budgets (roughly £7,210 a year over 5 years).

4.2.   The Parish Council have estimated approximately 40% annually of an average premises cost of £17,000 for the library space, based on the equivalent square metres of the present location. This equates to roughly £6,800 annual costs. Assuming levels of contributions from External Partners will equate to the full cost of staffing by the end of 5 years, Shropshire Council's net cost of operating the library would be approximately £5,500. This assumes that the library will occupy 40% of the building and that Shropshire Council will retain 100% of income generated. This is a net increase in cost of approximately £2,000.

4.3.   The libraries services budget would have to take account of the capital repayments too, which would bring the total net cost of the Library to roughly £12,710, an increase of roughly £9,210 (based on £7,210 annual repayment, which is yet to be determined). Discussions are taking place with Pontesbury Parish Council and stakeholders to determine the library contribution to the running costs of the proposed Community Hub. Terms of occupation will be considered for a potential license or lease to occupy space. In accordance with section 2 appropriate terms will be agreed to cover premise costs.

4.4.   Figures detailed above are illustrated in Table 1 and 2 below.

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Table 1: Forecast cost of Pontesbury Library in its current location

Forecast Cost of Pontesbury Library in its Current Location	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	2023/24 (£)	Total
Expenditure	18,560	20,250	20,490	20,730	20,980	101,010
Income	(1,090)	(1,080)	(1,070)	(1,060)	(1,060)	(5,360)
Net Cost to Shropshire Council	**17,470**	**19,170**	**19,420**	**19,670**	**19,920**	**95,650**

Table 2: Forecast cost of Pontesbury Library in its new location

Forecast Cost of Pontesbury Library in New Location	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	2023/24 (£)	Total
Expenditure	19,700	21,490	21,830	22,160	22,500	107,680
Income	(1,090)	(1,080)	(1,070)	(1,060)	(1,060)	(5,360)
Assumed Contribution from External Partners	(2,810)	(5,620)	(8,430)	(11,240)	(14,050)	(42,150)
Net Cost to Shropshire Council	**15,800**	**14,790**	**12,330**	**9,860**	**7,390**	**60,170**
Reduction in Net Cost Compared with Existing Location	**(1,670)**	**(4,380)**	**(7,090)**	**(9,810)**	**(12,530)**	**(35,480)**
Repayment of Invest to Save Loan	7,210	7,210	7,210	7,210	7,210	36,050
Total Forecast (Reduction)/Increase in Net Cost	**5,540**	**2,830**	**120**	**(2,600)**	**(5,320)**	**570**

5.   Background

5.1. Over the past 3 years Shropshire Council has been working closely with key local partners regarding the future of Pontesbury Library service. This includes Pontesbury Parish Council, Pontesbury Library Steering Committee and the Friends of Pontesbury Library, as well as Minsterley and Worthen with Shelve Parish Councillors. The Library Service Strategy for Shropshire (2018 to 2023) highlights the continuing financial pressures on Shropshire Council and recognises that working more closely with appropriate local partners is the best way to secure sustainable library services for the future. The Library Strategy sets out a 3-tier hierarchy of library provision and places Pontesbury Library in tier 2, meaning that Shropshire Council will seek to reduce the cost of operating the library over a 5-year

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period. This will be done in partnership with revenue support from community organisations and Pontesbury Parish Council.

5.2. Various Town and Parish Councils across the county are now providing support to their local libraries, either by running those libraries as a commissioned service or by providing financial support to enable Shropshire Council to continue operating those branches. For Pontesbury Library this has led to a funding arrangement with Pontesbury Parish Council, supported also by Friends of Pontesbury Library fund-raising. The 3-year agreement runs until the end of March 2019 and this financial support has enabled Shropshire Council to continue providing and developing library services for Pontesbury and the surrounding areas. A new funding agreement will be negotiated to ensure continued savings to Shropshire Council.

5.3. During this time the Friends of Pontesbury Library have become active champions for the library service within the community by organising and running events, helping to promote the full range of services offered by the library, and generally mobilising local support to ensure that Pontesbury can retain its library in the long term.

5.4. The key milestones relating to Pontesbury Library are summarised as follows:

Date	Key Milestone
April 2015	Public meeting in Pontesbury Public Hall to outline Shropshire Council savings requirements and implications for the library.
May 2015	Friends of Pontesbury Library determine to act as a focus for community support and fund-raising for the library.
April 2016	3-year funding agreement to support library put in place with Pontesbury Parish Council and Friends of Pontesbury Library
November 2017	Parish Council drop-in regarding Hall Bank development proposals.
January 2018	Shropshire Council Library Strategy identifies Pontesbury as a tier-2 library.
February 2018	Pontesbury Library Steering Committee consultation regarding proposed Community Hub building.
October 2018	Shropshire Council consultation on proposed relocation of Pontesbury Library to the Community Hub.

5.5. Relocating the library would enable opportunities to build on these existing partnerships and deliver a shared vision of a library service at the heart of its community.

6.   Current Service

6.1. Pontesbury Library is currently located in Bogey Lane near Mary Webb School and Pontesbury CE Primary School. The library is housed in a demountable building offering approximately 144sqm of accommodation and is open for 15 hours per week.

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6.2.	The library provides access to the full range of library services including the lending of books for all ages, large print books, DVDs, and audiobooks on CD. There are free computer facilities with internet access and printing, plus a photocopier and free Wi-Fi. The library holds local studies resources as well as more general information about the local area and events. There are also particular areas of library stock aimed at helping people with their health and well-being.

6.3.	Through the request service Pontesbury Library enables access to the entire stock held by Shropshire Libraries, and items not held in stock can be obtained via the inter-library lending service. The library provides a service to local reading groups and takes part in national and countywide initiatives such as the Summer Reading Challenge. Alongside regular Rhyme Times for children the library hosts a variety of events organised by the Friends of Pontesbury Library.

6.4.	These services are delivered by trained and experienced library staff consisting of a Branch Manager and a Library Assistant with additional cover provided when necessary by staff based at other branches in the Shrewsbury area. The library is also supported by a Team Librarian based at the library headquarters in Shrewsbury.

6.5.	Pontesbury Library currently has just over 550 'active users'. Between April 2017 to March 2018 there were 8,192 visits to the library and over 15,000 items were borrowed. Over 500 people attended library events.

## 7.	Outline of Proposal

7.1.	Mary Webb School is part of a Multi Academy Trust as of January 2019 and Shropshire Council are required to undertake the legal transfer of land and surrounding buildings to the academy trust. The Academy Conversion has taken place and the library building and surrounding area is in school ownership with a 5-year lease in place between the school and the Council. For the library service to develop in line with the wider community vision it is being proposed to relocate the library to a new community hub building which is being built as part of the Hall Bank development.

7.2.	The community hub would be situated alongside a retail unit and a children's nursery all with access to an area of green space. The new building will enable improved access for people with disabilities and the layout of the library will be planned to make it easier for all users to access the services provided. Appendix 1 shows the location of the proposed building in relation to the existing library.

7.3.	The amount of dedicated library space within the new building would be similar to that which is currently offered. However new modern shelving would offer flexible options for how the space is configured, for example to accommodate events when the library is closed or for other wider community uses.

7.4.	The library would continue to offer the full range of library services as previously outlined, including access to computers, book/audiobook/DVD loans, Wi-Fi,

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photocopying and events for adults and children. The library would be open as it is now for a minimum of 15 hours per week, but co-locating within the community hub could enable opportunities for increasing those hours in the future.

7.5.   With this proposal the library would continue to be operated and managed by Shropshire Council, whilst continuing to work closely with key partners including Pontesbury Parish Council and the Friends of Pontesbury Library to ensure that the library is sustainable in the longer term. Co-locating the library with other local services would strengthen the position of the library within the community, enable closer working with a wider range of local partners, and offer scope for a greater variety of events and activities.

7.6.   Moving to a new location is consistent with the Library Strategy and our vision to 'make libraries in Shropshire the heart of their communities' and our mission to 'work in partnership with others to empower everyone to live healthy, resilient and fulfilling lives, and to provide library services that inspire people's learning and enjoyment.'

8.   Additional Information

8.1.   A public consultation on this proposal was carried out between 9th October and 20th November 2018. 63 responses were received to the consultation. Overall 77% of respondents agreed with the proposal and a further 10% said they neither agreed nor disagreed. Appendix 2 shows a summary of the consultation results.

8.2   Approximately 92% of the people who responded to the consultation said that they had read the supporting information provided, indicating that people were able to provide an informed response. Over half the respondents are regular users of Pontesbury Library although approximately 10% of respondents had never visited the library.

8.3.   When asked what they liked about the proposals people said:
- A multi-service/facility hub under one roof - community centred
- The location - heart of the community, near to other services
- That the library service was continuing
- Cost effective premises - sustainable and saving on running costs
- A new build
- Car parking facilities
- The extension of services, new opportunities
- The opportunity to give views on proposals
- The size of the new library
- The opening hours

8.4.   When asked why they disagreed with the proposals people said:
- Cutting down old trees / building on green space
- Distance from the schools
- Lack of detail regarding who would own and maintain the building
- Inconvenient for pedestrians
- Not enough parking

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- Parish Council supporting the proposals
- No information on accessibility for people with disabilities
- Location - should be in Shawbury
- Library losing its identity

8.5. Local feedback with customers will continue as the hub develops with signage to ensure the library is a prominent feature.

8.6. The majority of respondents who gave their postcode live in or near to Pontesbury with a small number residing elsewhere in the county.

8.7. Local members are also happy with the proposal and welcome the sustainability of the library service in Pontesbury

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List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Shropshire Library Services Strategy, 2018 to 2023

Shropshire Council's Commissioning Strategy 4th June 2014

Future commissioning and provision of library services and community co-location, Environment Scrutiny Services Committee, 8 December 2014

Update - future commissioning and provision of library services, Environment Services Scrutiny Committee, 22nd June 2015

Cabinet Member (Portfolio Holder)
Cllr. Lezley Picton

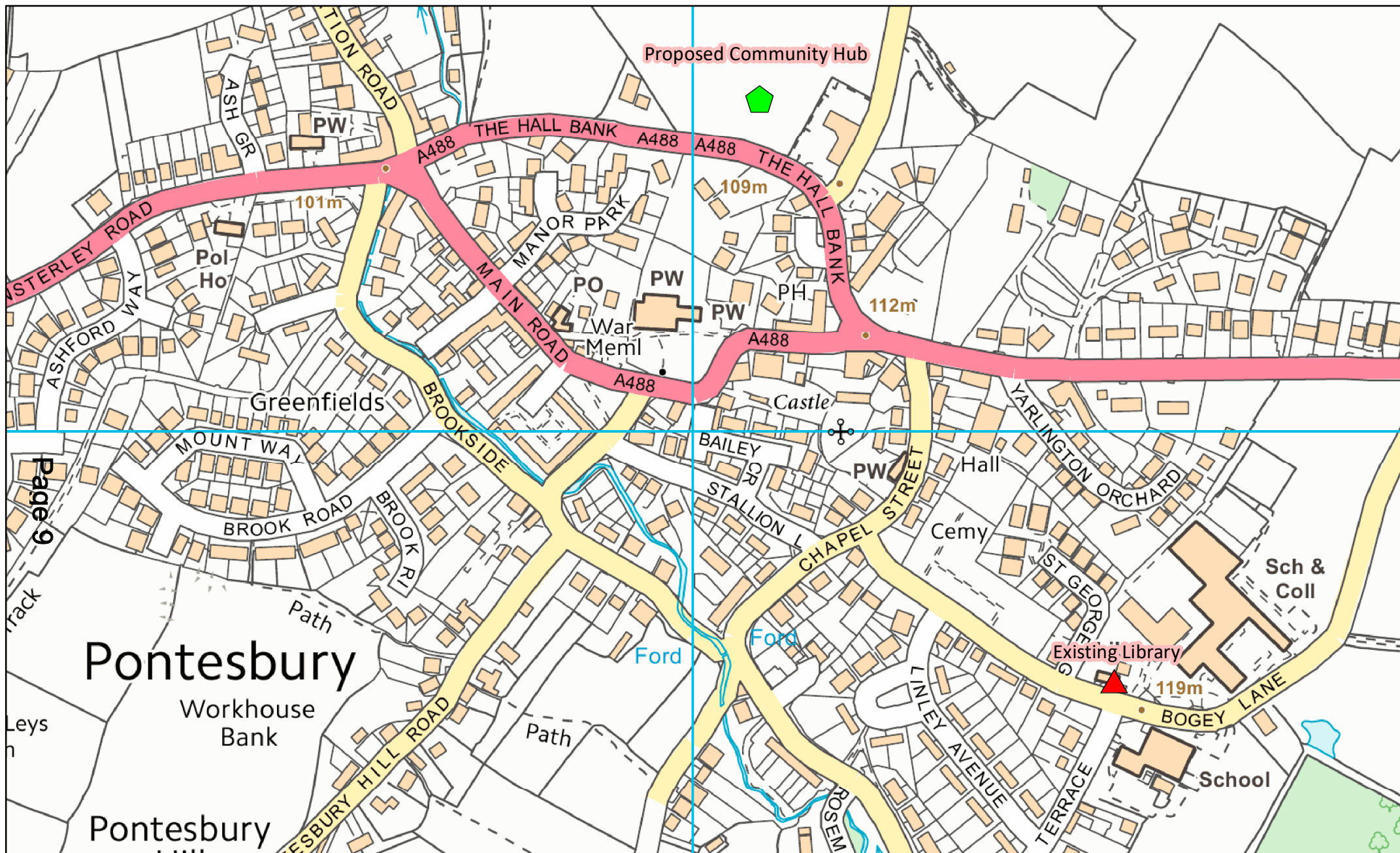**Local Member**
Cllr. Nick Hignett Rea Valley

Cllr. Roger Evans Longden

Appendices
Appendix 1. Location Plan

Appendix 2. Summary of Consultation Results

Appendix 3. Equality and Social Inclusion Impact Assessment.

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Proposed Community Hub

STATION ROAD

ASH GR

PW

THE HALL BANK A488 A488 A488 THE HALL BANK

A488

101m

109m

MINSTERLEY ROAD

ASHFORD WAY

Pol Ho

MANOR PARK

112m

MAIN ROAD

PO

PW

PW

PH

War Meml

A488

A488

Greenfields

Castle

BROOKSIDE

MOUNT WAY

BAILEY

Hall

BROOK ROAD

BROOK RI

STALLION L

PW

Cemy

CHAPEL STREET

YARLINGTON ORCHARD

ST GEORGE

Sch & Coll

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Path

Ford

Ford

Existing Library

119m

Pontesbury

PONTESBURY HILL ROAD

Path

LINLEY AVENUE

ROSEM

TERRACE

BOGEY LANE

School

Workhouse Bank

eys

Track

Pontesbury

Proposed Community Hub

Existing Library

Scale: 1:3,600

Pontesbury Proposed Community Hub

Information, Intelligence & Insight Team
Shropshire Council
September, 2018

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Consultation to relocate Pontesbury Library (9th Oct to 20th Nov 2018)

Overview of results

Almost 92% of people who responded to the consultation said they had read the supporting information provided. This indicates that people were able to provide an informed response to the consultation.

Over half the respondents, 55%, are regular visitors to Pontesbury Library.

One in ten respondents have never visited the library.

When people visit the library they are most likely to borrow items, seek local information or attend an event aimed at adults.

Overall, respondents to the survey reacted positively to the statements outlining the proposals.

84% said that the library will offer the same range of services.
76% said adequate community engagement had taken place
73% said there are opportunities for the library as a result of partnership working
…
50% said that there will be sufficient staffing and support.

We asked why respondents disagreed with the proposals. They said :

•	Need longer opening hours
•	Like the current location/new location is inconvenient for non-estate residents
•	Needed more info on details such as opening hours, Shropshire Council support, size/space of new library
•	The library needs more support from Shropshire Council
•	Refocus the library on books
•	A library isn't needed in Pontesbury
•	Need adequate parking

We asked what people liked about the proposals. They said:

•	A multi-service/facility hub under one roof - community centred
•	The location - heart of the community, near to other services
•	That the library service was continuing
•	Cost effective premises - sustainable and saving on running costs
•	A new build
•	Car parking facilities
•	The extension of services, new opportunities
•	The opportunity to give views on proposals
•	The size of the new library

- The opening hours

We asked what people dis-liked about the proposals. They said:

- Cutting down old trees / building on green space
- Distance from the schools
- Lack of detail regarding who would own and maintain the building
- Inconvenient for pedestrians
- Not enough parking
- Parish Council supporting the proposals
- No information on accessibility for people with disabilities
- Location - should be in Shawbury
- Library losing its identity

Overall, 77% of respondents said they were in agreement with the proposal to relocate the library
13% disagreed with the proposal
10% either said they neither agreed or disagreed or did not know.

We asked if other groups or organisations should be contacted. They told us:

- youth groups
- Pontesbury medical centre
- Schools, nurserys including head teachers and governors of both local schools
- uniformed organisations
- Churches
- WI
- Workers Club
- Age UK
- Scouts
- NHS (CCG)
- Shropshire Tourism,
- Optician (consultations)
- Amazon (lockers)
- Bibliotheca Open+
- Police
- DWP (job centre - jobs clubs)
- Anyone running groups in the community, sports, evening classes etc
- library users - I go once a week and have not been asked
- The local readers

About The Respondents

Just over 90% of respondents said they were either library users or were local to the area.

Two respondents were representing a group or organisation and they were the 'steering group, and Pontesbury and Minsterley Parish Council representatives

65% were female, 29% were male

61% of respondents were aged 60 years old or older. 21% were aged 20-44 and 15% were aged 45-59. We received no formal feedback from anyone aged under 20.

8% of respondents (5 people) said they have an illness or disability that limited their daily activities.

89% of respondents were White British. The remaining respondents preferred not to declare their ethnicity

61% of respondents were retired. 31% were in employment.

The majority of respondents who gave us their postcode live in or near to Pontesbury. There was a small number of resided elsewhere in the county.

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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.

1

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
Shropshire Library Service, Pontesbury Library, Bogey Lane, Shrewsbury SY5 0TD

Aims of the service change and description
Background
Shropshire Council's budget is reducing and the way in which it delivers services is changing. We are coming to the end of the first year of a 3 year financial plan through which £80 - £90m will be saved. Shropshire's current and future population demographics means that vital services such as looking after elderly people and vulnerable children must be prioritised. Changes to all local and strategic services are unavoidable. The Cabinet approved budget reduction for the library service means there will be a funding gap up to £1.5m, this in turn means that the budget available for Pontesbury library will not be sufficient to deliver the service in the current way. This applies to all our libraries across the county and the back-office function of the service, not just in Pontesbury. We are seeking local solutions to these challenges that will result in a sustainable, if altered library service that meet our statutory duties.
Shropshire Council aims to deliver library services in partnership with communities so that they can be tailored to support the individual needs of people in their communities and help to ensure those who have specific needs can access services appropriately.
The library network includes –

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- Static library provision within six Tier 1 locations (seven libraries) – Library Hubs – and seven Tier 2 locations (seven libraries) – Community Libraries.
- 281 Mobile Library stops, principally responding to challenges of an ageing population and access to services in a rural context.
- Digital library services including 24-hour access to a range of lending and Information resources

The redesigned library service could potentially result in a range of different delivery activities including face to face provision, digital and virtual provision. Alongside this change the network of library buildings will be reconfigured.

Pontesbury library has been awarded a Tier 2 status and since early 2015 Shropshire Council have been working in partnership with key organisations in Pontesbury ,Minsterley, Worthen & the surrounding area (the Community) to develop a solution for the future of the library that is high quality, affordable and sustainable.

Data, information and intelligence

We will gather, analyse and understand statistical data relating to Pontesbury to complete this ESIIA and inform the final decision making. This will include, but not be limited to the data listed below.

Key Facts: Pontesbury Library. Summary of key measures 2017/18 full-year:
1.

Pontesbury Library 2017/18	
Visits	8,192
Active users	549
Computer time used (mins)	14,229
Wi-fi users	242
Total loans	15,058
Event attendance	535
Volunteers	5

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Volunteer hours	87
Requests received	1,789
Enquiries	3,177

Performance Summary:

2. Summary of 5-year trends 2013/14 to 2017/18:

Pontesbury Library	2013/14	2014/15	2015/16	2016/17	2017/18
VISITS	9,895	8,868	8,876	8,246	8,192
ACTIVE BORROWERS	522	516	554	591	549
COMPUTER TIME USED (MINS)	24,915	20,932	16,349	12,433	14,229
TOTAL LOANS	22,622	19,793	17,612	16,347	15,058
REQUESTS	1,393	1,122	1,365	1,545	1,789

Premises budget breakdown & Sources of income:

3.

Premises expenditure		Income	
Maintenance grounds	£40	Library Books &	£140

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		Periodic's	
Repair & maintenance of building	£50	Other sales	£300
Maintenance of fire points	£20	Computer charges	£160
Electricity	£1,580	DVD income - loans	£400
Contract cleaning	£2,300	Talking books - loans	£80
Window Cleaning	£180	Fines – books	£310
Refuse collection	£160	Request Fees	£220
Testing portable electric equipment	£170	Compact disc (CD's) income	£50
Photocopier charges	£110	Rents received	£10
Telephone Calls	£10		
Telephone rentals	£120		
Total Premises expenditure	**£4,740**	**Total income**	**£1,670**

4. Age profile of Pontesbury Library active users:

Age range	% of active users
Under 16	29.6%
16-25	4.9%
26-59	29.8%
60-75	25.8%

Over 75	9.9%

5. Gender profile of Pontesbury Library active users:

Gender	% of active users
Female	65.6%
Male	30.4%
Unknown	4%

5. Concessionary users:

(Concessionary users have a disability, are housebound or have caring responsibilities).

Membership category	% of active users
Concessionary	13.8%
Other	86.2%

Consultation period

The Parish Council had an informal drop in session with the community, in the Public Hall in November 2017, the purpose of this meeting was to show details of the building and development plans of the Hall Bank proposal, also to engage with people and promote discussions regarding possible activities in the proposed Community Hub, people were encouraged to share their initial views and opinions. The consensus from the parish council after the meeting was, that although approximately 75 people attended, the age range of participants was fairly limited, this proved there was a need to further consult with the wider community, particularly children, younger people and families.

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In February 2018 the Pontesbury Library Steering Committee organised a public consultation, which ran for 4 weeks, this comprised of leaflet style paper documents, that were delivered throughout the community, via the Parish newsletter, hard copies were available in a variety of public venues, including the current library building and shops. There was an online version of the document via the Parish Council website and on the Friends Of Pontesbury Library website, members of the public were asked for their aspirations and opinions about moving the library into the Hall Bank Community Hub, what activities they would like to see and what objections they may have if any.

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.

Evidence used for screening of the service change

Feedback from Pontesbury Drop in Consultation November 2017
Pontesbury Consultation Document March 2018.*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.*

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

Shropshire Council have arranged to do a formal public consultation in October 2018 this will last for 6 weeks. In keeping with Shropshire Councils' policy the survey will be available online and in any other format as required.*This box relates to use made of any specific consultation*

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> *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.*

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?

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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 people, people of working age, older people. Some people may belong to more than one group eg young person with disability)		There will be planned proposals to have cross generational activities and facilities as this facility will be next door to the nursery building it may have appositive impact on increased the use by families and children.		

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		Examining other usage by community groups including Dementia groups etc will impact on older residents too.		
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)		The planning system aims to successfully and consistently deliver inclusive environments as an integral part of the development process. As a community Hub this will be a major consideration. The accessibility and internal layout will reflect this, this project will have the community at the heart of its' development, an inclusive environment is one that can be used by everyone, regardless of age, gender or disability.		✓
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				✓

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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)		The Hub will be located next door to the medical centre and nursery building – We will be exploring avenues to evidence the positive impact this will have on expectant families		
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)		Positive potential impact to increase engagement with the community by developing volunteering opportunities and providing a wider		

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		range of functions.		

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
In developing its proposals the council has had regard to the public sector equality duty and in confirming final proposals will consider local need, library and customer service point usage data and the outcomes of existing consultation and feedback from service users

The creation and development of community hubs and the provision of advice, information and signposting at an early and preventative stage supports the health and well-being of both individuals and communities. The creation of a Community Hub will underpin the changing way in which services will be delivered in the future. Co-locating services, activities and the people who deliver these fosters greater local community activity and brings residents, the local business community and smaller organisations together with the aim of improving the quality of life in their areas. |

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.

Scrutiny at Part One screening stage

People involved	Signatures	Date
Lead officer carrying out the screening		

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Any internal support		
Any external support		
Head of service		

Sign off at Part One screening stage

Name	Signatures	Date
Lead officer's name		
Head of service's name		

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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.

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- **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?

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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)

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Date:	Date:

Appendix 1: 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

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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*.*