

Appendix 4

Shropshire Equality and Social Inclusion Impact Assessment (ESIIA)

Name of service change

Redesign of Ellesmere Library, Fullwood House, Victoria Street, Ellesmere, SY12 0AA
20 October 2015, updated 2 December 2015

Aims of the service change and description

Shropshire Council is transforming and redesigning the way that it works and the services it commissions and delivers. As part of this approach the council is seeking local solutions to budgetary challenges that will result in sustainable if altered library services that continue to meet our statutory duties.

Shropshire Council aims to deliver library services in partnership with communities so that they can be individually tailored to support the needs of people in their communities and can help ensure that those with specific needs can access services appropriately.

Specifically the council wants to work with local communities to explore different local management arrangements across Shropshire for our libraries. We recognise that there will be other people and organisations who are as well, or better, placed to deliver these services on our behalf and to help ensure that these important face to face services remain within communities. We also recognise that other organisations are sometimes better placed than the council to attract external funding and to deliver inward investment.

The creation and development of libraries and customer service provision within community hubs will support the provision of advice, information and signposting to local residents at an early and preventative stage; this will support the health and well-being of both individuals and communities. Co-locating services, activities and the people who deliver these will foster greater local community activity and brings residents, the local business community and smaller organisations together with the shared aim of improving the quality of life in their areas.

The redesigned library service will result in a range of different delivery approaches including face to face provision, digital and virtual provision, events and activities and an outreach programme targeted at specific groups.

In Ellesmere the council's preferred option is to relocate the Library to the Meres Day Centre and to transfer the day to day management of these services to a new management organisation, for example a social enterprise with charitable intentions, with on-going professional support provided by Shropshire Libraries. Within the proposals the opening hours for the Library will remain unchanged with the potential for some increase in opening hours in the future.

Intended audiences and target groups for the service change

The proposal will have an impact on all people who want to use Ellesmere Library:

- All residents of Ellesmere and the surrounding area – specifically all registered members of the library and specifically all 998 active members (who have borrowed a book in the last twelve months)
- Older people and young people
- Volunteers who support the work of the library, providing IT support sessions, local History support, running reading groups and delivering the Home Library Service in and around

Ellesmere

- Members who use the IT facilities
- Members who attend activities, e.g. reading groups, and Rhyme Times

Recent trends for Ellesmere library use are shown below:

Visits	Visits	Active borrowers	Loans	Computer use / hours
2010/11	25,272	1109	37,857	1,900
2011/12	24,211	1037	34,644	1,819
2012/13	24,613	989	30,687	1,920
2013/14	24,236	958	29,477	1,876
2014/15	23,853	998	28,169	1,596

The overall decline in key measures reflects national trends. 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.

The number of total loans will also have been affected by the wider availability of discounted paperbacks in supermarkets and from online retailers.

The drop in computer time used is a reflection of the increase in ownership of internet devices, particularly smartphones and tablets. However, provision of library internet access now becomes even more crucial for those who do not have access at home, particularly given the rise of 'digital by default' services.

Recent trends for the Ellesmere Customer Service Point are shown below:

Latest service trends suggest that Bus Pass, Blue Badge, Parking and Waste are the main enquiries and that numbers have dropped to approximately 12 per week.

Evidence used for screening of the service change

Analysis of data on the location of library users in relation to the current library location and the proposed location to the Meres Day Centre

In Ellesmere the catchment area for library users is mainly from within the town, with 603 active users (with a valid postcode) of 952 users living within a 2 mile radius of the library. Beyond this 894 users live within 7 miles.

The Meres Day Centre is about 300 metres from the existing library, marginally further from the town centre.

Analysis of the responses to the Meres Day Centre "soft market testing open day" on the 9th June

A number of organisations attended the soft market testing open day. The response was positive with three organisations requesting a meeting to discuss how the Meres Day Centre could become a Community Hub accommodating the library and other services.

Analysis of the responses to the library "open day" on the 25 August

Over 150 people attended. Comments included:

Keep the library staying at Fullwood House, and rent out the upstairs rooms to provide revenue.

Concern was raised that the range of books, services provided and floor space would be reduced within any possible move to an alternative location.

Concerns about day care centre location alongside day service users and car parking.

It was suggested that Council Tax be raised to ensure that local services are not reduced.

No groups came forward to explore the option of taking over the running of the library within Fullwood House, although there was a suggestion that local businesses and organisation come together to form a community management organisation.

Analysis of responses to the Ellesmere Local Joint Committee meeting on the 22nd September

Following a presentation on Library redesign concern was raised that Shropshire Council should have done more to proactively exploring all the options for the management of the library and Fullwood House.

Concern was also raised that the Town Council have not been involved in formal discussions regarding the library.

Analysis of the targeted consultation undertaken by Adult Social Care with existing users of the Meres Day Centre

Three consultation meetings have been held with the service users, parents, relatives and carers of the Meres day centre.

In general the users, particularly those with learning disabilities welcomed the prospect of the library becoming part of the building with some reservations.

They saw increased opportunities to volunteer in the library and in the Meres café, which could see an increase in customers, as a positive.

The learning disabled users did have concerns about using different rooms within the building than they do now.

Carers were concerned about security and vulnerability of users if more people were coming in and out of the building.

Concern regarding pedestrian access to the site through the driveway shared with the doctor's surgery.

Consideration of responses from the Ellesmere Community Care Centre Trust

The Trustees are supportive of the vision for the Meres Day Centre becoming a community hub, and welcome the possibility of the library moving to the Centre. They are happy for minor alterations to be made to the internal space of the building to accommodate the library.

Consideration of responses from Ellesmere Town Council

Has considered the option of managing the library and Fullwood House in partnership with Ellesmere College. However, does not consider this to be feasible and is supportive of the Council's preferred approach.

Consideration of responses from Ellesmere College

Has explored the option of working in partnership with the Town Council or any other potential managing organisation to run the Library in Fullwood House. However, no alternative management option has been identified.

Consideration of responses from Housing Associations

The Wrekin Housing Association and Shropshire Housing Group have viewed the first and second floors of Fullwood House but did not identify a need for bedsit accommodation or view the project to retain the library in its existing location supported by rental from the flats to be financial viable.

Consideration of responses from Stakeholder workshop with Locality, 12 November

A workshop with Locality resulted in interested parties discussing how the library could be sustained in its current location or within the Meres Day Centre (no alternative location was identified). Ellesmere Town Council and Ellesmere College explored the option of working together to run the library in Fullwood House using income from the flats upstairs, both parties subsequently agreed that this was not a feasible option.

Consideration of discussions with the Ellesmere Library volunteers / Friends of Ellesmere Library

A Friends of Ellesmere Library Group has been formed. The Friends are not in a position to lead any takeover of the library in Ellesmere, but wish to work closely with any other interested organisation to support the library wherever it is based.

Formal consultation on the future of the Library service in Ellesmere from 2 October to 16 November 2015

A formal consultation was available online via Shropshire Council's website. Paper copies of the consultation document were made available in the library, local newsagents, post office and Town Hall and press releases were issued to promote the survey. Details of the consultation were also emailed to registered users of Ellesmere library and shared with members of the Friends group.

A second library open day took place on October 13th; indicative plans of a proposed layout for the library within the Meres Day Centre were available. Approximately 30 people attended to look at plans, discuss options and complete the consultation questionnaire.

A total of 309 people responded to the consultation, although not all answered all the questions.

Proposal 1 – Moving the library and Customer Service Point to the Meres Day Centre was supported by 124 people (40.13%).

Proposal 2 – Shropshire Council continuing to run the library with reduced staffing hours was supported by 75 people (24.27%).

Alternative proposals – 103 people (35.60%) provided alternative proposals

A considerable number of comments were made in the consultation. Those that are relevant directly to equality considerations are included below:

Comments	Response
Parking and access	A new dedicated pedestrian access will be created to the Meres Day Centre. There will be two clearly marked disabled car park spaces at the Meres dedicated to library users. Negotiations are taking place with the Comrades Club to provide allocated spaces in their car park, immediately opposite the Meres Day Centre. The management of traffic and access will be reviewed with the different parties and in the context of the further development of this ESIIA.
Needs of different users Impact on existing day centre users including elderly residents and children Impact on nursing home residents Day Centre users at risk	There are strong potential synergies between different services and the colocation of the library provides an opportunity for day centre users to volunteer and for the spaces to develop into a multi-faceted vibrant and relevant community facility. However it is recognised that the co-location of the library with day centre users could also raise some concerns and that a clear shared approach to the development of spaces and their management will be required. The requirements of different users will be considered in the context of the further development of this ESIIA. Independent of this ESIIA Day services have prepared an ESIIA specific to the equality implications of proposed users to Adults with Learning Difficulties and Older People.
Unsuitability of space for library activities Need space for children activities	A plan for the Meres Day Centre will be developed with the different users that best accommodates different needs within a limited budget. A detailed shelving plan will be developed alongside this.
There is little synergy between different users	The Council believes that the opposite applies and that there is a real opportunity to create synergies between different service users that potentially add value to the facility in the context of its development as a key community asset for Ellesmere. However, the Council

	also recognises that there are matters that need considering within the context of the development of a building and management plan.
Future population increase	It is recognised that the population of Ellesmere will grow and that future library provision needs to both reflect this and the changing way that people use libraries.

Ellesmere Urban Ward demographics (2011) (Source – Shropshire Council, Facts and Figures, Local Area Profiles)

There were 1706 households in Ellesmere Urban ward in 2011. The ward had 3835 usual residents and covers an area of 493.8 hectares

Population Age Structure

- Early years: 5.8% (222 children) of the population were aged 0 to 4 years in March 2011. This compares with 5.1% at County level, 6.3% regionally and 6.3% nationally.
- School age: 14.4% (553 children) of the population were aged 5 to 17 years in March 2011. This compares with 14.9% at County level, 15.8% regionally and 15.1% nationally.
- Working age: 57.4% (2202 people) of the population were aged 18 to 64 years in March 2011. This compares with 59.3% at County level, 61.0% regionally and 62.3% nationally.
- Retirement age: 22.4% (858 people) of the population were aged 65 and over in March 2011. This compares with 20.7% at County level, 16.9% regionally and 16.3% nationally.
- Over 85 year olds: 3.0% (114) of the population were aged 85 and over in March 2011. This compares with 2.7% at County level, 2.2% regionally and 2.2% nationally.

Diversity

- The 2011 Census showed Ellesmere Urban Parish had a black and minority ethnic group population of 61 (1.59%). The largest broad ethnic groups are ‘Asian and mixed’ (within these groups the largest group is Chinese).
- When asked about their religion 26.1% (1000 people) identified themselves as having no religion or did not state it on the form. The majority of people (73.1%) identified themselves as Christian and 0.8% (30 people) identified themselves as having an alternative religion.

Car Ownership

- The 2011 Census showed that 300 households (17.6%) did not own a car and subsequently are reliant on other forms of transport such as public services. In total 2130 cars are owned by households resident in the ward

Unemployment

- At the time of the census, there were 115 Ellesmere Urban residents who were unemployed but available for work. This is 4.2% of the 16-74 year old population, compared to 3.3% for Shropshire
- 32 young people (aged 16-24) were unemployed, plus a further 18 who were 50 to 74
- Long term unemployment is also an issue – 44.3% of all unemployed were classed as long-term unemployed in 2011. This is the equivalent of 51 people

Long term illness or disability

- The Census asked “Are your day-to-day activities limited a lot due to a health problem or disability which has lasted, or is expected to last, at least 12 months?”
- 9% said that their day-to-day activities limited a lot due to a health problem or disability. This is

- slightly higher than the figure of 8% for Shropshire as a whole.
- The percentage who reported their day-to-day activities were limited a little was 11%. This is slightly higher than the figure of 10% for Shropshire as a whole.

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

The outcomes of consultations already held are described above. Specific stakeholder engagement and consultation is summarised below:

- Open day held on 9 June 2015 at the Meres Day Centre for library users, Day Centre users and any organisations interested in taking on the day to day management of the Centre
- Regular meetings with Ellesmere Community Care Centre Trust, the Friends of Ellesmere Library and the local member for Ellesmere
- Drop in event held at Ellesmere Library 25 August 2015
- Presentation at the Ellesmere Area LJC on 22 September 2015
- Consultation with Meres Day Centre users
- 6 week public consultation 2nd October - 16th November 2015; drop in event on 13th October; workshop with Locality on 12th November
- Stakeholder engagement, for example Ellesmere Town Council, Ellesmere College, Ellesmere Primary School, Housing Associations, Etc.

Potential impact on Protected Characteristic groups and on social inclusion

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)				Positive impact on working people and families if opening hours are extended; will need to carefully consider the design of new library spaces so that they can best

				accommodate the needs of different users, particularly children.
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)				Potential positive impact on people with disabilities resulting from synergies between existing library and day centre services. Access considerations including parking will be considered within the development of detailed building layout plans, but no negative impacts are anticipated
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				No evidence to suggest either positive or negative impact
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				No evidence to suggest either positive or negative impact
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				No evidence to suggest either positive or negative impact
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)				No evidence to suggest either positive or negative impact
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				No evidence to suggest either positive or negative impact
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				No evidence to suggest either positive or negative impact
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and				No evidence to suggest either positive or negative impact

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 for current users of the Day Centre – older people and those with learning difficulties - to access Library services and develop volunteering opportunities helping them to integrate more fully into the community	

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

We think the particular groups most likely to be affected by the proposed approach for library provision are:

Older people with mobility problems, people with physical difficulties and to some degree those with learning disabilities and mental health related issues. These factors become particularly significant when accessibility factors are considered. There is unlikely to be dedicated public parking immediately available at the Day Centre although public parking is available at a carpark across the road from the centre. However, up to disabled parking places will be made available at the day centre to library users. Further detailed design work will be carried out to attempt to mitigate any potential negative impact.

People living in isolated rural areas or those without access to a car or unable to travel easily on public transport may also be impacted. It is important that library series are retained centrally in the town because developing services locally that residents would otherwise have to travel to enables local people to access more comfortably and easily without incurring travel costs. The surrounding rural area are also supported by the mobile library service which visits smaller rural communities on a fortnightly basis and provides access to all Shropshire Libraries services.

Services have been developed to ensure inclusion and access to library services for those who may in some way may find access difficult. They are intended to help people participate fully and to assist in the provision of equality of opportunity.

For people with visual impairment: We subscribe to R.N.I.B services to provide audio books to people with a visual impairment. Large print books and audio books are also available in our libraries. Access software also make it easier for people with visual impairments to use our computers. Concessionary membership for people with disabilities means that they don't pay to request books or borrow DVDs or

audio books.

For people with mental health related issues: In partnership with the health service we provide 'Books on Prescription', which are self-help and awareness books prescribed by GPs for people with mental health related issues.

For people with mobility disabilities who prefer to stay at home but still want library books we have a pool of volunteers to take books to them as part of our housebound library service. We also hold Time to Listen storytelling sessions where people can relax and listen to poetry and stories read out loud by staff. Meeting others in an informal setting helps reduce isolation for some. Care homes can also borrow items for their residents.

For BME communities and people speaking other languages we provide books, in languages other than English as well as European languages.

For the LGBT community, the Library stock policy ensures that books reflecting the experiences of the LGBT community are available.

For young children and families: We provide rhyme time sessions, story times and facilitate the delivery of the national Bookstart programme locally. We work with family learning tutors to provide Quick Read books for individuals and groups. The Library helps to support children's school work, whether this is for internet access or advice about information sources. The Summer Reading Challenge, for 4 -11 year olds, helps to sustain children's reading habits throughout the summer holidays

For parents and carers, the library offers books and internet access to enable them to find help and advice, apply for jobs, housing and school places. We provide books on parenting and health, some of which are selected in partnership with the local NHS and works closely to tailor family support for lone parents and others.

Staff undertake training around disability awareness.

For those who are digitally excluded, the library will continue to offer free access to computers. In addition, volunteers hold 1:1 IT sessions supporting people to access the internet for example to support job applications and search for information

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.

The library service will also act as a 'front door' or portal to put people in connection with other public services and information and this may have a positive effect on people who share protected characteristics providing another avenue of access to information or other services.

In this respect support will be provided over extended opening hours for Customer Services (compared to the existing restricted Customer Service Point opening hours) for local residents to access Shropshire Council services via a freephone facility or to do their business on-line via dedicated public computer. Library staff will be on hand to for anyone who needs help.

By offering active community volunteering opportunities people will be helped to participate in public life.

As well as having a potential impact on existing library and customer services point users there is a potential impact to be considered on existing users of the Meres Day Centre, particularly adults with

learning difficulties and older people. Access to library services will be a key element in the considerations in shaping the detailed library business plan.

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

A contract with any new provider will be regularly monitored to ensure that they fulfil their obligations in the running of the library service.

Users of the library and day centre users will be involved in the design and delivery of any changed service and also play an important critical friend role in the ongoing delivery.

Any new provider will ensure that data is collected to feed into the Library Service and Customer Services performance measures; for example number of visits to the library, book loans, active borrowers, attendance at events and computer use.

The Library will continue to take part in any customer surveys undertaken by the Library and Customer Service Point Service.

Customers will continue to be encouraged to make comments and give feedback about the service through the provider's and Shropshire Council's Comments and Complaints system.

Scrutiny at Part One screening stage

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

Sign off at Part One screening stage

Name	Signatures	Date
<i>Lead officer's name</i>		
<i>Head of service's name</i>		

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)				

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
<i>Lead officer</i>		
<i>Any internal support</i>		
<i>Any external support</i>		
<i>Head of service</i>		

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.