

Equality Impact Assessment – Summary Report

Department: Culture, Communities and Rural Affairs	Date: 6 July 2010
Completing Officer's Name: Julie Edyvean	
Policy, Strategy, Service or Plan that was Impact Assessed: Library & information Service Restructure Proposals	
Summary of findings: Phase 1 of the restructure aims to achieve £1.4m savings to redress predicted overspend for 2010/11 with some flexibility built in to manage inevitable future budget pressures. The benefit for the service, and therefore the customers, will be a more sound financial footing allowing the Resources Fund to be spent on an increased volume and improved depth of library material rather than the money being held back and used to fill the budget shortfall. An affordable staffing structure allocated across Hampshire in accordance with the areas of most need will lead to less vacancy management and frozen posts. The new structure is designed to meet the future needs with additional Library Assistant posts to strengthen the front line service delivery to customers. A very early part of the implementation process will be a further audit of the skills of the those appointed to the new grade E roles to identify and address the training needs. The required support will also be identified for Library Managers and Library Assistants to ensure continuity of service. There is a commitment to continue the practice, first introduced in 2009, of two staff training days a year when libraries are closed. However there will be a greater emphasis in future on mentoring and 'on the job' training techniques. Furthermore there is an obligation to embed the recently agreed new Hampshire Way of Working throughout the library and information service leading to improved levels of customer satisfaction with the service. Some processes will change or cease altogether but there is no intention to reduce opening hours and current activities, such as rhyme times and help to use IT, will be maintained.	
Summary of Recommendations: Age/Gender The Library Management Team, working with colleagues in HR, will ensure that any decisions to accept requests for voluntary redundancy are based on the overall needs of the service and the skills and experience required in specific geographical locations and not solely on age and the corresponding costs. Also gender will not have priority over relevant skills and experience. The skills matrix will be an essential tool in order to achieve objective decision making. Also interview panels will include a Head of Operations fairly new to Hampshire's Library and Information Service without in depth knowledge of the individuals involved. The aim will be not to disadvantage the needs of the service or the staff with regard to the number of hours worked and when. During interviews any reasonable adjustments required will be identified for due consideration.	