



WALTHAM FOREST COUNCIL FULL EQUALITY ANALYSIS (EA) TEMPLATE

Library Local Improvement Programme

Date 28th June 2016

What is an Equality Analysis (EA) for?

The Council must have due regard to its Public Sector Equality Duty (PSED) when making decisions at member and officer level. An EA is the best method by which the Council can provide the evidential analysis to comply with the equality duty, particularly for major decisions. However, the level of analysis required should only be proportionate to the relevance of the duty to the service or decision. Some decisions will require detailed equalities consideration, e.g. a decision on adult

social care provision or reduction of grants to voluntary organisations, whereas the performance of other functions will have less of an equalities impact, e.g. the appointment of committees where only a limited assessment is required. In rare cases, the Courts have said there may be no impact. If you think this may be the case, then you should undertake the EA screening process first to determine if you need to complete this full EA and have a rational basis for this conclusion.

What is the Public Sector Equality Duty (PSED)?

The public sector equality duty (s.149, Equality Act 2010) requires the Council, when exercising its functions, to have “due regard” to the need to:

5. eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act,
6. advance equality of opportunity between those who share a “protected characteristic” and those who do not share that protected characteristic and
7. foster good relations between persons who share a relevant protected characteristic and persons who do not share it (this involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding).

These are collectively referred to in this EA as the equality aims. Advancing equality (the second equality aim) involves having due regard, in particular, to the

need to:

- Removing or minimising disadvantages suffered by people due to their protected characteristic
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people including steps to take account of disabled people’s disabilities *and*
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

NB Please note that, for disabled persons, the Council must have regard to the possible need for steps that amount to positive discrimination, to “level the playing field” with non-disabled persons, e.g. in accessing services through dedicated car parking spaces.

IMPORTANT NOTES:

1. **THIS FRONT SHEET IS AN ESSENTIAL PART OF THE EA – COMPLETE THE TEMPLATE AND SUBMIT IT AS A SINGLE DOCUMENT.**
2. **IN RARE CASES, WHEN COMPLETING THE ASSESSMENT IT MAY BECOME APPARENT THAT THE RECOMMENDATIONS WOULD LEAD TO UNLAWFUL DISCRIMINATION E.G. A PROPOSAL TO PAY MEN MORE THAN WOMEN. IF SO, STOP, RECONSIDER YOUR PROPOSAL AND SEEK ADVICE.**

THE HEAD OF SERVICE OR DIRECTOR WHO IS RESPONSIBLE FOR MEMBER LEVEL REPORTS MUST BE SATISFIED WITH THE FINALISED EQUALITY ANALYSIS AND FOR MAJOR PROPOSALS, IT IS SENSIBLE TO ENSURE YOUR LEAD MEMBER HAS BEEN CONSULTED.



Fostering good relations

Fostering good relations involves having due regard, in particular, to the need to tackle prejudice and promote understanding.

Protected Characteristics

Protected Characteristics defined in the Act are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation. Marriage and civil partnership are also a protected characteristic for the first equality aim to eliminate discrimination.

Guidance on compliance with the PSED for officers and decision makers

To comply with the duty, the Council must have “due regard” to the three equality aims. This means the PSED must be considered as a relevant factor in a decision alongside other relevant matters such as budgetary, legal, economic and practical implications. What regard is “due” will depend on the circumstances of each proposal and importance of equalities to the decision being taken. Some key principles for compliance during the decision-making process are set out below:

1. The duty is mandatory and important and must be met by the decision-maker and not delegated.
2. EAs must be evidence based and accurate – negative impacts must be fully and frankly identified so the decision-maker can fully consider their impact.
3. There must be an assessment of the practical impact of decisions on equalities, measures to avoid or mitigate negative impact and their effectiveness.
4. There must be compliance with the duty when proposals are being formulated by officers and then by members or officers when taking the decision: the Council cannot rely on an EA produced after the decision is made but sometimes a “provisional” EA is appropriate e.g. before consultation on a proposal.

5. Officers and members making a decision where there is an equality impact must give conscious and open minded consideration to the impact of the duty on the decision, e.g. be prepared to change or amend a decision although negative equalities impacts does not stop a decision being made (see 7).
6. The duty is **not**, however, to achieve the three equality aims but to take them into account when making the final decision – therefore, **the duty does not stop difficult but justifiable decisions being made.**
7. The decision maker may take into account countervailing (i.e. opposing) factors that may objectively justify taking a decision which has negative impact on equalities, e.g. financial targets, value for money or service needs.
8. The duty is ongoing: EAs should be reviewed over time and there should be evidence of how impact will be monitored after the decision.
9. The above is a general guide to this changing area of law. You should also refer to the Council’s EA Page <http://forestnet.lbwf.gov.uk/index/residents-first/equalities/equality-analysis.htm> for more detailed guidance, and specific advice from the Council’s Equalities Lead should be sought on complex issues.

What to do if your proposal is scheduled for Cabinet/Committee?

The EA should be appended to the Cabinet or Committee report and the key findings from it should be set out in the “Equalities Implications” section of the report. This will ensure that the decision-makers are made fully aware of any equality impacts and/or any mitigation action proposed prior to making a decision.

NOTE: Failure to complete an EA and implications section adequately or at all is likely to result in the deferral of consideration of the report as it places in doubt the legality and effectiveness of the overall decision.

The Proposals - Library Local Project

Brief summary of the project:

The Council has undertaken a review of the current locations of the Library Locals. The purpose of this review is to propose alternative locations where appropriate, to implement the new Library Local model. The Council has a statutory duty (under the Public Libraries and Museums Act, 1964) to provide a comprehensive and efficient library service to residents, those who work in or are in full-time education in the borough. No library closure is proposed as part of this programme. The Council has a service standard that all residents should live within 1.5 miles of their nearest library.

The main aims of the Programme are for the Council to relocate Hale End, Higham Hill and Wood Street libraries into new 'fit for purpose' premises, branded as Library Locals, aligned to Library Plus'. This will enable the Council to deliver a more cost-effective service, provide greater accessibility, meet local needs, enable reinvestment in the service and release development sites for new housing. Due to the central location of Lea Bridge Library, and as it has a Grade II Listing by Historic England with a restrictive covenant in place that only permits a public library to be operated from the building, the Council proposes to remodel and refurbish this site to bring it in line with the Council's vision for Library Locals.

Research and the experience of other Public Library Authorities has demonstrated that retail locations work better than residential areas for libraries, because they are likely to offer residents a more desirable location, easy access and ample parking. To achieve this, the Council is investigating sites, co-located with retail activity to take advantage of passing traffic. Location of the library (s) in areas with a strong retail offer is highly beneficial. Morris and Brown's (2004) research into five UK libraries which had been relocated to shopping centres found that retail locations have been very successful at helping to increase footfall, generating higher membership figures and attracting a broader cross-section of people. These findings have also been echoed by research conducted by the Commission for Architecture and the Built Environment (CABE) in their report *Better Public Libraries*. It is anticipated that such a move will increase footfall by approximately 20%.

Hale End: relocation offers a clear opportunity, to place the library in a busier and more accessible location while offering greater flexibility of space. The "Town Square" at the Tesco development site on Larkshall Road offers the best opportunity for relocation as it is has become the new heart of the community and is located near to Highams Park station, shops and there is a nursery and children's play area within the square.

Higham Hill: the proposed location is the site of the Priory Court Community Centre. This relocation also offers the opportunity to involve residents in the design and commissioning of the building as part of the Priory Court Estate Renaissance.

Lea Bridge: is well located on Lea Bridge Road near the junction with Markhouse Road/Church Road, in an area of retail activity. As the site cannot be used for any purpose other than a public library, it is proposed that appropriate refurbishment and remodelling will be carried out to align the library with the Council's vision.

Wood Street: significant new development is taking place from Spring 2016 as part of the Marlowe Road development with commercial and residential units being developed. This will take footfall away from the current location of the library by creating a new hub of retail activity further down Wood Street.

The proposed Vision is that Library Locals are:

- Modern and attractive spaces which match up to the best public library buildings in London and have the built-in flexibility to adapt to future service needs
- Offer a 21st century library service supporting literacy and numeracy, reading and information needs and access to digital services. Be public spaces which are welcoming and support community cohesion

- Located in accessible places alongside other community facilities
- Aware of the varying needs of different age groups and support younger people to get the most from the library experience especially in the area of ICT software and hardware
- Developed to enable and empower members of the community supported by library staff to shape the local service to offer the best customer experience, now and in the future.

This project directly supports the Council's agreed priorities for: Regeneration; Building a strong local economy and thriving town centres; Housing and; Good quality of life.

2. What are the recommendations?

The recommendations Cabinet is being asked to agree are:

- The new Vision for Library Locals
- The relocation of 3 of the 4 Library Locals

Delegated authority to the Director of Neighbourhoods and Commercial Services and Portfolio Holder in liaison with the Junior Cabinet Member to develop and deliver a programme of user and resident engagement which will enable the local community to respond to the Library Local Vision and inform the detailed design of each of the library local sites

3. Who is affected by the Proposal?

Libraries are used by all types of people living and working in the borough and impacts on all protected characteristic groups will be assessed in this analysis. The evidence shows that;

Children between 0 and 16 are more likely to use libraries than those of working age, and in particular library locals, where 57% of active borrowers are aged 0 to 16. They may be affected if they need to walk further.

We do not collect information about pregnancy when women use the library. Pregnant women often accompany young children who are frequent users of library locals, therefore, it will be assumed that pregnant women are affected if they need to walk further.

Both men and women use the library, women use the library significantly more than men.

Our records on disability are limited primarily because of self - registration, but it is clear that disabled people use the libraries. They might be affected if they have to travel further, although there will be improved accessibility, transport and disabled parking in the new locations.

The ethnic and religious makeup of library users reflects well the diverse population of the borough. No changes to the profile of local users is expected. We do not collect data from users about their marriage and civil partnership status, sexual orientation or gender reassignment, but we can assume from the number of people in the local population that there will be impact on these groups using the libraries.

Key borough statistics: The 2011 census shows that Waltham Forest has a population of 258,249. Broken down by broad age group, some 26.1% of the population (67,303) were aged 0-19, 35.8% (92,392) 20-39, 28.2% (72,988) 40-64 and 10% (25,566) were aged 65+. Compared to London and England and Wales Waltham Forest has a younger age profile with 8.1% of its population aged 0-4 and 26.1% 0-19 compared to 7.2% and 24.5% across London and 6.2% and 24% across England and Wales respectively. Those aged 20-39 (35.8%) constitute the same percentage of the population in Waltham Forest as across London as a whole (also 35.8%) compared to only 26.9% across England and Wales. Smaller proportions of the borough population are found in the 40-64 and 65+ age groups which constitute 28.2% and 10%

compared to 32.7% and 16.4% across England and Wales. (Source: 2011 Census, Office for National Statistics). **Children in Care:** As at December 2012, we had 289 children in our care. 56% were male and 44% female. Most are in the 12-16 age bracket (35%) followed by 6-11 age group (24%). Ethnic breakdown - White: 42%; Black or Black British: 28%; Mixed race: 19%; Asian or Asian British: 6%; Other: 4%. **NB: These statistics provide general data for this protected characteristic. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”. Ward based data is available here: <http://www.walthamforest.gov.uk/Pages/Services/statistics-economic-information-and-analysis.aspx?l1=100004&l2=200088>**

Double click here to show borough wide statistics / hide statistics

Age *Click and hover over the questions to find more details on what is required*

Additional Equalities Data (Service level or Corporate) Include data analysis of the impact of the proposals

The age profile of active borrowers – those who have borrowed at least one item in the last year – tends to be skewed towards younger age groups compared to the borough population. 57% of the Library Local users are children aged 0-15 years compared to only 22% of the total population. Higham Hill Library has the highest proportion of children and young people among its borrowers (69%) of all the Library Locals. Hale End has a higher proportion of older users aged 65+ (15%) reflecting the age profile of the area around the library, where 15% of population is aged 65+ compared to 10% in borough as total. Lea Bridge Library tends to have a higher proportion of working-age (16-64) borrowers compared to other Library Locals.

Active borrowers by age, 1 January 2016

Source: LBWF Library Management System

Library branch	Age 0-4	Age 5-15	Age 16-64	Age 65+	Total
Hale End Library	16%	33%	37%	15%	1,440
Higham Hill Library	14%	55%	28%	3%	1,360
Lea Bridge Library	7%	48%	41%	5%	1,330
Wood Street Library	14%	41%	38%	8%	1,696
Library Locals	13%	44%	36%	8%	5,826
Borough population (2016)*	8%	14%	68%	10%	275,250

*Source: Borough population is from LBWF Witan-generated Housing-linked Population Projections, May 2016 (provisional figures)

Age *Click and hover over the questions to find more details on what is required*

Travel

The new library locals are expected to offer an improvement to accessibility overall, however a small number of people may need to travel further. This may have a negative impact if they walk to the library, in particular for older users who may suffer from mobility related issues. For those in older age groups who are also disabled, the seriousness of the impact of change may be greater due to additional difficulty in accessing alternative service provision.

For some people the new location will be closer, and for some it will be further. The proposed new locations are very close to the existing locations, everyone will remain within 1.5 miles of a library, although it may be a different one.

The new sites have improved public transport in all locations, and more extensive parking will increase access to a greater number of people. Evidence shows that offering library services in areas with a strong retail offer will improve use of the library. The new location makes it more convenient for people to combine a visit to the library with a visit to the shops, post office or café reducing the number of separate journeys required by individuals with limited mobility.

There will no reduction in opening hours.

The public library service is a universal one and will continue to serve all ages from cradle to grave providing a range of fiction and non-fiction books in print and e formats, newspapers and magazines, ICT, information and public spaces.

Building Design

The new buildings will be designed to modern accessibility standards with level access, accessible toilets and baby change facilities which will benefit parents of small children and any people with limited mobility. As the new locations will have fewer square metres of space, design consideration should be made around secure space to store pushchairs and folding wheelchairs, and activities that run in the libraries such as baby rhyme time, silver surfers and after school clubs.

Travel

Specific consideration will be given to any actual or perceived 'postcode' or 'boundary' issues that could deter or discourage some young people from travelling to the new library locations e.g. gang issues. Work will be done with the community safety team and carefully monitored

Specific consideration will be given to the needs of older age groups if they have to walk further to a library. This will particularly include promotion of the home Book Delivery Service.

A comprehensive communications plan about the new locations and facilities will be formulated and will include specific targeting of older people to ensure they are aware of the proposed new locations in advance of the transfer as well as associated information on how to get there, bus routes, information about facilities, travel concessions e.g. freedom pass, taxi services etc.

Building Design

Older people, young people and parents should be engaged in the development of the new design of the new building. Best practice design features around safety, attractiveness and use of the facilities by young children and older people should be incorporated into the new design so that the new modern buildings offer improved access and enjoyment of the libraries for the future.

Consideration should be made in the design to make best use of space so that activities such as after school clubs, and activities can continue, or suitable alternative local venues should be identified.

Undertake on going equality monitoring and a review of monitoring information across the protected equality characteristics relating to take up of services in the proposed new locations.

Disability [Double click here to add impact / Hide](#)

Check box if NOT applicable

Key borough statistics: Look for update from latest APS / also see Borough profile update Recent data from the 2011/2012 Annual Population survey suggests there are 31,000 disabled people of working age (16-64) living in Waltham Forest of which around 16,000 are female and 15,000 male. This represents around 1 in 5 (20%) of the working age population, a higher rate than found across London (16.9%) though lower than that found in England (20.5%). 2012 data finds that across the borough some 10,350 residents claim disability living allowance with rates tending to be higher in the southern and middle wards of the borough though this data should only

be treated as a rough indicator of the prevalence of disability. As at January 2012, some 1,299 children and young people had a statement of Special Educational Needs in Waltham Forest.

(Source: 2011 Census, 2011/12 Annual Population survey, Office for National Statistics, Department for Work and Pensions, Department for Education) **Notes: These statistics provide general data for this protected characteristic. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.**

[Double click here to show borough wide statistics / hide statistics](#)

Disability *Click and hover over the questions to find more details on what is required*

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

The data below is based on the people who have declared a disability in their application form. This is voluntary, so the actual number of disabled people using the libraries may be higher.

Registered Disabled Library Users, 1 January 2016 (Source: LBWF Library Management System)

Branch	Active Borrowers	Active Users	Inactive Users	Registered (Active + Inactive Users)
Chingford Library	22	27	61	88
Hale End Library	9	12	10	22
Higham Hill Library	6	9	10	19
Lea Bridge Library	7	8	19	27
Leyton Library	8	15	21	36
Leytonstone Library	4	11	30	41
Walthamstow Library	31	58	87	145
Wood Street Library	2	4	10	14
Library Plus	65	111	199	310
Library Local	24	33	49	82
Total Registered Disabled	89	144	248	392
Total Users	23,660	42,090	40,033	82,123

Disability *Click and hover over the questions to find more details on what is required*

Registered Disabled as % of total users	0.4%	0.3%	0.6%	0.5%
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Note: Active borrowers are active users who have borrowed at least one item in the last year. Active users are those who have borrowed a book any time after they registered.

The above data only relates to people who have indicated that they are registered disabled. Additional residents have limited mobility and improved access will also enable them to access the library. In Waltham Forest 37,600 residents responded in the 2011 Census that their day-to-day activities are limited because of their health. This is made up of 7% of the population who said their day to-day activities were limited a lot (17,900 people) and 8% whose activities were limited a little (19,700). In total, this equates to 15% of residents compared to 18% nationally. Design decisions made for people with disabilities will improve access for a wider range of residents, including those day to day activities are limited by health conditions and small children.

The library user records show that more registered disabled people are using Library Plus services than Library Locals. Resident Insight surveys showed that the majority of people that use the library prefer to use it locally, or do not use the library. Only 2% of people use libraries outside of their location, however disabled people are somewhat more likely to use libraries outside their local area (7% compared to 2% of those who are not disabled). This might be related to the accessibility of different libraries, or the extended opening hours of the Library Plus'. Evidence shows that older residents (65+ years) and disabled people are least likely to have access to Internet.

The table below demonstrates the public transport accessibility levels for the library locations. The data shows no reduction in public transport accessibility in the new locations, and on most sites an improvement with the addition of disabled parking bays included in all new developments.

Public Transport Accessibility Levels (PTAL*) for library locations

Source: *Transport for London WebCAT*¹

	Hale End Library		Wood Street Library		Higham Hill Library		Lea Bridge Library
	Current Location	Town Square site	Current Location	Proposed Location*	Current Location	Priory Court Estate	Current Location
2011 (base year)	2	3	3	3	2	2	2
2021 (forecast)	2	3	3	3	2	2	3

*PTAL or Public Transport Access Level is a measure of connectivity to the public transport network. It rates locations by distance from frequent public transport services. The higher the PTAL value (graded from zero to six) in a specific location, the better the connectivity to the public transport network. PTAL values are influenced by the walking distance to nearby stations and stops and by the frequency of services at these stations and stops

¹ <https://tfl.gov.uk/info-for/urban-planning-and-construction/planning-with-webcat/webcat>

Disability *Click and hover over the questions to find more details on what is required*

Public transport serving the location;

	Hale End Library		Wood Street Library		Higham Hill Library		Lea Bridge Library
	Current Location	Town Square site	Current Location	Proposed Location*	Current Location	Priory Court Estate	Current Location
Buses	275	212, W16, 275, 675	275 W16 123 212	W16 275, 123, 212	None directly. W15 158, W11	None directly. W15 158, W11	48, 55, 56
Trains	0.2 mile Highams Park	0.1 mile Highams Park	0.4 mile Wood Street	0.1 mile Wood Street	1 mile Blackhorse Road	1 mile Blackhorse Road	0.6 mile Lea Bridge Road
Disabled parking bays	3	Many	0	Yes	0	Yes	0 - seeking to add disabled parking.

* The Wood Street Station is 0.1 miles (about 3 minute walk) from the proposed new location of Wood Street Library compared to 0.4 miles (8 min walk) from the current library.

What is the proposal’s impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The new/refurbished locations are expected to increase accessibility. They will be designed and commissioned to meet the access requirements of the Equalities Act 2010 and Approved Document M of the Building Regulations.

It is recognised that the impact of any relocation is likely to be greater on disabled people than for the rest of the population. This is primarily due to mobility and access difficulties.

There are currently no disabled parking bays outside Lea Bridge Library, Wood Street, Higham Hill libraries and only three at Hale End library. The proposal will improve disabled parking at 3 of these sites, and investigate options for disabled parking at Lea Bridge Road site

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Mitigation identified under Age will also be relevant to disability and particular efforts will be made to ensure all communication is accessible and inclusive.

Particular consideration will be given to the needs of disabled people in taking forward the proposed relocations and particularly registered users at the affected libraries. This will include promotion of the home Book Delivery Service.

Disabled parking bays will be available at all new developments and options at Lea Bridge will be investigated.

Particular efforts will be made to make personal contact with all of the active

Disability *Click and hover over the questions to find more details on what is required*

blind and visually impaired users to discuss and address their needs of the service and specifically in relation to the proposed re-location of sites.

Consultation with disability groups will form part of the proposed engagement with users at the detailed design stage of the developments, for example adequate turning circles for those in non-standard wheelchairs. Support to enable people including those with disabilities who lack confidence to use ICT will be supported by the Council's Assisted Digital Project, the pilot of which finished in early June 2016.

Pregnancy and Maternity [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics: According to the 2011 census, 8.1% (20,839) of the Waltham Forest population is aged 0-4 compared to 7.2% across London and 6.2% across England and Wales. For those aged 0-1 these percentages are respectively 3.3% (Waltham Forest), 3% (London) and 2.5% (England & Wales). The Total Fertility rate for Waltham Forest in 2011 is 2.69 (3rd highest across London) compared to a London and England figure of 1.99. The teenage pregnancy rate in Waltham Forest (2010) is 45.7 per 1,000 of the female population aged 15-17

compared with 37.1 across London and 35.5 across England and Wales. Source: 2011 Census, Conception statistics and Birth Summary Tables, Office for National Statistics. **NB: The total fertility rate measures the projected number of births born to a woman over her lifetime 2. These statistics provide general data for this protected characteristic. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data**

[Double click here to show borough wide statistics / hide statistics](#)

Pregnancy and Maternity *Click and hover over the questions to find more details on what is required*

Additional Equalities Data (Service level or Corporate)

We do not collect information on how pregnant women are using the library, but we do have data on the number of births that have taken place in the borough. Every year, more than 4,500 women in the borough give birth to a child.

Number of live birth 2010-2014

Source: Office for National Statistics

	2010	2011	2012	2013	2014
Waltham Forest	4,823	4,811	4,832	4,721	4,618

Pregnant women often accompany young children who are active users of the library. Improved access will also improve safety for pregnant women supervising young children to the libraries.

Pregnancy and Maternity *Click and hover over the questions to find more details on what is required*

What is the proposal's impact on the equalities aims? Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

The new libraries will offer modern new facilities that are expected to greatly improve the experience of all library users, including pregnant women. Designing new facilities offers an opportunity to specifically consider the needs of pregnant women and parents of young children in the designs to maximise features that will enhance their library experience, such as safety features to enhance supervision of young children.

There may be some barriers to travelling to a further location for mothers with young children due to the fact that travel by public and private transport is more difficult.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Pregnant women and parents should be an engagement group for the new site designs including safe attractive spaces, accessibility, parking for pushchairs, breastfeeding and baby changing facilities and suitable seating. The design will consider best use of space for baby and toddler groups and other family activities.

Race [Double click here to add impact / Hide](#)

Check box if NOT applicable

Key Borough Statistics: According to 2011 census data Waltham Forest's White British population is 92,999, 36% of the total borough population. All other ethnic groups constitute 64% of the population (165,250). Broken down by specified ethnicity: White Other (37,472/14.5%), Pakistani (26,347/10.2%), Black Caribbean (18,841/7.3%), Black African (18,815/7.3%), Indian (9,134/3.5%), Other Black (7,135/2.8%), Any other ethnic group (6,728/2.6%), Bangladeshi (4,632/1.8%) and Chinese (2,579/1%). Note: The more detailed ethnicity breakdown goes into more detail and data for more recent arrivals includes: Polish (6,944/2.7%), Other Eastern

Europe (6,020/2.3%) and Baltic states (3,011/1.2%). Data on arrivals from other countries over the last 8 years show that Poland, Pakistan and Lithuania have supplied the greatest number of migrants. (Source: 2011 Census, Office for National Statistics, Department for Work and Pensions)

NB: These statistics provide general data for this protected characteristic. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Race *Click and hover over the questions to find more details on what is required*

The data below provides the data available on race/ethnic origin of groups using the libraries. The ethnic makeup of library users reflects well the diverse population of the borough. Library Locals tend to have a higher proportion of BAME users compared to Library Plus.

About half of Library Local users are from BAME background broadly in line with the borough population. Note that the White/White British category in this case also includes the White Other ethnicities such as EU migrants – a group of significant size in the borough.

Active borrowers by ethnic group, 1 January 2016 (Source: LBWF Library Management System)

Race *Click and hover over the questions to find more details on what is required*

Branch	White /White British	Black/Black British	Mixed/Multiple ethnicities	Asian/Asian British	Other
Hale End Library	70%	11%	5%	13%	2%
Higham Hill Library	45%	19%	6%	27%	4%
Lea Bridge Library	31%	23%	4%	40%	2%
Wood Street Library	47%	18%	7%	25%	2%
Library Local	49%	18%	5%	26%	3%
Borough Total*	52%	17%	5%	21%	4%

*Source: 2011 Census

Over many years, the Council has worked with groups from cultural minorities (BME) and interest groups to try and ensure that it provides the services that are required. The work that has been done with Library Plus's has included a focus on recognising cultural diversity, LGBT and access needs through the use of appropriate library layouts, language, signage, images, dedicated facilities etc.

The library and information service provides books and other materials in the main minority languages spoken in the borough, running or hosting learning activities which will improve proficiency in English and supporting those seeking British Nationality as well as running or hosting events and activities that celebrate all cultures. Waltham Forest has been one of the top destinations in London (and the UK) for overseas migrants, particularly from Eastern European countries. According to the 2011 Census, in nine out of ten local authorities in England and Wales, the proportion of the population who said they don't speak English well at all was less than 3%. However, in Waltham Forest the proportion is 6%. As part of the consultation on the relocation of Library Locals, BME groups and other interest groups, will be approached about what is proposed. Any feedback from these or any other groups or individuals will be considered before changes are made.

What is the proposal's impact on the equalities aims? Look for *direct impact* but also evidence of *disproportionate impact* i.e. where a decision affects a protected group more than the general population, including *indirect impact*

No change or negative impact is expected to the composition of people using the libraries by race or ethnicity as a result of moving the libraries a short distance from their current location.

Moving libraries to central shopping locations is expected to contribute to advancing equality and fostering good community relations as libraries provide a central hub for groups and activities, and host and provide information on support services, classes and community events.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

There is no indication that the change in location will change the use of the library based on race or ethnicity. Moving libraries to the heart of local communities is expected to contribute to fostering good relations. The libraries will continue to stock materials that meet the diversity of the local population.

In supporting people from all backgrounds to achieve their potential, libraries will continue to offer PC's and wi-fi access to support study for both children and adults.

Key borough statistics: According to the 2011 Census the borough has 48.4% of its population stating their religion to be Christian, Muslim 21.9%, Hindu 2.3%, Jewish 0.5%, Sikh 0.5%, Buddhist 0.8% and other 0.4%. Some 18% of residents claimed no religion whilst 7.3% did not state an answer. The multi-faith nature of Waltham Forest is evidenced by more recent data which shows that Waltham Forest has

around 150 Christian Churches, 16 Muslim Mosques, 4 Hindu Temples, 3 Jewish Synagogues, 1 Sikh Gurdwara and 1 Tao Temple. **NB: These statistics provide general data for this protected characteristic. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.**

[Double click here to show borough wide statistics / hide statistics](#)

Religion or Belief [Click and hover over the questions to find more details on what is required](#)

The data below provides information on the religion or belief of people using the library. This data is voluntary, and the majority of people have chosen not to provide this information at all, the data below is based on the 14% of people who have responded to this question.

Active borrowers by religion*, 1 January 2016 (Source: LBWF Library Management System)

Branch	Christian	Muslim	Other Faith	No Faith	Prefer not to say
Hale End Library	42%	10%	8%	25%	15%
Higham Hill Library	25%	4%	2%	27%	42%
Lea Bridge Library	34%	38%	6%	8%	14%
Wood Street Library	30%	24%	8%	21%	16%
Library Local	36%	23%	7%	18%	16%
Borough Total**	48%	22%	4%	18%	7%

*Note that only 14% of active borrowers had a religion recorded so the user profile by religion is based on 3,232 records (out of 23,660 active borrowers in total).

** Borough total is from 2011 Census

Over many years, the Council has worked with groups from cultural minorities (BME) and interest groups to try and ensure that it provides the services that are required. The work that has been done with Library Plus’s has included a focus on recognising cultural diversity, LGBT and access needs through the use of appropriate library layouts, language, signage, images, dedicated facilities etc. As part of the consultation on the relocation of Library Locals, BME groups and other interest groups, have been approached about what is proposed. Any feedback from these or any other groups or individuals will be considered before changes are made.

What is the proposal’s impact on the equalities aims?

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Religion or Belief *Click and hover over the questions to find more details on what is required*

Library material will continue to reflect the needs of the communities using the service and; moving the libraries is expected to increase access to the library.

No negative impact is anticipated, a positive impact is anticipated by moving libraries to the heart of the local community as they play a role in promoting and hosting community events and activities, and homework clubs that bring different people together.

Sex [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics: The 2011 census put the gender split of Waltham Forest as Male: 128,970 (49.94%) and Female 129,279 (50.06%). (Source: 2011 Census, Office for National Statistics).

NB: These statistics provide general data for this protected characteristic. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Sex *Click and hover over the questions to find more details on what is required*

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Active borrowers by Sex, 1 January 2016 (Source: LBWF Library Management System)

Branch	Female	Male
Hale End Library	62%	38%
Higham Hill Library	61%	39%
Lea Bridge Library	59%	41%
Wood Street Library	62%	38%
Library Local	61%	39%
Borough Total *	50%	50%

*Source: 2011 Census

The data shows that women are more likely to use libraries than men (61% of people actively borrowing from the libraries are women although there are approximately a similar number of women and men in the borough).

What is the proposal's impact on the equalities aims?

No negative impact to women or men is anticipated in moving the libraries to a new site. Co-locating the libraries with local shops is expected to improve access for people who may not currently find time to visit the library, as they will be able to combine a library visit with shopping.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Moving the libraries is not expected to have any negative impact, and evidence shows that moving libraries to the heart of the community improves access for everyone.

Key borough statistics: National estimates of LGBT population range from 0.3% to 10% using different measures. A study commissioned by Waltham Forest Council suggested the population to be somewhere between 7,000 to 10,000 people in 2007 (this is 4-6% of the adult population). The study also suggested that there may be at least 35 transgender individuals in the borough (Source: Measuring Sexual Identity –

Office for National Statistics, Waltham Forest LGBT Matters). **NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.**

[Double click here to show borough wide statistics / hide statistics](#)

Sexual Orientation and Gender Reassignment [Click and hover over the questions to find more details on what is required](#)

The library and information services does not collect data on sexual orientation and gender reassignment, but we can assume that lesbian, gay, bisexual and transgender people use libraries. The library can also be a source of community information and community activities (for example, North Chingford Lesbian Reading Group).

In 2014, 1.6% of adults in the UK identified their sexual identity as lesbian, gay or bisexual. This comprised of:

- 1.1% who identified as gay or lesbian
- 0.5% who identified as bisexual.

A further 0.3% of population identified their sexual identity as other, not falling into heterosexual/straight, gay/lesbian, or bisexual categories.

London had the highest percentage of adults identifying themselves as lesbian, gay or bisexual, at 2.6%.

The likelihood of an adult identifying as LGBT decreased with age. In 2014, 2.6% of adults aged 16 to 24 identified as LGBT, which decreased to 0.6% of adults aged 65 and over. (Source: Integrated Household Survey, Office for National Statistics) As many people choose not to declare their sexual orientation, we can assume that the actual figure is higher than this.

Over many years, the Council has worked with groups from cultural minorities (BME) and other interest groups to try and ensure that it provides the services that are required. The work that has been done with Library Plus’s has included a focus on recognising cultural diversity, LGBT and access needs through the use of appropriate library layouts, language, signage, images, dedicated facilities etc. The library and information service provides books and other materials that supports and celebrates LGBT interests and runs or hosts focused events and activities. As part of the consultation on the relocation of Library Locals, BME groups and other interest groups, will be approached about what is proposed. Any feedback from these or any other groups or individuals will be considered before changes are made.

What is the proposal’s impact on the equalities aims?

The proposals do not present any negative implication for LGBT people, the new sites will be in modern safe public spaces that are well used by all.

There is an opportunity to ensure the design of the public toilets will continue to be accessible for transgendered people.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Consideration should be made in the design of the public toilets so that transgendered people feel comfortable and safe to use them. For example, unisex single cubicles as most small library sites currently provide.

Key borough statistics:

2009 - 2010	670 marriages registered in the borough and 32 Civil Partnerships
2010 - 2011	725 marriages registered in the borough and 27 Civil Partnerships
2011 - 2012	812 marriages registered in the borough and 25 Civil Partnerships

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Marriage and Civil Partnership [Click and hover over the questions to find more details on what is required](#)

The below data provides an analysis of people who are married, or civil partnered within the borough in 2011.

Waltham Forest Residents by marital and civil partnership status (Source: 2011 Census, ONS)

	number	%
All usual residents aged 16+	203,131	100%
Single (never married or never registered a same-sex civil partnership)	88,122	43%
Married	81,286	40%
In a registered same-sex civil partnership	727	0%
Separated (but still legally married or still legally in a same-sex civil partnership)	7,578	4%
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	15,412	8%
Widowed or surviving partner from a same-sex civil partnership	10,006	5%

There is no reason, or evidence in the data to suggest that moving the libraries would impact negatively on people based on their marital or civil partnership status.

Marriage and Civil Partnership *Click and hover over the questions to find more details on what is required*

What is the proposal's impact on the equalities aims?

No negative impact has been identified.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

No negative impact has been identified.

Additional Impacts on Advancing Equality & Fostering Good Relations [Double click here to add impact / Hide](#) Check box if NOT applicable

See pages 1 and 2 for full details of these two aims. This section seeks to identify what additional steps can be taken to promote these aims or to mitigate any adverse impact. Analysis should be based on the data you have collected above for the 8 protected characteristics covered by these aims. Remember, marriage and civil partnership is not covered.

Key borough data: From our 2011 Cohesion Survey, a third of our respondents believe that differences are 'definitely respected'. A further 46% believe this is the case most of the time, and just 6% feels this is not the case. By age group, a higher

proportion of older residents feel differences are respected 'definitely/most of the time' (86% aged 66+ years). Residents with a disability are less likely to feel differences are respected (74%) than those without a disability (80%). The survey also shows that participation in community activity is 75% for Asian residents and residents in North Chingford (72%). Participation is lowest amongst South Chingford residents (63%).

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under "additional equalities data".

[Double click here to show borough wide statistics / hide statistics](#)

Additional Impacts on Advancing Equality & Fostering Good Relations *Click and hover over the questions to find more details on what is required*

Additional Equalities Data (Service level or Corporate)

Library Locals are running Assisted Digital courses covering how to use ICT, to enable those from excluded groups to access services. The classes are run in Libraries when they are closed to the public, volunteers were recruited and will be used moving forward. All staff have been trained in Assisted Digital to ensure residents from all groups have equal access to Council services. Evidence shows that older residents (65+ years) and disabled people are least likely to have access to Internet.

Information on whether residents have access to internet is available from the Resident Insight Survey (Wave 11 conducted in March 2015) and Waltham Forest Shaping Growth Survey (Sep-Nov 2015).

Both surveys suggest that 93% of Waltham Forest residents have access to the Internet. According to the Resident Insight Survey from March 2015, 78% of those with internet access own or use a smartphone (this would be equivalent to 71% of all residents in the borough). 55% own or use a tablet to access the Internet.

Devices used to access the internet	Base 454
Owns or uses a smartphone	78%
Owns or uses a tablet	55%

The majority of those who have access to the Internet are using it multiple times a day. 9% do not use the Internet every day.

Additional Impacts on Advancing Equality & Fostering Good Relations Click and hover over the questions to find more details on what is required

Frequency of internet use	Base 454
Multiple times per day	79%
At least once per day	12%
Less than once per day	9%

83% of Internet users consider themselves as 'advanced' users and only 4% describe themselves as novices.

Internet capability	Base 454
Novice Sending / receiving emails Finding information about goods and services	4%
Intermediate Reading or downloading news, newspapers or magazines Booking holidays, flights, train travel, hotels etc Internet banking Online shopping (clothes, groceries etc)	13%
Advanced Social networking e.g. Facebook, Twitter etc Uploading photos Selling goods or services Playing or downloading games, images, films or music	83%

The groups least likely to access the Internet are (table below):

Older residents aged 65+ years (64%)

Those with longstanding illness or disability (77%)

Those not working nor looking for work i.e. inactive (84%)

Proportion of residents with access to Internet

Source: *Shaping Growth in Waltham Forest Survey, 2015*

Category	Group	Base	% with internet access
Total	All residents	2,300	93%
Area	North (Chingford)	730	92%
	Central (Walthamstow)	596	95%

Additional Impacts on Advancing Equality & Fostering Good Relations Click and hover over the questions to find more details on what is required

	South West (Leyton)	503	96%
	South East (Leytonstone)	471	89%
Sex	Male	1,150	94%
	Female	1,150	93%
Age	16-24	374	98%
	25-44	1,033	99%
	45-64	600	95%
	65+	293	64%
Ethnicity	White British	825	90%
	White Other	376	97%
	Mixed	123	90%
	Asian/Asian British	484	96%
	Black/Black British	398	93%
	Other	94	96%
Social grade	ABC1	1,242	98%
	C2DE	1,058	87%
Longstanding illness or disability	Yes	257	77%
	No	2,030	95%
Tenure	Owner occupier	1,173	94%
	Private rented	598	99%
	Social housing	506	86%
Employment status	Working	1,343	99%
	Unemployed	138	88%
	Other	813	84%
Children in household	Yes	953	99%
	No	1,324	89%

Libraries host community events including art and literature events, music and rhyme time, and after school clubs. They provide information on where to go for help and advice, courses and community events, they provide educational literature on a range of topics such as different lifestyles, religions, cultures and history which can enhance community understanding and foster good relations.

Are there any additional benefits or risks of the proposals on advancing equality

What actions can be taken to avoid or mitigate any negative impact on advancing

Additional Impacts on Advancing Equality & Fostering Good Relations *Click and hover over the questions to find more details on what is required*
and fostering good relations not considered above?

The new proposals are expected to increase access to libraries, and improve access to a forum to foster good relations.

equality or fostering good relations not considered above?

Libraries will continue to foster good relations, moving them into the physical heart of the community, improving access and quality of the facilities which will enhance their role in educating and bringing the community together.

Conclusion

Consider the Guidance below and set out your conclusions from the equalities analysis of the 8 protected characteristics. If there are negative equalities impacts, but you think that the proposals should still proceed in the current or amended form, explain what the objective justification for this is, providing evidence as

appropriate. If it is helpful, refer to other documents e.g. the Cabinet report. You may find it helpful to identify one of the 4 outcomes below as being closest to your current proposals. (Use your conclusions as a basis for the “Equalities Implications” in the Cabinet report.)

This analysis has concluded that:

Overall, moving the libraries to a new location co-located with the shopping facilities will improve access for a number of people.

Potential negative impacts have been identified in the change of location in that some of the current users will need to travel further. However, at the same time the new locations will be closer to some current and potential new users. Additionally, public transport access will improve, disabled parking will improve and accessibility of the buildings will improve both in terms of the design, access for those with mobility needs and in terms of the convenience of the location. There is also a home delivery service meeting the needs of residents who are unable to travel to the libraries.

Moving the libraries to the heart of the community will enhance their role in bringing the community together, in education and learning and in providing information about community events. These newly designed modern buildings will provide opportunities to continue or improve access - in particular for disabled people, parents and carers of small children, for people with limited mobility, older people, pregnant women and transgendered people.

Outcome of Analysis *Check one that applies*

Outcome 1

No major change required when the assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.

Outcome 3

Continue despite having identified some potential for adverse impacts or missed opportunities to advance equality. In this case, the justification should be included in the assessment and should be in line with the duty to have ‘due regard’. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Outcome 2

Adjustments to remove barriers identified by the assessment or to better advance equality. Are you satisfied that the proposed adjustments will remove the barriers identified?

Outcome 4

Stop and rethink when an assessment shows actual or potential unlawful discrimination.

Signed off by Head of Service:

Michele Moloney

Name:

Michele Moloney

Date:

28th June 2016