

EIA Title	Libraries and Cultural Services Transformation Programme – Co-design Workstream			
Did you use the EIA Screening Tool? (Please tick or specify)	Yes (Please attach upon submission)	X	No	

1. Explaining the matter being assessed

What policy, function or service change are you assessing?	The co-design process being undertaken on behalf of and by the Library Service as part of the Libraries and Cultural Services Transformation Programme (commenced 2018 and due to be completed 2023)
Why does this EIA need to be completed?	<p>This EIA is needed to support both the outcomes in the Community Vision for Surrey by 2030, the Surrey County Council Library & Cultural Services Strategy and the Council’s obligations, as set out in</p> <ul style="list-style-type: none"> - the Equality Act 2010; to ensure that any change in policy, function or service or broader decision does not have an adverse impact on individuals with protected characteristics - the Public Libraries and Museums Act 1964; the statutory duty of library authorities to provide a comprehensive and efficient library service. In providing this service, councils must, among other things: <ul style="list-style-type: none"> o encourage both adults and children to make full use of the library service (section 7(2)(b)) o lend books and other printed material free of charge for those who live, work or study in the area (in accordance with section 8(3)) <p>In drawing up and delivering their library strategies and plans, councils should also consider a number of other legal obligations, including under:</p> <ul style="list-style-type: none"> - Best Value Duty 2011 guidance - Localism Act 2011 - Human Rights Act 1998 <p>The co-design process has been carefully designed to be fair and inclusive by offering a range of opportunities and ways for local people and communities to engage and participate, including working with relevant organisations to support us with this aim. The insights gained will help shape the transformation of Surrey’s libraries and cultural services and support the Council’s commitment that “no one is left behind”.</p>
Who is affected by the proposals outlined above?	Anyone who lives, works or studies in the county of Surrey.

<p>How does your service proposal support the outcomes in the Community Vision for Surrey 2030?</p>	<p>Our proposal supports the work of the Libraries and Cultural Services Transformation Programme as set out in the Library and Cultural Services Strategy 2020-2025 and the Community Vision for Surrey by 2030.</p> <p>The co-design process particularly supports Strategic Objective 5 of the Libraries and Cultural Services Strategy 2020 - 2025: 'We will increase opportunities for community-led services and enable local people to increasingly influence and deliver services'.</p> <p>We will do this by working with those who live, work and study in Surrey to understand their needs and what matters most locally to create modern library services that respond to those needs and preferences.</p>																														
<p>Are there any specific geographies in Surrey where this will make an impact? (Please tick or specify)</p>	<table border="1"> <tr> <td>County Wide</td> <td>X</td> <td>Runnymede</td> <td></td> </tr> <tr> <td>Elmbridge</td> <td></td> <td>Spelthorne</td> <td></td> </tr> <tr> <td>Epsom and Ewell</td> <td></td> <td>Surrey Heath</td> <td></td> </tr> <tr> <td>Guildford</td> <td></td> <td>Tandridge</td> <td></td> </tr> <tr> <td>Mole Valley</td> <td></td> <td>Waverley</td> <td></td> </tr> <tr> <td>Reigate and Banstead</td> <td></td> <td>Woking</td> <td></td> </tr> <tr> <td>Not Applicable</td> <td></td> <td></td> <td></td> </tr> </table>	County Wide	X	Runnymede		Elmbridge		Spelthorne		Epsom and Ewell		Surrey Heath		Guildford		Tandridge		Mole Valley		Waverley		Reigate and Banstead		Woking		Not Applicable					
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<p>Briefly list what evidence you have gathered on the impact of your proposals?</p>	<p>County Divisions (please specify if appropriate):</p> <p>Office of National Statistics (ONS) Surrey's Community Profile Analysis –forming part of the Library and Cultural Services Strategy 2020-2025 Surrey County Council Libraries and Cultural Services Transformation Strategy Consultation Analysis – January 2019 Referecne to Library Membership Data - October and November 2020 Surrey County Council HR Records NHS Website – Coronavirus Guidance Census 2011 British Social Attitudes Survey 2011 Carers UK Report – State of Caring 2017 & 2019 Surrey Carers Strategy 2021 - 2024 Ofcom Disability Consumer Research 2018 Ofcom Access and Inclusion in 2018 Public Health England Report - Disparities in the risk and outcomes of COVID-19 (published 2020) Deafblind UK Surrey Uncovered 2017 Index of Multiple Deprivation (IMD) 2019 Local Insight Surrey area profile (published 3 August 2020) which includes data and information from:</p> <ul style="list-style-type: none"> • 2018 Mid-Year Estimates (Office of National Statistics) • Department for Work & Pensions Indices of Deprivation 2015 • Census 2011 																														

[Joint Strategic Needs Assessment](#) (JSNA) for Surrey and specifically [JSNA Surrey Context: People and Place](#)

References and links to sources and, where relevant pages, are provided throughout.

2. Service Users / Residents

There are 10 protected characteristics to consider in your proposal. These are:

1. Age including younger and older people
2. Disability
3. Gender reassignment*
4. Pregnancy and maternity
5. Race including ethnic or national origins, colour or nationality
6. Religion or belief including lack of belief
7. Sex
8. Sexual orientation*
9. Marriage/civil partnerships*
10. Carers protected by association
11. Socio-economic disadvantage**

* Our screening suggests there is no impact for gender reassignment, sexual orientation and marriage/civil partnerships and if and when an impact arises this will be included in the updated version of the EIA.

** Though not included in the Equality Act 2010, Surrey County Council recognises that socio-economic disadvantage is a significant contributor to inequality across the County and therefore regards this as an additional factor.

AGE including younger and older people

What information (data) do you have on affected service users/residents with this characteristic?

Population

The total population of Surrey can be broken down as below:

Total Population	Aged 0-15	Working age population	Aged 65+
1,189,935	234,750	730,455	224,730
49.1% male; 50.9% female	19.7% (South East average = 19.2%)	61.4% (South East average = 61.5%)	18.9% (South East average = 19.3%)

[Source: Mid-Year Estimates (ONS) 2018 as reported in the [Surrey area profile](#) 3 August 2020]

The total number of residents aged under 16 and those aged 65+ are set to grow by 2025 and the largest age-cohort growth will be among those aged 85+, as shown in the table below:

Age range	Mid 2016 (estimated)	Mid 2016 % of population	2025 population (projected)	2025 (projected) % of population	2041 population (projected)	2041 (projected) % of population
0-4	72,500	6.1%	70,100	5.7%	70,800	5.4%
5-16	172,300	14.6%	187,900	15.2%	179,300	13.7%
17-24	105,100	8.9%	102,500	8.3%	111,500	8.5%
25-64	611,100	51.7%	626,300	50.5%	615,800	47%
65-84	186,000	15.7%	172,300	13.9%	263,800	20.2%
85+	34,000	2.9%	79,700	6.4%	68,400	5.2%

All	1,181,000		1,239,000		1,309,500	
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[Mid 2016-based population projections, ONS 2018 as reported in the [JSNA Surrey Context: People and Place](#)]

The proportion of the population aged under 5 is projected to fall from 6.1% in 2016 to 5.7% in 2025. The proportion aged 5-16 is projected to increase the same period from 14.6% to 15.2%. By 2025 the overall number of under 5s is projected to have fallen by 2,400 but there will be 15,600 additional children aged 5-16.

The proportion of the population aged over 65 is projected to increase from 18.6% in 2016 to 20.4% in 2025, with the proportion of over 85s projected to increase from 2.9% to 6.4% over the same period. This will lead to an additional 32,000 over 65s in total with 45,700 more aged over 85 by 2025.

The projected demographic change would cause an initial rise in demand for children’s services over the next 5 years, with demand falling after 2023, but the demand for services for older people will continue to rise over the next 25 years. However, this does not take into account other non-demographic factors which could influence demand.

[Source: [JSNA Surrey Context](#) - updated in February 2019 to include data from the 2017 population estimates and the 2016 based population projections.]

Library Membership

Current library membership, in both standard and Open Ticket (for residents with a short- or long-term medical condition that has a substantial and negative effect on their day to day life) categories are shown below:

	Borrowers aged 0-4	Borrowers aged 5-15	Borrowers aged 16-17	Borrowers aged 18+
Total	11,648	75,498	5,721	187,445
Standard	11,639	75,409	5,673	181,039
Open Ticket	9	89	48	6,406

[Source: Library membership data as at 3 Nov 2020]

Membership data shows that around 37% of the population in Surrey aged under 0-15 have joined the library service, but this falls to around 26% for those aged over 16. The number of ‘active borrowers’ (people who have registered with the library service who have used the service in the last 12 months) per 1,000 population is a key indication of how well a library service engages with the public.

We therefore need to ensure that the people we engage with in the co-design process reflect the ages of those who live, work and study in Surrey, so that we can tailor our library service to meet their needs.

Impacts (Please tick or specify)	Positive		Negative	✓	Both	
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?			When will this be implemented by?	Owner
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>			<i>Due date</i>	<i>Who is responsible for this?</i>
<p>Unequal participation in online activities and events, including lower participation amongst people aged over 65s.</p>	<p>According to the Office of National Statistics (ONS) research on digital exclusion and age, over half of all adult internet non-users were over the age of 75 years in 2018.</p>	<p>We will engage with relevant organisations in local areas to make introductions and help increase online participation. Examples of such organisations include (but are not limited to):</p> <p>Older people</p> <ul style="list-style-type: none"> • Age UK Surrey • Royal British Legion • Reengage- charity working across Surrey to provide social activities and interaction for older people. • Surrey U3A Network-advance the education of the public, particularly of older people no longer in full-time gainful employment • Local Age Concern branches • The Alzheimer's Society <p>Children and Young People</p> <ul style="list-style-type: none"> • SCC Youth Offer Development Team who run youth clubs and Youth Havens in Surrey Age 10-18 			<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>

		<ul style="list-style-type: none"> • SCC Youth advisors who work with care leavers and SEND Age 10-18 • Eikon charity that offers free youth clubs and activities in Surrey Age 11-16 • Surrey Youth Cabinet democratically elected and selected young people aged 11 to 19 representing youth participation groups and the 11 Boroughs within Surrey • SCYP (Surrey Clubs for Young People) that support youth clubs and activities in Surrey (Clubs supported span Age 6 – 18) • Barnardos (Age 3 – 25) <p>People without access to technology at home will be invited to participate in online activities and events using the technology in libraries.</p> <p>We will offer alternative ways for people to engage and participate where they cannot access online methods, such as in-depth interviews over the telephone or surveys by post.</p>		
<p>Under-representation of people in particular age groups, including those under 18</p>	<p>Surrey County Council's libraries and cultural services consultation, carried out between October 2018 and January 2019 on libraries and cultural services. For example, only 0.4% of all respondents were under 18.</p>	<p>There will be opportunities for people to participate in a variety of ways, including face-to-face, online and telephone to reach all age groups.</p> <p>We will engage relevant organisations in local areas, including charities, to make introductions and help support engagement with particular age groups e.g. schools to reach younger people or, as above, to reach older people. Examples of such organisations include (but are not limited to):</p> <p>Older people</p> <ul style="list-style-type: none"> • Age UK Surrey • Royal British Legion 	19 January 2021	Ben Skipp / Tara Marshall

		<ul style="list-style-type: none"> • Reengage charity working across Surrey to provide social activities and interaction for older people. • Surrey U3A Network-advance the education of the public, particularly of older people no longer in full-time gainful employment • Local Age Concern branches • The Alzheimer’s Society <p>Children and Young People</p> <ul style="list-style-type: none"> • SCC Youth Offer Development Team who run youth clubs and Youth Havens in Surrey Age 10-18 • SCC Youth advisors working with care leavers and SEND Age 10-18 • Eikon charity that offers free youth clubs and activities in Surrey Age 11-16 • Surrey Youth Cabinet democratically elected and selected young people aged 11 to 19 representing youth participation groups and the 11 Boroughs within Surrey • SYCP (Surrey Clubs for Young People) that support youth clubs and activities in Surrey (Clubs supported span Age 6 – 18) • Barnardos (Age 3 – 25) • Primary, Secondary and Post 16 Education colleges local to each area (Age 5 – 19+) <p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable us to monitor participation levels and then target people with particular characteristics who are not represented and encourage them to participate.</p>		
<p>Under-representation of people over 70; avoiding face-to-face engagement due to COVID-19 vulnerability</p>	<p>As per NHS guidance, over 70s are at moderate risk of COVID-19</p>	<p>We will engage relevant organisations in local areas, including charities, examples as listed above, to help support engagement and to reach people over 70.</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>

		<p>We will ensure that government guidelines, around COVID-19, are always followed, such as social distancing, wearing face coverings when required and increased hand washing to help protect the safety of participants.</p> <p>We will write and regularly update risk assessments to ensure that all co-design activities and events are conducted safely and in accordance with Health & Safety protocols from Surrey County Council.</p> <p>We will ensure that any planned face-to-face engagement is also offered in ways that make it safe for the over 70s to participate.</p> <p>We will enable people to engage and participate online. This will include use of an online community engagement platform, such as Commonplace, to gather people's views about their area.</p> <p>We will use SCC and library social media platforms to communicate with and engage existing audiences.</p> <p>We will offer alternative ways for people to engage and participate where they cannot access or effectively use online methods, such as in-depth interviews over the telephone or surveys by post.</p> <p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable us to monitor participation levels and then target people with particular characteristics who are not represented and encourage them to participate.</p>		
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**What other changes is the council planning/already in place that may affect the same groups of residents?
Are there any dependencies decisions makers need to be aware of**

None we are currently aware of, but we will engage with Surrey County Council colleagues and District and Borough authorities throughout the co-design process.

Any negative impacts that cannot be mitigated? Please identify impact and explain why

The current COVID 19 pandemic means that the process may be impacted in unforeseen ways, for example by changes to government advice affected how the co-design work can be undertaken. This EIA is a live document, and if any negative impacts that cannot be mitigated come to light, they will be recorded in this section of the EIA.

DISABILITY

What information (data) do you have on affected service users/residents with this characteristic?

The Department for Work & Pensions (April 2020) gives the following breakdown of three measures of disability – those claiming Attendance Allowance, Personal Independence Payments and Disability Living Allowance:

Attendance Allowance claimants (Nov-19)	Personal Independence Payment (PIP) (Apr-20)	PIP Males (Apr-20)	PIP Females (Apr-20)
25,665	21,930	10,260	11,670
11.4% of people (South East= 11.8%)	3.0% of people (South East= 4.3%)	2.8% of males (South East= 4.0%)	3.2% of females (South East= 4.6%)
PIP with mental health conditions (Apr-20)	PIP with respiratory disease (Apr-20)	Households on Universal Credit – Limited Capability for Work Entitlement (Feb-20)	Disability Living Allowance claimants (Nov-19)
8,675	695	2,225	19,095
1.2% of people (South East= 1.6%)	0.1% of people (South East= 0.2%)	0.5% of households (South East= 0.9%)	1.6% of people (South East= 2.0%)

[Source: Department for Work & Pensions as reported in the [Surrey area profile](#) 3 August 2020]

Attendance Allowance is payable to people over the age of 65 who are so severely disabled, physically or mentally, that they need a great deal of help with personal care or supervision. Until April 2013, Disability Living Allowance was payable to children and adults in or out of work who are below the age of 65 and who were disabled and required help with personal care or had walking difficulties. It is a non-means tested benefit, which means it is not affected by income. From April 2013 Personal Independence Payments (PIP) were introduced to replace Disability Living Allowance for all new claimants. PIP helps with some of the extra costs caused by long-term disability, ill-health or terminal ill-health.

Number of people living in health deprivation 'hotspots' (Indices of Deprivation 2015)	People with a limiting long-term illness (Census 2011)	People aged 16-64 with a limiting long-term illness (Census 2011)
1,551	153,350	61,305
0.1% (South East average = 6.4%)	13.5% (South East= 15.7%)	8.5% (South East= 10.6%)

[Source: Indices of Deprivation 2015 and Census 2011 as reported in the [Surrey area profile](#) 3 August 2020]

Whilst these figures show that numbers of residents in Surrey with a disability are lower than the average for the South East region, there are still a noticeable number of residents who need additional support due to a disability or long-term illness.


Current library membership

The library service offers Open Ticket membership for people who have a 'short or long term medical condition that has a substantial and negative effect on their day to day life'. The Library Direct service is for those people who find it difficult or impossible to visit their local library because of illness, disability, mobility problems or caring responsibilities (including young carers).

Current library membership of these different categories is shown below:

	Borrowers aged 0-4	Borrowers aged 5-15	Borrowers aged 16-17	Borrowers aged 18+
Open Ticket	9	89	48	6,406
Library Direct members (all ages)	181			

[Source: Library membership data as at 3 Nov 2020]

Impacts (Please tick or specify)	Positive	Negative	Both		
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner	
What impacts have you identified?	What are you basing this on?	Actions to mitigate or enhance impacts	Due date	Who is responsible for this?	
Under-representation of people who are housebound and/or those with restricted travel capability due to a disability, which could restrict physical forms of engagement	The Office of National Statistics (ONS) Opinions Survey 2011 found that around a fifth of disabled people report having difficulties related to their impairment or	We will engage with relevant organisations, such as those who support or represent this group, to ensure they are aware of and able to participate in the process. Examples of such organisations include (but are not limited to): <ul style="list-style-type: none"> Surrey Coalition for Disabled People SILC (Surrey Independent Living Council) 	19 January 2021	Ben Skipp / Tara Marshall	

	<p>disability in accessing transport</p>	<ul style="list-style-type: none"> • SCC Learning Disability Partnership Board + Local Valuing Groups run by SCC adult social care • Surrey Choices who support disabled people, autistic people, those with sensory needs, those with mental health problems and older people. • Sight for Surrey • Woking Mind a mental health charity with support groups and activities across Surrey. • Healthwatch Surrey • National Autistic Society Surrey Branch • Catalyst • Family Voice Surrey <p>We will enable people to engage and participate online. This will include use of an online community engagement platform, such as Commonplace, to gather people's views about their area. Commonplace has an AA rating for accessibility and offers a range of options to support people visiting the site, such as screen reader functionality, and customisable display options.</p> <p>We will use SCC and library social media platforms to communicate with and engage existing audiences.</p> <p>We will offer alternative ways for people to engage and participate where they cannot access or effectively use online methods, such as in-depth interviews over the telephone or surveys by post.</p> <p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable us to monitor participation levels and then target people with particular characteristics who are not represented, to encourage them to participate.</p>		
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<p>Under-representation of disabled people due to lack of access to the internet and other communication channels</p>	<p>The British Social Attitudes Survey 2011 found that disabled people are significantly less likely to live in households with access to the internet than non-disabled people. In 2011, 61% of disabled people lived in households with internet access, compared to 86% of non-disabled people</p> <p>The 2018 Ofcom Disability Consumer Research also indicated that most disability groups have fewer communication devices and services in their household compared to non-disabled people</p>	<p>We will engage with relevant organisations, such as those who support or represent this group, to ensure they are aware of and able to participate in the process. An example of such an organisation is Surrey Coalition of Disabled People.</p> <p>We will offer alternative ways for people to engage and participate where they cannot access or effectively use online methods, such as in-depth interviews over the telephone or surveys by post.</p> <p>People could access the internet and online methods in libraries or attend a physical activity or event held at a library or other location, such as community centres, subject to COVID restrictions.</p> <p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable us to monitor participation levels and then target people with particular characteristics who are not represented, to encourage them to participate.</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>
<p>Exclusion of people with a hearing or visual impairment who have difficulty participating with certain methods.</p>	<p>Information on Deafblind UK</p>	<p>Our marketing and engagement methods/materials will use appropriate accessible communication formats for those that have hearing or visual impairments, in line with official government guidance, which outlines various options for formats.</p> <p>We will engage with a range of organisations to ensure that we enable people with hearing of visual impairments to participate. Examples of such organisations include (but are not limited to):</p> <ul style="list-style-type: none"> • Surrey Coalition for Disabled People • SILC (Surrey Independent Living Council) • SCC Learning Disability Partnership Board + Local Valuing Groups run by SCC adult social care 	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>

		<ul style="list-style-type: none"> • Surrey Choices - supports disabled people, autistic people, those with sensory needs, those with mental health problems and older people. • Sight for Surrey • Woking Mind (Mental health charity with support groups and activities across Surrey. • Healthwatch Surrey • National Autistic Society Surrey Branch • Catalyst • Family Voice Surrey <p>We will ensure that physical locations and spaces where engagement activities and events are held will be chosen with hearing/visual impairments in mind e.g. by using appropriately sized meeting rooms which offer control over lighting, layout and sound, ensuring written/printed materials are high contrast (e.g. black text with a yellow background) and in large fonts (e.g. Arial), and by identifying the relevant communication support for individuals, such as sign language interpretation, lip reading, hearing loops, speech to text reporting, audio description or a combination. We will also look relevant communication support options for online methods, such as video sessions where individuals have specific requirements, such a sign language interpretation, Further advice will be obtained from relevant charities such as BID Services.</p> <p>We will enable people to engage and participate online. This will include use of an online community engagement platform, such as Commonplace, to gather people's views about their area. Commonplace has an AA rating for accessibility and offers a range of options to support people visiting the site, such as screen reader functionality, and customisable display options.</p>		
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		<p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable us to monitor participation levels and then target people with particular characteristics who are not represented, to encourage them to participate.</p>		
<p>Under-representation of people with a disability due to certain long-term health conditions in relation to face-to-face engagement due to COVID-19 vulnerability</p>	<p>NHS official guidance confirms higher vulnerability and activities to avoid</p>	<p>We will engage relevant organisations in local areas, including charities, such as those examples listed above, to help support engagement and to reach people with disabilities due to long term health conditions.</p> <p>We will ensure that government guidelines around COVID-19 are always followed, such as social distancing, wearing face coverings when required and increased hand washing to help protect the safety of participants.</p> <p>We will write and regularly update risk assessments to ensure that all co-design activities and events are conducted safely and in accordance with Health & Safety protocols from Surrey County Council.</p> <p>We will ensure there are alternative ways to engage and participate where people are unable or unwilling to attend physical and face to face activities and events.</p> <p>We will enable people to engage and participate online. This will include use of an online community engagement platform, such as Commonplace, to gather people's views about their area.</p> <p>We will use SCC and library social media platforms to communicate with and engage existing audiences.</p> <p>We will offer virtual methods, such as in-depth interviews via video, over the telephone or surveys by post.</p> <p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable us to monitor participation levels and then</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>

		target people with particular characteristics who are not represented, to encourage them to participate.		
<p>What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decisions makers need to be aware of</p>				
<p>None currently aware of but we will engage with SCC colleagues, Districts and Boroughs throughout the co-design process.</p>				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None we are currently aware of. We will check each time we are planning engagement and ensure this is taking other activity, such as consultations, into account. The current COVID 19 pandemic means that the process may be impacted in unforeseen ways, for example by changes to government advice affected how the co-design work can be undertaken. This EIA is a live document, and if any negative impacts that cannot be mitigated come to light, they will be recorded in this section of the EIA.</p>				

PREGNANCY AND MATERNITY

What information (data) do you have on affected service users/residents with this characteristic?

Surrey County Council does not currently collect data from its library users in relation to this protected characteristic. However, we do have the below information which gives us a baseline regarding those that might be affected by the co-design process.

The number of births to mothers living in Surrey reached a peak of 14,237 in 2012. However, the rate has fallen since then and there were 12,881 births in 2017. In 2017 the number of births per 1,000 females aged 15-44 years was 60.1, which was slightly lower than the rate for England (61.2).

[Source: [JSNA Surrey Context](#) - updated in February 2019 to include data from the 2017 population estimates and the 2016 based population projections.]

Impacts (Please tick or specify)	Positive	Negative	Both	
		✓		
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>	<i>Due date</i>	<i>Who is responsible for this?</i>
Under-representation of pregnant women from face-to-face engagement as they are currently at moderate risk from COVID-19	<p>NHS official guidance confirms that pregnant women have been placed in the moderate risk group for COVID-19 as a precaution</p> <p>Specific advice for around pregnancy and coronavirus</p>	<p>We will ensure that government guidelines, around COVID-19, are always followed, such as social distancing, wearing face coverings when required and increased hand washing to help protect the safety of participants.</p> <p>We will write and regularly update risk assessments to ensure that all co-design activities and events are conducted safely and in accordance with Health & Safety protocols from Surrey County Council.</p>	19 January 2021	Ben Skipp / Tara Marshall

		<p>We will ensure there are alternative ways to engage and participate where people are unable or unwilling to attend physical and face to face activities and events, such as workshops in libraries.</p> <p>We will enable people to engage and participate online. This will include use of an online community engagement platform, such as Commonplace, to gather people's views about their area.</p> <p>We will use SCC and library social media platforms to communicate with and engage existing audiences.</p> <p>We will offer virtual methods, such as in-depth interviews via video, over the telephone or surveys by post, which we will promote in places where</p> <p>We will promote the co-design process in medical settings (e.g. GP surgeries and hospitals) where pregnant women are likely to visit.</p>		
<p>What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decisions makers need to be aware of</p>				
<p>None currently aware of but we will engage with SCC colleagues, Districts and Boroughs throughout the co-design process.</p>				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None we are currently aware of. The current COVID 19 pandemic means that the process may be impacted in unforeseen ways, for example by changes to government advice affected how the co-design work can be undertaken. This EIA is a live document, and if any negative impacts that cannot be mitigated come to light, they will be recorded in this section of the EIA.</p>				

RACE including ethnic or national origins, colour or nationality

What information (data) do you have on affected service users/residents with this characteristic?

Surrey County Council does not currently collect data on the race of its library users. However, we do have the below information which gives us a baseline regarding those that might be affected by the co-design process.

The 2011 Census gives the following information about the ethnicity of the residents of Surrey.

White British	Non-White	White-non-British	Mixed
945,675	108,710	78,010	23,555
83.5% (South East average = 85.2%)	9.6% (South East average = 9.3%)	6.9% (South East average = 5.4%)	2.1% (South East average = 1.9%)
Asian	Black	Other ethnic group	Households with multiple ethnicities
63,500	12,430	9,225	51,010
5.6% (South East average = 5.2%)	1.1% (South East average = 1.6%)	0.8% (South East average = 0.6%)	11.2% (South East average = 9.0%)

[Source: Census 2011 as reported in the [Surrey area profile](#) 3 August 2020]

83.5% of the population reported their ethnic group as 'White British' in the 2011 Census and 6.9% of the population belonged to other white ethnic groups; 'Irish', 'Gypsy or Irish Traveller' and 'Other White'. The next largest ethnic group was 'Indian' with 20,200 people (1.8% of the population) followed by Pakistani (1.0%). Woking is the most diverse local authority in Surrey with 16.4% of its population from non-white ethnic groups. Waverley is the least diverse with 90.6% White British.

4,100 usual residents (0.4% of the population) reported their ethnic group as Arab and 2,300 usual residents (0.2% of the population) described themselves as Gypsy or Irish Traveller, making it the smallest reported ethnic category in 2011. However it is widely believed that the Gypsy, Roma and Traveller community is under reported in the Census.

[Source: [JSNA Surrey Context](#)]

The older population is less diverse than the younger cohorts. 92.5 % of people aged 65+ are White British with just 2.7% in non-white ethnic groups.

[Source: [JSNA Surrey Context](#)]


The proportion of the population from black and minority ethnic groups is smaller in Surrey than in the country as a whole and varies across the county. This provides a challenge to ensure that the needs of these small communities and individuals are appropriately met. Some minority ethnic groups may be hard to reach because of language or differences in culture which contribute to inequalities.

[Source: [JSNA Surrey Context](#)]

Main language and proficiency in English

In Surrey, 94% of people aged 3 and over stated that their main language was English. Nearly 65,000 Surrey residents speak a language other than English as their main language. The most common other languages spoken in Surrey are Polish (6,634 speakers) and Chinese languages (4,426 speakers). Most of them consider that they can speak English “well” or “very well”, but nearly 6,500 people cannot speak English well and a further 1,000 cannot speak English at all. The borough with the highest number of people with poor English skills is Woking where nearly 1,500 cannot speak English or can’t speak it well.

[Source: [JSNA Surrey Context](#)]

Impacts (Please tick or specify)	Positive		Negative		Both	
Impacts identified	Supporting evidence		How will you maximise positive/minimise negative impacts?		When will this be implemented by?	Owner
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>		<i>Actions to mitigate or enhance impacts</i>		<i>Due date</i>	<i>Who is responsible for this?</i>
Under-representation of specific race groups	Different race groups may be more/less likely to participate in research. For example, an analysis of Surrey County Council’s consultation on libraries and cultural services indicated that over 86% of respondents were White		We will engage with organisations who support or represent different groups to ensure people in the local area are aware of and able to participate in the process. Examples of such organisations include (but are not limited to): <ul style="list-style-type: none"> • Surrey Minority Ethnic Forum (SMEF) • Surrey County Council’s REMA (Race Equality and Minorities Achievement) teamwork with schools and other stakeholders to promote inclusive practices and ensure that the requirements of equality 		19 January 2021	Ben Skipp / Tara Marshall

		<p>legislation and other statutory entitlements are met, with regard to children and young people from ethnic minority communities.</p> <ul style="list-style-type: none"> • Surrey County Council's MEGA (Minority Ethnic Group and Allies) staff network <p>We will engage with SCC staff, local organisations, community networks, such as those listed above, and joint and local committees to get advice on additional engagement approaches and facilitate introductions to groups and individuals. We will identify any local representatives who have an in-depth knowledge of the specific characteristics and needs of a given group and who can serve as links with those communities and help identify any issues with engagement and advise on approach. Engagement activities could include use of existing forums and meetings with specific groups, such as activities organised through SMEF.</p> <p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable us to monitor participation levels and then target people with particular characteristics who are not represented, to encourage them to participate.</p>		
Under-representation of specific racial groups due to culture/traditions that restrict participation	As above	We will engage with organisations who support or represent different racial groups, such as Surrey Minority Ethnic Forum (SMEF) or Surrey Community Action, to promote awareness of the opportunity to participate and to help us remove any barriers to participation.	19 January 2021	Ben Skipp / Tara Marshall

		We will identify local groups or representatives, such as members of SMEF, who have an in-depth knowledge of culture and traditions, to advise on the approach to engagement and how needs can be met in an appropriate way. We will consider and respect cultural preferences in planning engagement activities and events and accommodate as far as practicable, such as having single gender activities or engaging through established community groups.		
Exclusion of non-English speaking/reading people who would have difficulty understanding or communicating	Data from the Census 2011 show proportions of people with varying levels of English language proficiency in different areas of Surrey	<p>We will identify local community groups or representatives, such as members of the Surrey Minority Ethnic Forum (SMEF). We will contact those groups in each local area to help facilitate participation and support with translation and participation by indirect means.</p> <p>Based on feedback from those groups and local population data, we will assess the need for translating any materials, such as written communications and surveys, in alternative languages as and when needed.</p>	19 January 2021	Ben Skipp / Tara Marshall
Under-representation of people from a Black, Asian or minority ethnic background from face-to-face engagement due to COVID-19 vulnerability	A report commissioned by Public Health England found that people from Black ethnic groups are more likely to be diagnosed with COVID-19. Death rates are also highest among people of Black and Asian ethnic groups	<p>We will identify local community groups or representatives, such as members of the Surrey Minority Ethnic Forum (SMEF), to help support engagement and to reach people from Black, Asian and minority ethnic communities such as engaging through established community groups and forums</p> <p>We will ensure that government guidelines, around COVID-19, are always followed, such as social distancing, wearing face coverings when required and increased hand washing to help protect the safety of participants.</p>	19 January 2021	Ben Skipp / Tara Marshall

		<p>We will write and regularly update risk assessments to ensure that all co-design activities and events are conducted safely and in accordance with Health & Safety protocols from Surrey County Council.</p> <p>We will ensure there are alternative ways to engage and participate where people are unable or unwilling to attend physical and face to face activities and events.</p> <p>We will enable people to engage and participate online. This will include use of an online community engagement platform, such as Commonplace, to gather people’s views about their area.</p> <p>We will offer virtual methods, such as in-depth interviews via video, over the telephone or surveys by post.</p>		
<p>What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decisions makers need to be aware of</p>				
<p>None currently aware of but we will engage with SCC colleagues, Districts and Boroughs throughout the co-design process.</p>				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None we are currently aware of. The current COVID 19 pandemic means that the process may be impacted in unforeseen ways, for example by changes to government advice affected how the co-design work can be undertaken. This EIA is a live document, and if any negative impacts that cannot be mitigated come to light, they will be recorded in this section of the EIA.</p>				

RELIGION OR BELIEF including lack of belief

What information (data) do you have on affected service users/residents with this characteristic?

Surrey County Council does not currently collect data on the religion/belief of its library users. However, we do have the below information which gives us a baseline regarding those that might be affected by the co-design process.

The 2011 Census gives the following information regarding the religious beliefs of residents in Surrey:

Christian	Buddhist	Hindu	Jewish
711,110	6,020	15,020	3,055
62.8% (South East average = 59.8%)	0.5% (South East average = 0.5%)	1.3% (South East average = 1.1%)	0.3% (South East average = 0.2%)
Muslim	Sikh	Other religion	No religion
24,380	3,785	4,135	280,815
2.2% (South East average = 2.3%)	0.3% (South East average = 0.6%)	0.4% (South East average = 0.5%)	24.8% (South East average = 27.7%)

the [Surrey area profile](#) 3 August 2020]

[Source: Census 2011 as reported in

In the 2011 Census, 62.8% of Surrey's population said that their religion was Christian. The proportion of people in Surrey who said they had no religion was 24.8%. The greatest number of people belonging to another religion in Surrey were Muslim, who made up 2.2% of the population. In the 2011 Census, Waverley (65.2%) had the highest proportion of the population who said their religion was Christian. The lowest was Woking (58.8%). Woking had the greatest proportion of Muslims in Surrey (7.4% of the borough's population)

[Source: [JSNA Surrey Context](#)]

Impacts (Please tick or specify)	Positive		Negative	<input checked="" type="checkbox"/>	Both	
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?			When will this be implemented by?	Owner

<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>	<i>Due date</i>	<i>Who is responsible for this?</i>
<p>Unequal representation of different faith groups</p>	<p>Awareness of religious calendars, customs and prohibitions. We will be gathering further supporting evidence by talking to the relevant faith groups who can help us understand the impacts and what we need to do to successfully mitigate against these.</p>	<p>We will engage with faith group leaders and organisations to reach a variety of faith groups. Examples of such leaders and organisations include (but are not limited to):</p> <ul style="list-style-type: none"> • Surrey Faith Links endeavours to engage faith communities with the wider community and the third sector at large. • Surrey Muslim Association • Rabbi Goldberg Chaplain [Surrey Uni/Surrey Police] • Surrey Hindu Cultural Association • CofE Guildford Diocese • Farnham Humanists • Surrey Buddhist Association <p>Through local groups or representatives, such as Surrey Faith Links and faith group leaders, who have an in-depth knowledge of religious traditions, to advise on the approach to engagement and how needs can be met in an appropriate way. We will consider and respect religious beliefs, holidays and events when planning engagement activities and events, and accommodate as far as practicable, such as use of appropriate venues and offering various dates.</p> <p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable us to monitor participation levels and then target people with particular characteristics who are not represented, to encourage them to participate</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>
<p>What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decisions makers need to be aware of</p>				

None currently aware of but we will engage with SCC colleagues, Districts and Boroughs throughout the co-design process.

Any negative impacts that cannot be mitigated? Please identify impact and explain why

None we are currently aware of.

The current COVID 19 pandemic means that the process may be impacted in unforeseen ways, for example by changes to government advice affected how the co-design work can be undertaken. This EIA is a live document, and if any negative impacts that cannot be mitigated come to light, they will be recorded in this section of the EIA.

SEX

What information (data) do you have on affected service users/residents with this characteristic?

Total Population
1,189,935
49.1% male; 50.9% female

[Source: Mid-Year Estimates (ONS) 2018 as reported in the [Surrey area profile](#) 3 August 2020]

Current library membership

Current library membership of these different categories is shown below:

	Number of members	Proportion of membership %
Female	202,394	62.29%
Male	122,124	37.59%
Other	61	0.02%
Declined	345	0.11%

[Source: Library membership data as at 8 Oct 2020]

There is a higher proportion of females (62.29%) than males (37.59%) who have membership of libraries in Surrey.

Impacts (Please tick or specify)	Positive		Negative		Both	<input checked="" type="checkbox"/>
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?		When will this be implemented by?	Owner	
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>		<i>Due date</i>	<i>Who is responsible for this?</i>	

<p>Under representation of males due to lack of engagement</p>	<p>An analysis of Surrey County Council's recent consultation on libraries and cultural services indicated that 31.08% of respondents were male, compared with 63.23% who were female</p>	<p>We will identify and engage with local men's community and social groups to ensure men in the local area are aware of the process and help identify their preferences and most appropriate ways to engage and participate.</p> <p>We will consider specific preferences in planning engagement activities and events and accommodate as far as practicable, such as having single gender activities or engaging through established men's social groups.</p> <p>We will use a wide range of engagement methods to provide options for the different engagement and communication preferences for different people, including men, Methods will range from online, such as Commonplace community engagement platform, social media platforms, virtual focus groups to face to face and, in-depth telephone interviews.</p> <p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable us to monitor participation levels and then target people with particular characteristics who are not represented, to encourage them to participate.</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>
<p>What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decisions makers need to be aware of</p>				
<p>None currently aware of but we will engage with SCC colleagues, Districts and Boroughs throughout the co-design process.</p>				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				

None we are currently aware of.

The current COVID 19 pandemic means that the process may be impacted in unforeseen ways, for example by changes to government advice affected how the co-design work can be undertaken. This EIA is a live document, and if any negative impacts that cannot be mitigated come to light, they will be recorded in this section of the EIA.

CARERS PROTECTED BY ASSOCIATION

What information (data) do you have on affected service users/residents with this characteristic?

Surrey County Council does not currently collect data from its library users in relation to carer status. However, we do have the below information which gives us a baseline regarding those that might be affected by the co-design process.

The 2011 Census gives the following information about carers in Surrey:

People providing unpaid care (Census 2011)	Unpaid care (50+ hours per week) (Census 2011)
108,433	18,474
9.6% (South East average = 9.8%)	1.6% (South East average = 2.0%)

[Source: 2011 Census as reported in the [Surrey area profile](#) 3 August 2020]

Based on the 2011 Census and population projections we can estimate that in 2016 there were 115,216 carers of all ages living in Surrey in 2016, this equates to 10% of the population.

[Source: [Surrey Carers Strategy 2021-2024](#) – page 2]

Surrey has an estimated 14,000 young carers and over 30,000 older carers. The county’s increasing average age leads to higher levels of illnesses such as depression and dementia. This in turn leads to a greater need for unpaid carers. Young people finding themselves in the position of being a carer will experience a significant impact on their emotional and physical health, educational attainment and long-term work opportunities.

[Source: [Surrey Uncovered 2017](#)- pages 4,5]

Impacts (Please tick or specify)	Positive		Negative		Both	<input checked="" type="checkbox"/>
	Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?		When will this be	Owner

			implemented by?	
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>	<i>Due date</i>	<i>Who is responsible for this?</i>
<p>Under-representation of carers attending face-to-face events due to caring responsibilities.</p>	<p>In the State of Caring 2017 survey, 40% of carers said they hadn't had a day off for more than a year and 25% of carers said they hadn't had a day off from caring for more than five years</p>	<p>We will engage with the national carers' charity (Carers UK) and organisations in Surrey to help us reach carers in the community. Examples of such organisations include (but are not limited to):</p> <ul style="list-style-type: none"> • Action for Carers • FOCUS (Forum of Carers and People who Use our Services) – Surrey and Borders Partnership NHS Foundation Trust • Carers UK <p>We will use a wide range of engagement methods to provide options for the different engagement and communication preferences for different people, including carers. Certain online methods, including social media platforms and community engagement platform, such as Commonplace, are available 24/7 and can fit around caring responsibilities.</p> <p>Where there are face to face activities, such as virtual or physical focus groups and in-depth telephone interviews, we will schedule on different days / at different times.</p> <p>Where appropriate and practicable we will make use of existing forums and meetings to connect with carers.</p> <p>We will also use accessible event spaces and give carers the option of bringing the person(s) they are caring for.</p> <p>We will ask participants to complete equalities monitoring forms after speaking with us. This will enable</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>

		<p>us to monitor participation levels and then target people with particular characteristics who are not represented, to encourage them to participate.</p>		
<p>Under-representation of carers who may avoid face-to-face engagement to protect a person they are caring for who is in a higher COVID-19 risk group and/or if the government re-introduces shielding.</p>	<p>NHS official guidance</p>	<p>We will engage with the national carers' charity (Carers UK) and organisations in Surrey to help us reach carers in the community, such as connecting with carers through existing online forums and social media. Examples of such organisations include (but are not limited to):</p> <ul style="list-style-type: none"> • Action for Carers • FOCUS (Forum of Carers and People who Use our Services) – Surrey and Borders Partnership NHS Foundation Trust • Carers UK <p>We will ensure that government guidelines around COVID-19, are always followed, such as social distancing, wearing face coverings when required and increased hand washing to help protect the safety of participants.</p> <p>We will write and regularly update risk assessments to ensure that all co-design activities and events are conducted safely and in accordance with Health & Safety protocols from Surrey County Council.</p> <p>We will ensure there are alternative ways to engage and participate where people are unable or unwilling to attend physical and face to face activities and events.</p> <p>We will enable people to engage and participate online. This will include use of an online community engagement platform, such as Commonplace, to gather people's views about their area.</p> <p>We will use SCC and library social media platforms to communicate with and engage existing audiences.</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>

		<p>We will offer virtual methods, such as in-depth interviews via video, over the telephone or surveys by post.</p>		
<p>What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decisions makers need to be aware of</p>				
<p>None currently aware of but we will engage with SCC colleagues, Districts and Boroughs throughout the co-design process.</p>				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None we are currently aware of. The current COVID 19 pandemic means that the process may be impacted in unforeseen ways, for example by changes to government advice affected how the co-design work can be undertaken. This EIA is a live document, and if any negative impacts that cannot be mitigated come to light, they will be recorded in this section of the EIA.</p>				

SOCIO-ECONOMIC DISADVANTAGE

What information (data) do you have on affected service users/residents with this characteristic?

Surrey County Council does not directly collect data from its library users in relation to socio-economic status. However, we have done work on postcode analysis to match library membership to Lower Super Output Areas (LSOAs) and their relative levels of deprivation and need across the county.

We also have the below countywide information which gives us a baseline regarding those that might be affected by the co-design process.

The Department of Work & Pensions provide the following breakdown of unemployment figures in Surrey in June 2020:

Unemployment Benefit (JSA and UC) claimants (June-20)	Youth unemployment (JSA/UC) claimants aged 18-24 (June-20)	Older unemployed (JSA/UC claimants aged 50+) (June-20)	
28,445	5,325	7,170	
3.9% (South East average = 5.1%)	5.8% (South East average = 7.6%)	1.6% (South East average = 2.0%)	
Male unemployment claimants (JSA and UC) (June-20)	Female unemployment claimants (JSA and UC) (June-20)	Working age workless benefit claimants * (Nov-19)	Incapacity benefits claimants (Nov-19)
16,655	11,765	29,115	20,745
4.6% (South East average = 6.2%)	3.2% (South East average = 4.1%)	4.0% (South East average = 5.5%)	2.8% (South East average = 3.5%)

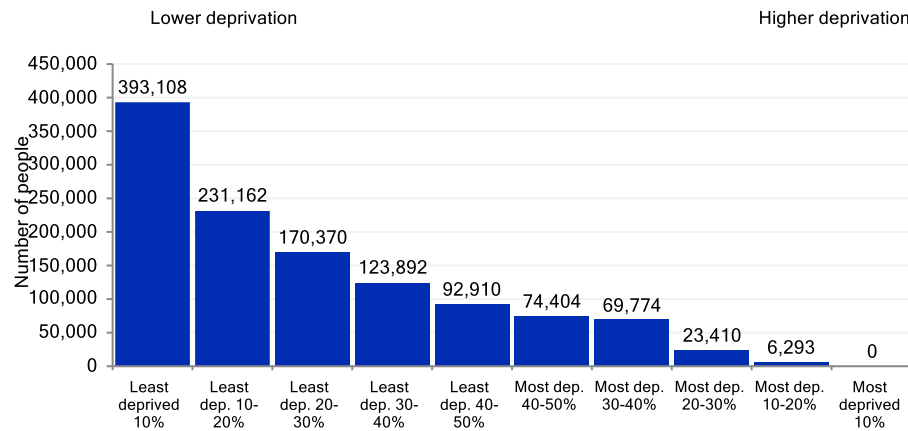
* 'Working age workless benefit claimants' is a combination of 'Unemployment benefit claimants (JSA and Universal Credit)' + and 'Incapacity benefits claimants (IB/ESA)'

[Source: Department for Work & Pensions as reported in the [Surrey area profile](#) 3 August 2020]

Of those claiming unemployment benefits, a significant majority (98%) have been claiming for less than 12 months, but 2% have been claiming for more than 12 months.

[Source: Department for Work & Pensions (June-20)]

In terms of overall need, while the majority of Surrey's LSOAs have low social need, there are a significant number of LSOAs falling into the top 30% nationally for social need. There is no simple north/south or east/west split rather, there is a patchwork.



The figure above shows the number of people in Surrey within each deprivation decile, on the Index of Multiple Deprivation 2019.

[Source: Ministry of Housing, Communities and Local Government (Indices of Deprivation 2019) as shown on [Surrey-i](#)]

10% of jobs in the Southeast are open to those with no formal qualifications, this is set to drop to 1% by 2024. Individuals with low skills levels, around one in eight (13.5%) Surrey residents have progressed no further than NVQ2 in their education

Most areas of the county have low unemployment, yet in every district and borough are communities with levels of unemployment above both the Southeast average and the England average.

The children of Surrey's 21,200 lone parents are also likely to live in a low-income home. Children and teenagers aged 0-19 account for around 287,000 of Surrey's 1.2million residents. As of 2017 one in ten children (10%) were living in poverty across the county, often in towns but in rural areas too and often in areas not generally thought of as "deprived". In 17 areas of the county the level of children living in poverty is 30%. Most of these children are in working households.


[Source: [Surrey Uncovered 2017](#)].

For school age children we know that around 11,200 Surrey children qualify for Free School Meals, and 24,000 are eligible for Pupil Premium payments – both being indicators of need.

In Surrey overall, 73% of children have good school-readiness, but this falls to 51% for children from low income households (defined as those eligible for Free School Meals)

In line with the general picture of social need, the data on skills shows enormous variation across the county. Generally, Surrey residents have good skills levels with 50.1% educated to NVQ4 or above (meaning some form of Higher Education) compared to 41.4% across the Southeast and 38.3% for England. At District and Borough level however, there are wide variations. For example, while 64.3% of the population of Woking have achieved NVQ4+ only 36.1% of the population of Spelthorne are educated to that level - a gap of 28.2 percentage points.

[Source: [Libraries and Cultural Services Strategy 2020-2025](#) – pages 39, 40,41,]

Impacts (Please tick or specify)	Positive		Negative		Both	
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner		
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>	<i>Due date</i>	<i>Who is responsible for this?</i>		
Increased risk of under-representation of lower income groups due to lack of internet connectivity and/or telephony access	Access and Inclusion in 2018 report showing that lower income groups are less likely to have internet and telephony access	We are aware of the areas of higher need and deprivation, through the use of IMD indices and needs analysis for the Libraries Transformation Programme. We will engage with organisations who support or represent lower income groups to ensure people in the local area are aware of and able to participate in the process. Examples of such organisations include (but are not limited to): <ul style="list-style-type: none"> • Trussel Trust local foodbanks • Citizen's Advice • East Surrey Pathway to Employment run by Raven Housing Trust) project works with anyone aged 18 – 64 years living in housing insecurity. • DWP/Job Centres • Surrey Lifelong Learning Partnership • Gypsy and Traveller Support 	19 January 2021	Ben Skipp / Tara Marshall		

		<ul style="list-style-type: none"> Surrey County Council's REMA (Race Equality and Minorities Achievement) team support children from Gypsy/Roma/Traveller communities <p>We will also engage with social, health and education providers, as well as relevant charities, such as Crisis and Friends, Families and Travellers, to make connections. These organisations can also be used as an indirect means for people unable to directly participate.</p> <p>People without technology at home will have the option of attending virtual events using technology in libraries, or participating in face-to-face events at, for example community centres. We can also mitigate this risk through the option of postal engagement using appropriate methods (e.g. Easy Read and surveys) and stamped addressed envelopes.</p> <p>We will plan events and activities that involve local schools to help reach children from low income families, that are based in a school setting, such as creative activities in the classroom.</p>		
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**What other changes is the council planning/already in place that may affect the same groups of residents?
Are there any dependencies decisions makers need to be aware of**

None currently aware of but we will engage with SCC colleagues, Districts and Boroughs throughout the co-design process.

Any negative impacts that cannot be mitigated? Please identify impact and explain why

None we are currently aware of.
The current COVID 19 pandemic means that the process may be impacted in unforeseen ways, for example by changes to government advice affected how the co-design work can be undertaken. This EIA is a live document, and if any negative impacts that cannot be mitigated come to light, they will be recorded in this section of the EIA.

AGE including younger and older people

What information do you have on the affected staff with this characteristic?

Age of library staff:

Age group (years)	
Under 30	21.6%
30 - 39	10.8%
40 - 49	13.7%
50 - 59	30.2%
60 - 69	19.7%
70 and over	4.1%

[Source: Surrey County Council HR data - 01.10.20]

The data above shows that almost two thirds of library staff (63.6%) are between the age of 40 and 69, and less than a third (32.4%) are below the age of 40. The fewest number of staff are in the 70 and over age category (4.1%).

The library service also has 692 volunteers and their ages are shown as below:

Age group (years)	
Under 30	24.3%
30-39	5.9%
40-49	5.3%
50-59	10.3%
60-69	18.2%
70+	19.5%
Not declared but aged 18+	16.5%

[Source: Library Service volunteer data – 09.11.20]

Impacts	Positive		Negative	✓	Both	
Impacts identified		Supporting evidence	How will you maximise positive/minimise negative impacts?		When will this be implemented by?	Owner
<i>What impacts have you identified?</i>		<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>		<i>Due date</i>	<i>Who is responsible for this?</i>
Risk of under-representation of some age groups, including library staff who are aged 70 and over		Surrey County Council Human Resources Department data – see data above	<p>We will ask staff to complete equalities monitoring forms, monitor participation levels and then actively seek views and opinions from those staff in age groups who are not well represented, and ensure library staff including volunteers, are encouraged to participate.</p> <p>During the data analysis stage, we will give equal weighting to the information we obtain from different age groups to give everyone an equal “voice”.</p>		19 January 2021	Ben Skipp / Tara Marshall
Under-representation of older library staff avoiding or unable to attend face-to-face engagement due to COVID-19 vulnerability and/or local or national lockdown.		Surrey County Council Human Resources Department data – see data above	<p>With face to face sessions we will ensure that government guidelines and SCC Health & Safety Protocols around COVID-19, are always followed, such as social distancing, wearing face coverings when required and increased hand washing to help protect the safety of participants.</p> <p>We will use online methods of engagement when there is a local or national lockdown, where staff are working from home and where staff unable to join the face-to-face.</p>		19 January 2021	Ben Skipp / Tara Marshall

		We will have online co-design staff sessions, such as workshops through MS Teams and, where required, will offer interviews via telephone and surveys via email or online.		
<p>What other changes is the council planning that may affect the same groups of staff? Are there any dependencies decisions makers need to be aware of</p>				
<p>Surrey County Council are currently reviewing the existing processes and roles within the library service. We are mindful that service changes could have an impact on staff and volunteer behaviours and willingness to engage in the co-design process. To mitigate this, all staff will be encouraged to participate and engage with the co-design process through a wide variety of means, including:</p> <ul style="list-style-type: none"> • Staff email briefings • Jive community (staff intranet) • Visits to specific libraries by the co-design team • Direct contact (email, phone, video call, internal post) with the co-design team • Staff meetings • Via their line manager 				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None</p>				

DISABILITY

What information do you have on the affected staff with this characteristic?

Library staff with a current or past disability:

Disability	
Has a disability (or previously had one)	4.84%

[Source: Surrey County Council HR data - 01.10.20]

For volunteers a similar percentage (4.8%) have declared a disability, however they are only asked about disabilities which may impact their volunteering role, so this figure could be higher.

[Source: Library Service volunteer data – 09.11.20]

Impacts	Positive		Negative	✓	Both	
Impacts identified	Supporting evidence		How will you maximise positive/minimise negative impacts?		When will this be implemented by?	Owner
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>		<i>Actions to mitigate or enhance impacts</i>		<i>Due date</i>	<i>Who is responsible for this?</i>
Under-representation of disabled staff due to lack of access to the internet and other communication channels	The British Social Attitudes Survey 2011 found that disabled people are significantly less likely to live in households with access to the internet than non-disabled people. In 2011, 61% of disabled people lived in households with internet access, compared to 86% of non-disabled people. The 2018 Ofcom Disability Consumer Research also indicated that most disability groups have fewer communication devices and services in their household compared to non-disabled people		Face-to-face co-design sessions will be arranged with local library staff. If staff are unable to join these sessions and do not have the required technology at home, they will be able to use the technology (including telephone and email) in their workplace. If necessary, staff will be given other options, such as returning feedback by post if required.		19 January 2021	Ben Skipp / Tara Marshall

<p>Exclusion of library staff with a hearing or visual impairment who have difficulty participating with certain methods.</p>	<p>Information on Deafblind UK</p>	<p>We will ensure that we ask staff whether they have any specific requirements, such as a hearing loop and sign language interpretation, when planning and inviting staff engagement activities.</p> <p>We will offer alternative methods of engagement for any staff member where existing methods cannot respond to their specific requirements, such as online video sessions where captions or sign language interpretation may not work effectively. Alternative methods could include online surveys and telephone interviews.</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>
<p>Under-representation of staff with a disability due to certain long-term health conditions in relation to face-to-face engagement due to COVID-19 vulnerability</p>	<p>NHS official guidance confirms higher vulnerability and activities to avoid</p>	<p>With face to face sessions we will ensure that government guidelines and SCC Health & Safety Protocols around COVID-19, are always followed, such as social distancing, wearing face coverings when required and increased hand washing to help protect the safety of participants.</p> <p>We will use online methods of engagement when there is a local or national lockdown, where staff are working from home and where staff unable to join the face-to-face.</p> <p>We will have online co-design staff sessions, such as workshops through MS Teams and, where required, will offer interviews via</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>

		telephone and surveys via email or online.		
What other changes is the council planning that may affect the same groups of staff? Are there any dependencies decisions makers need to be aware of				
<p>Surrey County Council are currently reviewing the existing processes and roles within the library service. We are mindful that service changes could have an impact on staff and volunteer behaviours and willingness to engage in the co-design process. To mitigate this, all staff will be encouraged to participate and engage with the co-design process through a wide variety of means, including:</p> <ul style="list-style-type: none"> • Staff email briefings • Jive community (staff intranet) • Visits to specific libraries by the co-design team • Direct contact (email, phone, video call, internal post) with the co-design team • Staff meetings • Via their line manager 				
Any negative impacts that cannot be mitigated? Please identify impact and explain why				
None				

PREGNANCY & MATERNITY

What information do you have on the affected staff with this characteristic?

Surrey County Council does not hold data on pregnancy specifically but there is combined data available on members of library staff who are currently on maternity or paternity leave – see below.

Library staff on maternity/paternity leave:

Maternity/Paternity Leave	
On Maternity/Paternity Leave	0.24%

[Source: Surrey County Council HR data - 01.10.20]

Impacts	Positive	Negative	Both	
			✓	
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>	<i>Due date</i>	<i>Who is responsible for this?</i>
Risk of under-representation of staff who are pregnant or on maternity leave	Surrey County Council HR data – see data above.	We will engage with Libraries line managers / team leaders to understand whether there are staff in their areas or teams that we need to consider, such as those who are pregnant or on maternity leave and make sure that those staff are informed of activities. During the data analysis stage, we will give equal weighting to the information we obtain from pregnant/maternity staff to give everyone an equal “voice”.	19 January 2021	Ben Skipp / Tara Marshall

<p>Under-representation of library staff absent from work due to pregnancy or maternity/paternity leave</p>	<p>Surrey County Council HR data – see data above</p>	<p>Libraries line managers / team leaders will ensure that those who are absent due to pregnancy or on maternity/paternity leave area appropriately informed of what is happening and options for taking part in co-design activities, such as online surveys and co-design sessions, as well as alternative methods such as telephone interviews and email surveys.</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>
<p>Under-representation of pregnant library staff avoiding or unable to attend face-to-face engagement due to COVID-19 vulnerability and/or local or national lockdown.</p>	<p>NHS official guidance confirms that pregnant women have been placed in the moderate risk group for COVID-19 as a precaution</p>	<p>With face to face sessions we will ensure that government guidelines and SCC Health & Safety Protocols around COVID-19, are always followed, such as social distancing, wearing face coverings when required and increased hand washing to help protect the safety of participants.</p> <p>We will use online methods of engagement when there is a local or national lockdown, where staff are working from home and where staff unable to join the face-to-face.</p> <p>We will have online co-design staff sessions, such as workshops through MS Teams and, where required, will offer interviews via telephone and surveys via email or online.</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>
<p>What other changes is the council planning that may affect the same groups of staff? Are there any dependencies decisions makers need to be aware of</p>				
<p>Surrey County Council are currently reviewing the existing processes and roles within the library service. We are mindful that service changes could have an impact on staff and volunteer behaviours and willingness to engage in the co-design process. To mitigate this, all staff will be encouraged to participate and engage with the co-design process through a wide variety of means, including:</p> <ul style="list-style-type: none"> • Staff email briefings • Jive community (staff intranet) • Visits to specific libraries by the co-design team • Direct contact (email, phone, video call, internal post) with the co-design team • Staff meetings • Via their line manager 				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None</p>				

RACE including ethnic or national origins, colour or nationality

What information do you have on the affected staff with this characteristic?

Library staff ethnicity:

Ethnicity	
Asian or Asian British - Chinese	0.24%
Asian or Asian British - Indian	0.48%
Asian or Asian British - Pakistani	0.24%
Eastern European	0.24%
Mixed - Any other Mixed Background	0.48%
Mixed - White and Asian	1.45%
Mixed - White and Black African	0.24%
Mixed - White and Black Caribbean	0.48%
Other Ethnic Background - Any Other	0.48%
White - Any other background	5.33%
White - Irish	1.69%
White - Other British	0.24%
White - English /Northern Irish/Scottish /Welsh	77.48%
Prefer not to say	5.33%
Not Stated	5.57%

[Source: Surrey County Council HR data - 01.10.20]

Surrey County Council’s library workforce is predominantly ‘White - English /Northern Irish/Scottish /Welsh’ (77.48%); only 11.59% of are from a different ethnic background.

Impacts	Positive	Negative	Both	
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner



<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>	<i>Due date</i>	<i>Who is responsible for this?</i>
Risk that not all ethnic groups will be represented in the data due to a predominantly White English /Northern Irish /Scottish /Welsh) library workforce.	Surrey County Council HR data – see data above	<p>We will ask staff to complete equalities monitoring forms, monitor participation levels and then actively seek views and opinions from those staff in ethnic groups who are not well represented, and ensure all library staff are encouraged to participate.</p> <p>During the data analysis stage, we will give equal weighting to the information we obtain from staff from different ethnic backgrounds to give everyone an equal “voice”.</p>	19 January 2021	Ben Skipp / Tara Marshall
Risk that some staff are not able to participate in the face-to-face co-design staff sessions due to cultural reasons	Surrey County Council HR data – see data above	<p>Staff will be made aware (by email or via line managers) of the alternative ways of participating should they be unable to attend the face-to-face co-design staff sessions for cultural reasons.</p> <p>We will have online co-design staff sessions, such as workshops through MS Teams and, where required, will offer interviews via telephone and surveys via email or online.</p>	19 January 2021	Ben Skipp / Tara Marshall
Under-representation of staff from a Black, Asian or minority ethnic background from face-to-face engagement due to COVID-19 vulnerability	A report commissioned by Public Health England found that people from Black ethnic groups are more likely to be diagnosed with COVID-19. Death rates are also highest among people of Black and Asian ethnic groups	<p>With face to face sessions we will ensure that government guidelines and SCC Health & Safety Protocols around COVID-19, are always followed, such as social distancing, wearing face coverings when required and increased hand washing to help protect the safety of participants.</p> <p>We will use online methods of engagement when there is a local or national lockdown, where staff are working from home and where staff unable to join the face-to-face.</p>	19 January 2021	Ben Skipp / Tara Marshall

		<p>We will have online co-design staff sessions, such as workshops through MS Teams and, where required, will offer interviews via telephone and surveys via email or online.</p>		
<p>What other changes is the council planning that may affect the same groups of staff? Are there any dependencies decisions makers need to be aware of</p>				
<p>Surrey County Council are currently reviewing the existing processes and roles within the library service. We are mindful that service changes could have an impact on staff and volunteer behaviours and willingness to engage in the co-design process.</p> <p>To mitigate this, all staff will be encouraged to participate and engage with the co-design process through a wide variety of means, including:</p> <ul style="list-style-type: none"> • Staff email briefings • Jive community (staff intranet) • Visits to specific libraries by the co-design team • Direct contact (email, phone, video call, internal post) with the co-design team • Staff meetings • Via their line manager 				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None</p>				

RELIGION AND BELIEF

What information do you have on the affected staff with this characteristic?

Library staff religious beliefs:

Religion	
Hindu	0.48%
Muslim	1.21%
Atheist	0.73%
Agnostic	0.97%
Buddhist	0.24%
Shi'a Muslim	0.24%
No Faith / Religion	24.70%
Christian - all faiths	37.05%
Any other Faith/Religion	1.69%
Prefer not to say	7.75%
Not Stated/Unknown	24.94%

[Source: Surrey County Council HR data - 01.10.20]

Over one third of library staff have identified with being of Christian faith (37.05%) and a quarter have confirmed they have no faith (24.70%). Only 5.56% of library staff have identified with any other faith.

Impacts	Positive		Negative	✓	Both	
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner		
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>	<i>Due date</i>	<i>Who is responsible for this?</i>		

<p>Risk that not all religious groups are represented in the co-design data.</p>	<p>Surrey County Council HR data – see data above</p>	<p>We will ask staff to complete equalities monitoring forms, monitor participation levels and then actively seek views and opinions from those staff in religious groups who are not well represented, and ensure all library staff are encouraged to participate.</p> <p>During the data analysis stage, we will give equal weighting to the information we obtain from staff with different religious beliefs to give everyone an equal “voice”.</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>
<p>What other changes is the council planning that may affect the same groups of staff? Are there any dependencies decisions makers need to be aware of</p>				
<p>Surrey County Council are currently reviewing the existing processes and roles within the library service. We are mindful that service changes could have an impact on staff and volunteer behaviours and willingness to engage in the co-design process. To mitigate this, all staff will be encouraged to participate and engage with the co-design process through a wide variety of means, including:</p> <ul style="list-style-type: none"> • Staff email briefings • Jive community (staff intranet) • Visits to specific libraries by the co-design team • Direct contact (email, phone, video call, internal post) with the co-design team • Staff meetings • Via their line manager 				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None</p>				

SEX

What information do you have on the affected staff with this characteristic?

Library staff sex:

Sex	
Female	87.17%
Male	12.83%

[Source: Surrey County Council HR data - 01.10.20]

Females are significantly over-represented in the library staff workforce; only 12.83% of staff are male.

A similar ratio is shown within our current volunteers too:

Sex	
Female	87.17%
Male	12.83%
Not given	0.7%

[Source: Library Service volunteer data – 09.11.20]

Impacts	Positive		Negative	✓	Both	
Impacts identified		Supporting evidence	How will you maximise positive/minimise negative impacts?		When will this be implemented by?	Owner
<i>What impacts have you identified?</i>		<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>		<i>Due date</i>	<i>Who is responsible for this?</i>

<p>Under-representation of males due to a predominantly female workforce</p>	<p>Surrey County Council HR data – see data above</p>	<p>We will ask staff to complete equalities monitoring forms, monitor participation levels and then actively seek views and opinions from male staff if they are not well represented, and ensure all library staff are encouraged to participate.</p>	<p>19 January 2021</p>	<p>Ben Skipp / Tara Marshall</p>
<p>What other changes is the council planning that may affect the same groups of staff? Are there any dependencies decisions makers need to be aware of</p>				
<p>Surrey County Council are currently reviewing the existing processes and roles within the library service. We are mindful that service changes could have an impact on staff and volunteer behaviours and willingness to engage in the co-design process. To mitigate this, all staff will be encouraged to participate and engage with the co-design process through a wide variety of means, including:</p> <ul style="list-style-type: none"> • Staff email briefings • Jive community (staff intranet) • Visits to specific libraries by the co-design team • Direct contact (email, phone, video call, internal post) with the co-design team • Staff meetings • Via their line manager 				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None</p>				

CARERS PROTECTED BY ASSOCIATION


What information do you have on the affected staff with this characteristic?

Library staff with caring responsibilities:

		% of total staff	% of staff with caring responsibilities
Total staff	424		
Total staff with caring responsibilities	127	29.95%	
Staff caring for school age children, or children with a disability	58	13.68%	45.67%
Staff caring for a partner	16	3.77%	12.60%
Staff caring for parents	45	10.61%	35.43%

[Source: Library Service data on employees – Sept 2020]

Over a quarter of library staff have caring responsibilities (29.95%).

Impacts	Positive	Negative	Both	
				
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?	When will this be implemented by?	Owner
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>	<i>Due date</i>	<i>Who is responsible for this?</i>
Under-representation of staff with caring responsibilities	The State of Caring 2019 report explains the difficulties of juggling paid work with caring. For example, only 4% of respondents of all ages said that caring has had no impact on their capacity to work.	We will offer and promote alternative methods of engagement for any member of staff unable to join the face-to-face or online co-design staff sessions, such as interviews via telephone and surveys via email or online that they can access at a convenient time.	19 January 2021	Ben Skipp / Tara Marshall

<p>Under-representation of library staff with caring responsibilities who may be unable to attend specific engagement sessions as unable to work because of caring responsibilities or where work hours have changed.</p>	<p>NHS official guidance SCC Coronavirus FAQs</p>	<p>We will offer and promote alternative methods of engagement for any member of staff unable to join the face-to-face or online co-design staff sessions, such as interviews via telephone and surveys via email or online that they can access at a convenient time.</p> <p>We will hold staff sessions at different times to provide options for staff with caring activities to attend.</p>	<p>19 January 2021</p>	<p>Ben Skipp (Programme Manager leading the co-design work)</p>
<p>What other changes is the council planning that may affect the same groups of staff? Are there any dependencies decisions makers need to be aware of</p>				
<p>Surrey County Council are currently reviewing the existing processes and roles within the library service. We are mindful that service changes could have an impact on staff and volunteer behaviours and willingness to engage in the co-design process. To mitigate this, all staff will be encouraged to participate and engage with the co-design process through a wide variety of means, including:</p> <ul style="list-style-type: none"> • Staff email briefings • Jive community (staff intranet) • Visits to specific libraries by the co-design team • Direct contact (email, phone, video call, internal post) with the co-design team • Staff meetings • Via their line manager 				
<p>Any negative impacts that cannot be mitigated? Please identify impact and explain why</p>				
<p>None</p>				

SOCIO-ECONOMIC DISADVANTAGE					
What information do you have on the affected staff with this characteristic?					
Surrey County Council does not collect data from its staff in relation to socio-economic status.					
Impacts	Positive		Negative	✓	Both
Impacts identified	Supporting evidence	How will you maximise positive/minimise negative impacts?		When will this be implemented by?	Owner
<i>What impacts have you identified?</i>	<i>What are you basing this on?</i>	<i>Actions to mitigate or enhance impacts</i>		<i>Due date</i>	<i>Who is responsible for this?</i>
Increased risk of under-representation of staff with lower incomes due to lack of internet connectivity and/or telephony access	Access and Inclusion in 2018 report showing that lower income groups are less likely to have internet and telephony access	Library staff without technology at home will have the option of using technology at work and participating while at work.		19 January 2021	Ben Skipp / Tara Marshall
What other changes is the council planning that may affect the same groups of staff?					
Are there any dependencies decisions makers need to be aware of					
Surrey County Council are currently reviewing the existing processes and roles within the library service. We are mindful that service changes could have an impact on staff and volunteer behaviours and willingness to engage in the co-design process. To mitigate this, all staff will be encouraged to participate and engage with the co-design process through a wide variety of means, including: <ul style="list-style-type: none"> • Staff email briefings • Jive community (staff intranet) • Visits to specific libraries by the co-design team • Direct contact (email, phone, video call, internal post) with the co-design team • Staff meetings • Via their line manager 					
Any negative impacts that cannot be mitigated? Please identify impact and explain why					
None					

4. Amendments to the proposals

CHANGE	REASON FOR CHANGE
<i>What changes have you made as a result of this EIA?</i>	<i>Why have these changes been made?</i>

5. Recommendation

Based your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation in the in the blank box below.

Outcome Number	Description	Tick
Outcome One	No major change to the policy/service/function required. This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken	✓
Outcome Two	Adjust the policy/service/function to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?	
Outcome Three	Continue the policy/service/function despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • Sufficient plans to stop or minimise the negative impact • Mitigating actions for any remaining negative impacts plans to monitor the actual impact. 	
Outcome Four	Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination (For guidance on what is unlawful discrimination, refer to the Equality and Human Rights Commission’s guidance and Codes of Practice on the Equality Act concerning employment, goods and services and equal pay, available here).	
<i>Please use the box on the right to explain the rationale for your recommendation</i>	The co-design process will cover a range of engagement methods to ensure that all those who live, work and study in Surrey have the opportunity to be involved in the process. Specific groups, typically underrepresented, will be targeted to ensure that their views are represented by the findings of the co-design work.	

6a. Version Control

Version Number	Purpose/Change	Author	Date
1.0	N/A	Ben Skipp and Tara Marshall	15/02/2021

The above provides historical data about each update made to the Equality Impact Assessment. Please do include the name of the author, date and notes about changes made – so that you are able to refer back to what changes have been made throughout this iterative process. For further information, please see the EIA Guidance document on version control.

6b. Approval

	Name	Date approved
Approved by*	Assistant Director – Sue Wills	15/02/2021
	Information Governance – Grisilda Pooniah	17/02/2021
	Legal – Deborah Chantler	25/02/2021
	Executive Director – Marie Snelling	01/05/2021
	Cabinet Member – Mark Nuti	20/05/2021

EIA Author	Ben Skipp and Tara Marshall
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*Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.

6c. EIA Team

Name	Job Title	Organisation	Team Role
Ben Skipp	Programme Manager	Surrey County Council	Leading the co-design work
Tara Marshall	Principal Project Manager	Surrey County Council, Transformation	Advice and support to co-design work
Anna Miller	Co-design Team Leader	Surrey County Council, Libraries	Co-design Team Leader
Lizzie North	Programme Support Officer	Surrey County Council, Transformation	Programme Support Officer
Kay Barrett	Co-design Officer	Surrey County Council, Libraries	Co-design Officer

If you would like this information in large print, Braille, on CD or in another language please contact us on:

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