

Equality Impact Assessment

Section 1: Executive Summary	
1.1	<p>Title of policy (or decision)</p> <p>To procure and award contracts from the Eastern Shire Procurement Organisation Framework Agreements for Library Stock (book supplies and audio resources for Essex Libraries, including Thurrock)</p>
1.2	<p>Describe the main aims, objectives and purpose of the policy (or decision)</p> <p>The current contract for book supplies expired on 31st August 2021. There is currently a waiver in place to extend the contract for three months.</p> <p>Library Services also purchase with multiple suppliers for large print and audio resources by raising yearly waivers, making this process non-compliant with ECC Policies and Procedures.</p> <p>Approval is sought to proceed with the procurement and award of up to six contracts for adult and children's book supplies, CDs and DVDs, and spoken word and large print. The contracts will be procured and awarded using the procedure set out in the Eastern Shire Procurement Organisation (ESPO) Framework Agreements and orders for stock will be placed when new stock is needed. E-books and e-audiobooks are also available to borrow from Essex Libraries under other contracts.</p> <p>Thurrock Libraries currently have a Service Level Agreement with Essex Libraries; however, Thurrock will have their own contractual arrangements with the supplier.</p> <p>What outcome(s) are you hoping to achieve? Refer to strategic aims / strategic priorities in Organisation Strategy</p> <p>The procurement and award of these contracts aligns with the emerging organisational plan, Everyone's Essex, as the proposals help support children and families, and promote health, wellbeing, and independence for all ages.</p> <p>There is no additional impact on ECC's carbon footprint as a result of these contracts as the same levels of stock will be purchased.</p>
1.3	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>New</p>
Section 2: Assessing the Equality Impact	
<p>Use this section to record how you have assessed any potential impact on equality groups. What is known about the population likely to be affected which will support your</p>	

understanding of the impact of the policy (or decision)? Consider any consultation / data as supporting evidence (eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information). An opportunity to explain impacts on specific protected groups is provided later on this form

Essex Libraries has a stock selection, stock management policy which is followed to ensure we provide stock aligned to the aims of the Equality Act with a commitment to alternative formats.

Library users will see no adverse changes in the way stock is selected and purchased.

Does or will the policy or decision affect:

Service users	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Employees	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
The wider community or groups of people, particularly where there are areas of known inequalities	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Which geographical areas of Essex does or will the policy or decision affect (e.g. Borough/City/District/All Essex)

All Essex	<input checked="" type="checkbox"/>	Colchester	<input type="checkbox"/>
Basildon	<input type="checkbox"/>	Epping Forest	<input type="checkbox"/>
Braintree	<input type="checkbox"/>	Harlow	<input type="checkbox"/>
Brentwood	<input type="checkbox"/>	Maldon	<input type="checkbox"/>
Castle Point	<input type="checkbox"/>	Rochford	<input type="checkbox"/>
Chelmsford	<input type="checkbox"/>	Tendring	<input type="checkbox"/>
		Uttlesford	<input type="checkbox"/>

Will the policy or decision influence how organisations operate?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Will the policy or decision involve substantial changes in resources?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Is the new or revised policy linked to a digital service (website, system or application)?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N

Please describe the steps you have taken to:

- meet the digital accessibility requirements
- test the accessibility of the website, system or application
- maintain accessibility once it has gone live

Section 3: Description of Impact

Description of impact	Nature of impact Positive, neutral, adverse (please explain your reasons)	Extent of impact Low, Medium, High (please explain your reasons)
Age	Neutral, we aim to buy a range of stock for all ages and this will continue.	Low as we will continue to buy stock for all ages.
Disability – learning disability	Neutral, we aim to buy stock for people with learning disabilities and this will continue.	Low as we will continue to buy stock for people with learning disabilities.
Disability – mental health issues	Neutral, we aim to buy stock for people with learning disabilities and this will continue.	Low as we will continue to buy stock for people with learning disabilities.
Disability – physical impairment	Neutral, we aim to buy stock and resources for people with learning disabilities and this will continue.	Low as we will continue to buy stock for people with learning disabilities.
Disability – sensory impairment	Neutral, we aim to buy stock in a range of formats for people with sensory impairment and this will continue.	Low as we will continue to buy stock for people with sensory impairment.
Gender / Sex	Neutral, we aim to buy stock for all genders and this will continue.	Low as we will continue to buy stock for all genders.
Gender reassignment	Neutral, we aim to buy stock about gender reassignment, and this will continue.	Low as we would continue to buy stock about gender reassignment.
Marriage / civil partnership	Neutral, we aim to buy stock on these topics and this will continue.	Low as we will continue to buy stock on marriage and civil partnership.
Pregnancy / maternity	Neutral, we aim to buy stock pregnancy/maternity and this will continue.	Low as we will continue to buy stock on pregnancy/maternity.
Race	Neutral, we aim to buy a diverse range of stock to reflect different races and this will continue.	Low as we will continue to buy diverse stock.
Religion / belief	Neutral, we aim to buy a range of stock to encompass religion and belief.	Low as we will continue to buy a range of stock to encompass religion and belief.

Sexual orientation	Neutral, we aim to buy stock and resources that reflects a range of sexual orientations and this will continue.	Low as we will continue to buy stock that reflects a range of sexual orientations.
I confirm that I have considered the potential impact on all of the protected characteristics Y <input type="checkbox"/>		
<p>Describe any actions that have already been taken to mitigate negative impacts on any of the protected characteristics.</p> <p>As there will be no negative impacts no actions have been taken. As previously stated we have a Stock selection policy that will stay in place.</p>		

Section 4: Action plan to address and monitor adverse impacts

Does your EqlA indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?

Y ☐ N ☒

If 'YES', use the space below to describe what mitigating actions you could put in place to address any adverse impacts identified

What are the mitigating actions?

Date they will be achieved?

Section 5: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of person completing the EqlA:

Date: 14/10/21

S Moth

Names and contact details:

Sarah Moth

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Your function, service area and team:

Service Development Lead, Essex Libraries

If you are submitting the EqlA on behalf of another function, service area or team, specify the originating function, service or team area

Signature of Head of Service:

Date:

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