



# Equality Impact Assessment

Preliminary assessment form v5 / 2013

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Directorate:**

Director of City development & culture

**Function e.g. HR,  
IS, carers:**

Libraries and Archives

**Title of policy, service, function, project or strategy (new or old) :**

Libraries and Archives Annual Update Report 2016/17

**Type of policy, service, function, project or strategy:**

☐

Existing

☐

New / proposed

☒

Changed

### Q1 - What is the aim of your policy, service, function, project or strategy?

The aim of the report and related plan for the year 2016/17 is to deliver the Library and Archive aspects of the Business Plan.

Also guided (for libraries ) by the Society of Chief Librarians Universal Library Offers and Promises i.e.:

- Reading
  - Information
  - Digital
  - Health and Wellbeing
  - Learning
- 
- Children's Promise
  - Six Steps (Vision Impairment)

For Archives, the document is guided by National Archives priorities around access for all and conservation and security of the archive.

### Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

All Library and Archive members and irregular users of all ages, abilities and cultures. Those who work or study in the city or visit in person or remotely using digital technology

### Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

| Group              | Negative                 | Positive / no impact                | Unclear                             |
|--------------------|--------------------------|-------------------------------------|-------------------------------------|
| Age                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Disability         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Race               | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Gender             | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Transgender        | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Sexual orientation | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Religion or belief | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

|                         |                          |                                     |                                     |
|-------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Pregnancy and maternity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Other excluded groups   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

If the answer is "negative" or "unclear" consider doing a full EIA

**Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?**

| Group                  | Yes                                 | No                       | Unclear                             |
|------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Age                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Disability             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Race                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Gender                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Transgender            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sexual orientation     | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Religion or belief     | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pregnancy or maternity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Other excluded groups  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer is "no" or "unclear" consider doing a full EIA

**Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?**

| Group      | Yes                                 | No                       | Unclear                  |
|------------|-------------------------------------|--------------------------|--------------------------|
| Age        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disability | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Race       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gender     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                         |                                     |                          |                                     |
|-------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Transgender             | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sexual orientation      | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Religion or belief      | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pregnancy and maternity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Other excluded groups   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer is "no" or "unclear" consider doing a full EIA

**Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?**

☐ yes ☒ No

**Q7 - How have you come to this decision?**

The report and actions and activities proposed for the year ahead seek to increase and enhance access to services for all equalities groups. Proposals include targeted work to support equalities groups.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help  
Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

**Q8 - Who was involved in the EIA?**

Lindy Elliott, Clare Forsyth, David Percival

**This EIA has been approved by:** Lindy Elliott

**Contact number:** 023 9268 8058

**Date:** 16/6/16

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: [equalities@portsmouthcc.gov.uk](mailto:equalities@portsmouthcc.gov.uk)