

## **Caerphilly County Borough Council - Integrated Impact Assessment**

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles
- Well-being of Future Generations (Wales) Act 2015
- Welsh Language (Wales) Measure 2011

**PLEASE NOTE:** Section 3 *Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

**PLEASE NOTE:** Overwrite any grey text, it is there to guide you. Make sure the font colour is converted to black for accessibility reasons.

## 1. Proposal Details

Lead Officer	Head of Service	Service Area & Department	Date
Karen Pugh	Sue Richards	Education and Corporate Services – Libraries	03/01/2024

**What is the proposal to be assessed?** *Provide brief details of the proposal and provide a link to any relevant report or documents.*

Library service engagement with individuals and with the wider community drives benefits in many of the Welsh Government's priority areas such as prosperity, resilience, equality, cohesive communities, culture, learning and health and well-being.

**The proposal for assessment is a temporary reduction to the Caerphilly Library Service Resource Budget by 20%, equating to a financial reduction of £57,000.**

The temporary savings will be achieved by introducing a number of library service acquisition and operational changes to all new purchased items in all stock categories, including eDigital titles, by reducing all expenditure lines in order to meet the saving required.

We plan to:

Reduce the number of hardback and paperback books purchased through the financial year in all age groups and categories.

Reduce the customer request budget expenditure lines by placing strict criteria and further scrutiny on the policy guidance around requested library stock.

Reduce the number of Large Print and Audiobook Standing Order Plans ordered at the beginning of each financial year.

Cancel the purchase of all adult and children DVDs.

Postpone the purchase of all children's Audiobooks subject to review.

Consider and scrutinise, considering best value the purchase of high requested eBooks and eAudiobooks titles reserved by Caerphilly users on the Borrowbox website.

Consider and scrutinise, considering best value and societal needs, future eDigital services e.g. eNewspapers.

Permanently reduce the number of copies of Reference titles held at Hub library branches.

Increase the reservation ratio of super seller items from 1/10 to 1/15 – allowing 15 reservations to be placed on a single item before a further copy needs to be purchased.

Consider and scrutinise more closely the acquisition of library stock and products required to support UK, Welsh, regional and CCBC services and partners. Examples include CCBC Ukrainian Guests, Basic Skills, NHS Wales, The Reading Agency Reading Well collections, Empathy Lab etc.

Consider the acquisition of library stock and products used to support targeted library themed stock displays and reading initiatives, for example WOW, library and community Reading Groups, author visits, TV Tie-ins, one-off marketing project which achieve widespread but short-lived popularity etc.

Reduce the purchase of the promotional materials, prizes and support book stock that requires purchase in order to undertake the annual UK-wide Reading Agency Summer Reading Challenge.

Reduce craft materials budget used to support library run sessions during the school holidays, Rhyme Time sessions for children and crafting sessions for adults.

---

## 2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

*(The Public Sector Equality Duty requires the Council to have “due regard” to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.*

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
<b>Age</b> ( <i>people of all ages</i> )	The proposal has a low-level, negative impact as new library stock will continue to be purchased throughout the financial year.	<p>The library will continue to purchase new book stock, albeit in less quantities.</p> <p>The library service will continue to purchase an eclectic and far-reaching book stock suitable for public lending, however in less quantities. We will reset the parameters on the automated supplier selection tools CASCADE and Peters to reflect the changes and ensure the most suitable stock is purchased.</p> <p>The library service retains a healthy, eclectic and comprehensive ‘on shelf’ book stock (including the Further Studies collections at Caerphilly and Bargoed libraries), available for customer lending at all library</p>	<p>The library Resource Budget has been reduced by 45% over the past 14 years in order to help to meet the MTFP pressures facing the authority:</p> <p>£429,000 – 2008/2009  £315,000 – 2016/2017  £275,000 – 2019/2020  £235,000 – 2023/2024</p> <p>Linked to this reduction - the Children &amp; Young Peoples budget, will reduce from 24% of total expenditure to 20.75% in order to protect funds for annual subscriptions.</p> <p>Less book stock will be received from the contracted library stock suppliers. Both suppliers offer a 36% discount on each title purchased. An anticipated</p>

		<p>service points. Whilst the Hub and Town libraries will retain a higher level of new stock, library stock remains on their shelves suitable for stock rotation and loan to single-staffed libraries and customers.</p> <p>The library service will continue to purchase eBooks and eAudiobooks with Borrowbox by continuing to pay the financial contribution to the annual All-Wales Libraries eDigital Consortia.</p>	<p>reduction of £32,190 spend with both suppliers equates to £11,588 loss of book purchases, hence further reducing the number of new books on the library shelves.</p> <p>LibraryLink Home Delivery Service have 70% of their customers on their delivery routes who can only read Large Print books.</p>
--	--	---	--

		<p>There are no mitigations that can be offered to replace the purchase of new Large Print books due to their unique offer and acquisition from specialist suppliers.</p> <p>However there is currently a large existing stock available at all library branches, however it must be noted that over time, this 'on shelf' collection will reduce.</p> <p>The library service can offer free Borrowbox Audiobooks and eBooks that may be listened to through a digital device. However, a high number of LibraryLink clients are elderly and have no access to a support network to help them set up and use a digital device. - These clients may also be digitally excluded and do not have access to WIFI or a digital device, although all libraries provide free WIFI and PC access</p> <p>Children and adults who use library Audiobooks will retain the ability to loan these items from the other borough library sites. These items will not be deleted</p>	
--	--	--	--


		<p>from the system. An alternative method of listening to stories is offered through the free Borrowbox service, however a digital device and customer capability on which to download stories are required.</p> <p>Children and adults who use library DVDs to watch films will retain the ability to loan these items from other borough library sites. These items will not be deleted from the system. An alternative method of watching films and cartoons is through streamed content through the home, however a subscription, digital device and customer capability to download and watch content is required.</p> <p>Children who use the library to read for pleasure or to educate themselves will retain the ability to loan items from other borough library sites and strict guidance is in place on deciding if a book should be deleted from the system. The library service will</p>	
--	--	--	--



		<p>continue to purchase suitable items throughout the year but can offer smaller quantities for loan.</p> <p>Library services will double check existing children and young adult stock against the Welsh Curriculum subject requested from schools. These titles will be at a premium and can only be loaned to children who visit the library – small stock collections for schools will no longer be available.</p>	
<p><b>Disability</b> (<i>people with disabilities/ long term conditions</i>)</p>	<p>The proposal has a low level, negative impact on people with disabilities.</p>	<p>The library will continue to purchase new book stock, albeit in less quantities.</p>	<p>The use of health and well-being titles, loaned to customers has increased year on year in line with the 'Social Prescribing' model.</p>

	<p>Library services offer free bi-lingual reading information on a variety of health-related topics. Libraries are now viewed by health professionals as 'social subscribers' and offer free support, bi-lingual literature and books through the 'Reading Well' schemes <a href="https://readingagency.org.uk/adults/quick-guides/reading-well/">https://readingagency.org.uk/adults/quick-guides/reading-well/</a>.</p> <p>A reduction of the funding impacts on the number of titles and promotional materials we can purchase for customers living with disabilities and long term conditions who are looking to help themselves and manage their health problems.</p> <p>The proposal has a negative impact on the quantity of new Large Print and Audiobook stock that will be ordered for our elderly, vulnerable LibraryLink clients (Home Delivery service) who are unable to leave home due to life limiting or long-term illnesses. Less titles received equates to less choice for all LibraryLink and visitors to the static libraries who read this specialist type of font and listen to stories caused from a visual impairment.</p>	<p>There are no mitigations that can be offered to replace the purchase of Large Print books due to their unique offer and acquisition from specialist suppliers, however there is a large existing lending stock.</p> <p>The library service can offer free Borrowbox Audiobooks and eBooks that may be listened to through a digital device. However, a high number of LibraryLink</p>	
--	--	--	--

	<p>The proposal has a negative impact for children who use Audiobooks as a method of listening to stories and will affect children with a visual impairment or neurodivergent and find reading text difficult.</p> <p>The Library Service partner with many health and well-being organisations- MIND, NHS Wales Mental Health Team, Community Neuro Group to name just three. Our extensive health and well-being collections are signposted to by the partners and provide fantastic self-reading support that will be impacted on the number of titles we can feasibly purchase.</p> <p>The Caerphilly Library Service Dementia Action Plan remains as relevant a document in 2024 as the day it was written in 2018. Support to residents and carers living with dementia is vital. The attached document highlights our aspirations and actions which now require suitable funding in order to refresh library stock, products and our Dementia offer.</p>	<p>clients are elderly and have no access to a support network to help them set up and use a digital device. - These clients may also be digitally excluded and do not have access to WIFI or a digital device, although all libraries provide free WIFI and PC access.</p> <p>There are no mitigations that can be offered to continue to support and extend and improve the Dementia offer unless we can continue the projects via grant funding. However, the library will continue to purchase new book stock, albeit in less quantities.</p>	
--	---	---	--

	 <p>Library Service Dementia Action Plan</p>		
<b>Gender Reassignment</b> <i>(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)</i>	The proposal has a neutral impact on gender reassignment. The library service will continue to purchase library stock and support projects from the resource budget where possible.	N/A	N/A
<b>Marriage or Civil Partnership</b> <i>(people who are married or in a civil partnership)</i>	The proposal has a neutral impact on marriage and Civil Partnership. The library service will continue to purchase library stock and support projects from the resource budget where possible.	N/A	N/A
<a href="#"><u>Protected Characteristics</u></a>	<b>Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?</b>	<b>If there are negative impacts how will these be mitigated?</b>	<b>What evidence has been used to support this view?</b>
<b>Pregnancy and Maternity</b> <i>(women who are pregnant and/or on maternity leave)</i>	The proposal has a neutral impact on pregnancy and maternity. The library service will continue to purchase library stock and support projects from the resource budget where possible and maintain the <i>Parent Collection</i> of titles held at all branch libraries.	N/A	N/A

<b>Race</b> ( <i>people from black, Asian and minority ethnic communities and different racial backgrounds</i> )	The proposal has a neutral impact on race. The library service will continue to purchase library stock and support projects from the resource budget where possible, including supporting the Anti-Racist Wales Library Project and Ukrainian guests.	N/A	N/A
<b>Religion or Belief</b> ( <i>people with different religions and beliefs including people with no beliefs</i> )	The proposal has a neutral impact on Religion or Belief. The library service will continue to purchase library stock and support projects from the resource budget where possible.	N/A	N/A
<b>Sex</b> ( <i>women and men, girls and boys and those who self-identify their gender</i> )	The proposal has a neutral impact on sex. The library service will continue to purchase library stock and support projects from the resource budget where possible.	N/A	N/A
<b>Sexual Orientation</b> ( <i>lesbian, gay, bisexual, heterosexual, other</i> )	The proposal has a neutral impact on sexual orientation. The library service will continue to purchase library stock and support projects from the resource budget where possible.	N/A	N/A

### 3. Socio-economic Duty (Strategic Decisions Only)

*(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)*

**Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:**

- *Single parents and vulnerable families*
- *People with low literacy/numeracy*
- *Pensioners*
- *Looked after children*
- *Homeless people*
- *Carers*
- *Armed Forces Community*
- *Students*
- *Single adult households*
- *People misusing substances*
- *People who have experienced the asylum system*
- *People of all ages leaving a care setting*
- *People living in the most deprived areas in Wales (WIMD)*
- *People involved in the criminal justice system*

<u>Socio-economic Disadvantage</u>	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
<b>Low Income / Income Poverty</b> <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i>	The proposal will have a negative impact on residents on low income and income poverty including many of those listed in the 'additional vulnerable group'.	The library will continue to purchase new book stock, albeit in less quantities.  If CCBC or external funding become available, library services will apply, providing we meet the eligibility criteria.	The library Resource Budget has been reduced by 45% over the past 14 years in order to help to meet the MTFP pressures facing the authority: £429,000 – 2008/2009 £315,000 – 2016/2017 £275,000 – 2019/2020 £235,000 – 2023/2024

<b>Low and/or No Wealth</b> ( <i>enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future</i> )	Wording as above in Low Income / Income Poverty	Wording as above in Low Income / Income Poverty	Wording as above in Low Income / Income Poverty
<b><u>Socio-economic Disadvantage</u></b>	<b>Does the proposal have any positive, negative or neutral impacts on the following and how?</b>	<b>If there are negative impacts how will these be mitigated?</b>	<b>What evidence has been used to support this view?</b>
<b>Material Deprivation</b> ( <i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i> )	Wording as above in Low Income / Income Poverty	Wording as above in Low Income / Income Poverty	<p>December 2022 feedback provided to libraries, designated as warm hubs and offering free, hot drinks over the winter period:</p> <p>‘Very impressed with the support libraries provide to vulnerable people, they've always been THE community hub and this is a nice extra.’</p> <p>‘Those who work for the Employment Support Team have said that it’s really useful for their customers that are struggling and they think it’s a fantastic thing that we are offering.’</p>

			‘There are a few who have taken books that wouldn't normally and there are some people who have been working outside and popped in for a warm that have helped themselves to the refreshments and been grateful for it.’
<b>Area Deprivation</b> ( <i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i> )	The proposal has a neutral impact on area deprivation. The library service will continue to purchase library stock and support projects from the resource budget where possible.	N/A	N/A
<b>Socio-economic Background</b> ( <i>social class i.e. parents education, employment and income</i> )	Wording as above in Low Income / Income Poverty	Wording as above in Low Income / Income Poverty	Wording as above in Low Income / Income Poverty
<b>Socio-economic Disadvantage</b> ( <i>What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged</i> )	Wording as above in Low Income / Income Poverty	Wording as above in Low Income / Income Poverty	Wording as above in Low Income / Income Poverty



#### 4. Corporate Plan – Council’s Well-being Objectives

*(How does your proposal deliver against any/all of the Council’s Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?)* [Corporate Plan](#)





<b>Objective 1 - Enabling our Children to Succeed in Education</b>	<p>The proposal will part deliver the library service’s offer to improve education opportunities for all. Despite a reduction to the book budget, we will be able to continue to purchase suitable content for loan at library branches.</p> <p>What the proposal will not allow for is the ability for us to continue to provide extra educational support beyond the above.</p>
<b>Objective 2 - Enabling our Residents to Thrive</b>	<p>The proposal will allow residents to thrive and offer full access to a range of book stock in various formats.</p> <p>What the proposal will not allow for is the ability for us to continue to provide extra support beyond the above.</p>
<b>Objective 3 - Enabling our Communities to Thrive</b>	<p>The proposal will allow communities to thrive as no library buildings are being closed with this proposal. Library stock is acquired for the whole of the service and is accessible to borrow from any service point.</p> <p>What the proposal will not allow for is the ability for us to continue to provide extra support beyond the above</p>
<b>Objective 4 - Enabling our Economy to Grow</b>	<p>As library services evolve and continue to offer more services in the community, we will work more closely with partners to ensure we enable our economy to grow.</p>


<b>Objective 1 - Enabling our Children to Succeed in Education</b>	<p>The proposal will part deliver the library service's offer to improve education opportunities for all. Despite a reduction to the book budget, we will be able to continue to purchase suitable content for loan at library branches.</p> <p>What the proposal will not allow for is the ability for us to continue to provide extra educational support beyond the above.</p>
<b>Objective 5 - Enabling our Environment to be Greener</b>	<p>The proposal will not affect enabling the environment to be greener but book stock purchased will continue to help residents explore greener options.</p>

<b>4a. Links to any other relevant Council Policy</b> <i>(How does your proposal deliver against any other relevant Council Policy?)</i>
<p>N/A</p>

## 5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

*(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)*

<u>Ways of Working</u>	How have you used the Sustainable Development Principles in forming the proposal?
<b>Long Term</b> 	The proposed reduction protects public access to all 18 library facilities, a LibraryLink Home Delivery service, and customer facing services and can be considered a measured approach.
<b>Prevention</b> 	The library will continue to purchase new book stock, albeit in less quantities. The proposed reduction will affect the provision and support we provide to residents through intergenerational learning, digital skills development, promotion of cultural heritage, social inclusion, environmental and physical education as well as health and well-being promotion.
<b>Integration</b> 	<p>With regard to the proposed savings, there will be a low level impact on the following groups who library services work closely with due to a reduction in new resources:</p> <ul style="list-style-type: none"> <li>-Schools</li> <li>-Youth Clubs</li> <li>-Library Reading Groups / Community Reading Groups</li> <li>-Community organisations who are loaned Community Deposit Collections</li> <li>-Indirectly with other partners where we purchase library stock to support health, well- being and education.</li> </ul>
<b>Collaboration</b> 	The library service already welcomes many partner organisations into its buildings and we will continue to offer library space and services to interested parties. The library at Rhymney has undergone an extensive refurbishment, intrinsically linked to the aims and objectives of the CCBC #TeamCaerphilly – Better Together strategy and will reopen as the Rhymney Library Hub, offering a wide range of community services to residents.

<b>Involvement</b> 	<p>The savings proposal ideas have been discussed with the Library Management Team (LMT).</p> <p>This section will be updated with the response from the forthcoming consultation on the budget proposals which will be held during January / February 2024. We can also draw on the recent 'What Matters' conversation where libraries were seen as a service that the council should prioritise once that report has been finalised.</p>
---	--

## 6. Well-being of Future Generations (Wales) Act 2015

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<b>A Prosperous Wales</b> <i>An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work</i>	No
<b>A Resilient Wales</b> <i>A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)</i>	No

<b>A Healthier Wales</b> <i>A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood</i>	No
<b>Well-being Goals</b>	<b>Does the proposal maximise our contribution to the Well-being Goal and how?</b>
<b>A More Equal Wales</b> <i>A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)</i>	No
<b>A Wales of Cohesive Communities</b> <i>Attractive, viable, safe and well-connected communities</i>	Yes – by ensuring all library buildings remain open. Reducing the book fund helps to ensure that ALL libraries across the borough remain open.
<b>A Wales of Vibrant Culture and Thriving Welsh Language</b> <i>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation</i>	Yes – with its diverse bi-lingual book stock, the library service will protect Welsh language and culture and ensure items are available for loan to all.
<b>A Globally Responsible Wales</b> <i>A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being</i>	No

## 7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

*(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language)* [Policy Making Standards - Good Practice Advice Document](#)



Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? e.g the WESP, TAN20, LDP, Pupil Level Annual School Census
-------------	--	--	--

<p><b>Links with Welsh Government's <a href="#">Cymraeg 2050 Strategy</a> and CCBC's <a href="#">Five Year Welsh Language Strategy 2022-2027</a> and the <a href="#">Language Profile</a></b></p>	<p>The proposal has a low-level, negative impact on our Welsh language offer. Ensuring consistency to all stock genres, the Children's Welsh expenditure lines will be reduced by £2k. This leads to fewer Welsh language titles used to educate or for reading for pleasure will be purchased and made available to residents and schools. However, this reduction is proportionate to the reduction across all stock.</p> <p>A reduction on the purchase of Welsh language titles will affect our ability to meet WPLSQI 10 – Welsh Language Resources. The indicator is designed to ensure materials in Welsh are provided in line with local requirements and the socio-demographic characteristics of the population. Since the induction of the 1<sup>st</sup> Welsh Public Library Standards Framework in 2002, Caerphilly Library Service have met this WPLSQI or similar Welsh language standard.</p>	<p>The library will continue to purchase new Welsh language book stock, albeit in less quantities.</p>	<p>The library Resource Budget has been reduced by 45% over the past 14 years in order to help to meet the MTFP pressures facing the authority:</p> <p>£429,000 – 2008/2009 £315,000 – 2016/2017 £275,000 – 2019/2020 £235,000 – 2023/2024</p> <p>£2,000 will be deducted from the Children's Welsh language budget.</p> <p>A reduction will impact on our ability to offer key requirements found in: <a href="https://www.caerphilly.gov.uk/caerphillydocs/equalities/welsh-language/five-year-welsh-language-strategy-2022-2027.aspx">https://www.caerphilly.gov.uk/caerphillydocs/equalities/welsh-language/five-year-welsh-language-strategy-2022-2027.aspx</a></p>
---	--	--	--

	<p>The purchase of less Welsh language titles will impact on our support to:</p> <ul style="list-style-type: none"> <li>- Welsh language Reading Groups who meet in the libraries.</li> <li>- Anticipated demand of Welsh language learning materials that are free to loan.</li> <li>- eBook and eAudiobook Welsh language purchases.</li> <li>- Support we can provide to pupils in regards to Curriculum subjects.</li> <li>- Support conversational Welsh groups who meet in the library.</li> <li>- Inability to meet agreed Welsh Government KPI targets for the Rhymney Library refurbishment.</li> <li>- School visits to libraries with children choose their own books.</li> <li>- Purchase extra Welsh language titles of the 'Reading Well' health and well-being collections of books.</li> </ul>		
<p><b>Compliance with the <a href="#">Welsh Language Standards</a>.</b>  <i>Specifically Standards 88 – 93</i></p>	<p>There will be a neutral impact on Welsh Language Standards.</p>	N/A	N/A



<b>Opportunities to promote the Welsh language</b> <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	The proposal has a low level negative impact on the opportunities to promote the Welsh language	Wording as above (Links to Strategies)	Wording as above (Links to Strategies)
<b>Requirement</b>	<b>Does the proposal have any positive, negative or neutral impacts on the following and how?</b>	<b>If there are negative impacts how will these be mitigated?</b>	<b>What evidence has been used to support this view? <i>e.g the WESP, TAN20, LDP, Pupil Level Annual School Census</i></b>
<b>Opportunities for persons to use the Welsh language</b> <i>e.g. staff, residents and visitors</i>	There will be a neutral impact on Welsh Language Standards.	N/A	N/A
<b>Treating the Welsh language no less favourably than the English language</b>	The proposal does not treat the Welsh language less favourably than the English language as a number of budget lines affecting the purchase of both languages are being considered.		

**7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.**

The proposal has been written in such a way that the Welsh language is not treated less favourably than the English language. We will be retaining the expenditure on Welsh, adult materials for 2025/2025 and this will not be reduced disproportionately.

## 8. Data and Information

*(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)*

<b>Data/evidence</b> <i>(Please provide link to report if appropriate)</i>	<b>Key relevant findings</b>	<b>How has the data/evidence informed this proposal?</b>
Caerphilly Conversation report.  Caerphilly Library Service CIPFA+ Scores – A reduction to the budget may impact on the excellent customer service CIPFA+ scores the library service reports to the Welsh Government and Education DPA. During the 2019 survey (next survey due in 2023) we improved in 3 of the 4 categories in the Adult Survey compared to the survey of May 2017. These relate to: customers who believe the library has helped them develop new skills (increase of 1%), customers who have found helpful information for health and well-being (increase of 5%) and the number of customers who believe the library has made a difference to their lives (increase of 3%). Adult users are highly satisfied that the library is an enjoyable, safe and inclusive place to visit and this figure remains the same at 99%.	As above	N/A

<p>This section will be updated with the response from the forthcoming consultation on the budget proposals for 2024/2025 conducted during January/February 2024. We can also draw on the recent 'What Matters' conversation where libraries were seen as a service that the council should prioritise once that report has been finalised.</p>		
---	--	--

<b>Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?</b> <i>Details of further consultation can be included in Section 9.</i>
<p>See Section 9</p>

## 9. Consultation

*(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, [The Gunning Principles](#) must be adhered to. [Consider the Consultation and Engagement Framework](#). Please note that this may need to be updated as the proposal develops and to strengthen the assessment.*

<p><b>Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.</b></p>
--

Residents and stakeholders within Caerphilly borough were consulted

For further details please view the Caerphilly Conversation webpage – [www.caerphilly.gov.uk/caerphillyconversation](http://www.caerphilly.gov.uk/caerphillyconversation)

A full Integrated Impact Assessment was made available for consultees to view, and any points needing clarification could be explained through face to face engagement.

The recent 'What Matters' conversation took place in November/December 2022 and identified that residents feel that libraries are a key service that the Council should prioritise.

The budget consultation undertaken in January/February 2023 told us that residents feel that libraries are a vital part of the community and could be used more. A reduction to the book fund raised some concern, but overall was considered acceptable for one year only. Longer-term reductions would have a greater impact on those who need the library service most e.g. those who experience socio-economic disadvantage and people with protected characteristics.

A report has been provided to senior management for discussion with Cabinet prior to the final budget setting meeting at full council in late February 2024.

## 10. *Monitoring and Review*

<b>How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?</b>	Through a combination of: CCBC Formal Complaints process. Library Services Comments Forms process including email received. Monthly library performance statistics e.g. library issues, visitor numbers. CIPFA+ Adult Survey findings (results analysed March / April 2024). Library staff feedback. Regular updates to Sue Richards and Education Team on projects we're unable to undertake due to budget pressures. Regular updates to monitor and impact to the Education Service Improvement Plan and Library Service Improvement Plan 2022-2025.
<b>What are the practical arrangements for monitoring?</b>	See above
<b>How will the results of the monitoring be used to develop future proposals?</b>	Will be used during future budget planning discussions
<b>When is the proposal due to be reviewed?</b>	1 Year
<b>Who is responsible for ensuring this happens?</b>	Library Services

### 11. Recommendation and Reasoning

<input type="checkbox"/>	Implement proposal with no amendments
<input type="checkbox"/>	Implement proposal taking account of the mitigating actions outlined
<input type="checkbox"/>	Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?

Yes ☐ No ☐

### 12. Reason(s) for Recommendation

*(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).*

The proposal to reduce the book fund by 20% is a temporary measure to meet the savings requirement for the 2024/25 budget. A series of mitigating actions are described in the above sections.

The recent 'What Matters' conversation took place in November/December 2022 and identified that residents feel that libraries are a key service that the Council should prioritise.

The budget consultation undertaken in January/February 2023 told us that residents feel that libraries are a vital part of the community and could be used more. A reduction to the book fund raised some concern but overall, was considered acceptable for one year only.

Longer-term reductions would have a greater impact on those who need the library service most e.g. those who experience socio-economic disadvantage and people with protected characteristics.

### 13. Version Control

*(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)*

Version No.	Author	Brief description of the amendments/update	Revision Date
1	Karen Pugh	Draft 1	

### *Integrated Impact Assessment Author*

<b>Name:</b>	Karen Pugh
<b>Job Title:</b>	Senior Manager, Libraries
<b>Date:</b>	03/01/2024



***Head of Service Approval***

<b>Name:</b>	Sue Richards
<b>Job Title:</b>	Head of Transformation
<b>Date:</b>	3.1.24
<b>Signature</b>	S Richards