

Initial equality impact assessment screening form			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	Community Development		
Service area	Culture, Arts and Leisure		
Proposal being screened	The re-procurement of a Library Management System.		
Officer(s) carrying out screening	Abigail Burns		
What are you proposing to do?	<p>To procure a Library Management System (LMS) due to current contract ending in March 2025. This contract has been in place since 2015 so using the full 7 years with a further extension agreed in 2022 to cover the LGR implementation period. A further extension would not be compliant or necessarily desirable.</p> <p>This procurement is for an improved but essentially a replacement product with no major impact on working practices, the minimum requirements for the system to manage and monitor the service remaining largely unchanged from the previous system specification. There is, however, increased customer expectation around their ability to self-serve and the ease of access to do so which should inform the Quality part of the tender questionnaire. A range of peer networks and events has allowed service managers to maintain current awareness of products and developments in the market and hosting Discovery Days will highlight new developments to further inform the process.</p> <p>It is anticipated that the current service budget is sufficient to cover costs including implementation.</p>		
Why are you proposing this? What are the desired outcomes?	The current contract has come to a close and can no longer be extended.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	The proposal will involve a significant commitment of identified resources.		
<p>Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics</p> <p>As part of this assessment, please consider the following questions:</p> <ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? <p>If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.</p>			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age	X		
Disability	X		
Sex		X	
Race		X	
Sexual orientation		X	

Gender reassignment		X	
Religion or belief		X	
Pregnancy or maternity		X	
Marriage or civil partnership		X	
People in rural areas			
People on a low income		X	
Carer (unpaid family or friend)		X	
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	There are known areas of inequalities in relation to the ability to travel to Libraries. The use of online tools and peoples IT abilities.		
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	The proposal does not have a significant effect on how other organisations operate.		
Decision (Please tick one option)	EIA not relevant or proportionate:		Continue to full EIA: ✓
Reason for decision	The re procurement of the library management system impacts many different partners therefore a full EIA should be undertaken to understand how the change to current system will impact individuals.		
Signed (Assistant Director or equivalent)	H. Smith.		
Date	4/7/23		