

**Lancashire County Council**

**Executive Scrutiny Committee**

**Tuesday, 10th May, 2016 at 2.00 pm in Cabinet Room 'C' - The Duke of Lancaster Room, County Hall, Preston**

**Supplementary Agenda**

We are now able to enclose, for consideration at the next meeting of the Executive Scrutiny Committee on Tuesday, 10th May, 2016, the following information which was unavailable when the agenda was despatched.

**Part I (Open to Press and Public)**

**No. Item**

- (b) Property Strategy (Neighbourhood Centres) - (Pages 1 - 138)  
Consultation**

I Young  
Director of Governance,  
Finance and Public Services

County Hall  
Preston



## Report to Cabinet

Meeting to be held on Thursday, 12 May 2016

## Report of the Head of Asset Management

Electoral Divisions affected: All
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## Property Strategy (Neighbourhood Centres) - Consultation Proposals

(Appendices 'A' to 'D' refer)

Contact for further information:

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### Executive Summary

The Council is facing an unprecedented financial challenge. The Medium Term Financial Strategy reported in the November 2015 forecast that the Council will have a financial shortfall of £262 million in its revenue budget in 2020/21.

This is a combination of reducing resources as a result of the government's extended programme of austerity at the same time as the Council is facing significant increases in both the cost (for example as a result of inflation and the national living wage) and demand for its services.

The revised position following the financial settlement for 2016/17 is now a budget gap of £200.507m by 2020/21. This revised gap takes into account the impact of the settlement, new financial pressures and the savings decisions taken by the Full Council in 2014/15, 2015/16 and 2016/17 regarding the future pattern of council services.

A key element in the delivery of continuing Council services is the property portfolio from which services can be directly accessed by citizens or from which the Council's employees can deliver outreach services into the community. This report sets out proposals for the future configuration of the Council's property portfolio. The proposals are designed to ensure that all Lancashire's residents can continue to be provided with high quality services. How individual Council services are delivered varies considerably; many are delivered directly to people's homes, others require fixed infrastructure and others involve digital delivery. The property proposals are designed to provide a flexible response to the future patterns of service delivery.

The Council's property portfolio (excluding schools) comprises in the order of 500 operational sites. As part of the approved property strategy a total of 222 premises have been identified to form part of the review. This has excluded those premises which are clearly unsuitable for front facing service delivery, for example children's homes.

The proposals have been developed around the Neighbourhood Centre model set out in the Council's Property Strategy, approved by Cabinet in November 2015. The Property Strategy sets out a methodology to achieve a sustainable long term reduction in the Council's property portfolio to align with the aspirations in the draft Corporate Strategy and to enable the future delivery of public facing services through a range of multi-functional Neighbourhood Centres.

The proposals set out at Appendix 'C' in relation to the future configuration of the Council's property portfolio are designed to ensure that all Lancashire's residents can continue to be provided with high quality services from a reduced number of properties. The proposals are designed to provide a flexible response to the future patterns of service delivery.

The proposals are the result of a review process that has consisted of the following components:

- Data analysis based on the weighting and scoring methodology previously agreed by Cabinet (set out at Appendix 'C', Annex 1);
- Dialogue with elected members and partners; and
- Consideration of how proposals align with service delivery strategies and delivery of approved budget options, in particular; the Library Services, Children's Centres and the Young People's Service

Consultations in relation to the Library Service carried out in January 2016 and the Wellbeing, Prevention and Early Help (WPEH) Service in February 2016 have also been used to develop the service offer/strategies for the Library and WPEH services. These have then in turn been an integral part of the review undertaken as part of the Property Strategy and are presented at Appendices 'A' and 'B' respectively for approval.

Whilst the report sets out proposals based upon the review process referred to above, it is now important that a comprehensive consultation takes place with service users and the wider community before a final set of proposals can be considered by Cabinet at its meeting in September 2016. Cabinet are therefore requested to agree to a 12 week consultation process commencing on 18 May 2016. The proposed consultation document is attached at Appendix 'D' (note that for the purposes of illustration, the Burnley specific information is presented in the Appendix)

In order to fully comply with the Council's Public Sector Equality Duty it is important that the Council, in making its decision as to the future pattern of service delivery provided through the property portfolio, is fully informed of the potential impacts on citizens with protected characteristics. The Equality Analysis published with the Property Strategy in November 2015 will therefore be reviewed and updated to take account of the outcomes of the consultation process and will be reported to Cabinet in September.

Once Cabinet have considered final proposals taking account of the response to the consultation exercise it is proposed that the implementation of the property strategy should commence with effect from 1 October 2016.

Overall, the proposals involve a reduction in the corporate property portfolio of some 106 premises although not all currently provide services directly to citizens; many are office base for employees.

The Council has made provision within its capital programme for investing £20m in the future property portfolio, to ensure it is fit for purpose to provide high quality services for Lancashire's residents.

### **Recommendation**

Cabinet is asked to:

- (i) Approve the service delivery models in relation to the Library Service and Wellbeing, Prevention and Early Help Service at Appendices 'A' and 'B' respectively, and
- (ii) Approve a 12 week consultation be undertaken on the Property Strategy proposals set out in this report which will include the statutory consultation requirements with respect to designated children's centres. The sample consultation documents is set out at Appendix 'D'. The outcomes to be reported back to the Cabinet meeting to be held in September.

### **Background and Advice**

In the context of the ongoing period of public sector austerity, characterised by increasing demands on services and major reductions in central government support, the Full Council, as part of its budget decisions in 2014/15, 2015/16 and 2016/17, has made decisions as to the future pattern of council services.

A key element in the delivery of those services is the property portfolio from which Lancashire's residents can access those services and from which the Council's employees can deliver outreach services into the community. It is important therefore that the property portfolio is reconfigured to align it with the services that the council will be providing in the future.

A review has therefore been carried out, on the basis of the Property Strategy approved by Cabinet in November 2015, of the current property portfolio. The results of the review and the proposal for the future configuration of the portfolio are set out at Appendix 'C' (Annexes 1 to 6).

The proposals are designed to ensure that all Lancashire's residents can continue to be provided with high quality services. The way in which individual Council services

are delivered varies considerably; many are delivered directly to people's homes, others require fixed building infrastructure and others involve digital delivery. The property proposals are designed to provide a flexible response to the future patterns of service delivery through a network of multi-functional Neighbourhood Centres.

A total of 222 premises have been selected from the total property holdings of the County Council to be considered in the review. The review has involved:

- consideration of a range of property data relating to the portfolio of buildings within scope;
- recognition that councillors have a key role to play in determining the selection of premises to become Neighbourhood Centres and in exploring opportunities for co-location and sharing service delivery with partners including District Councils;
- the need to align new Neighbourhood Centres with various service delivery plans eg the Library Strategy and the Wellbeing, Prevention and Early Help (WPEH) Strategy which are vital components in future service delivery through the property portfolio

The locations of 28 externally commissioned children's centres have also been considered as part of the ongoing process of determining which buildings are most suited to ensuring sufficiency of both 'access' and 'reach' within the future WPEH delivery model.

In the process of the review, a range of LCC property data sets have been scored and weighted to give an indication of the benefits each building offers from a property perspective. The scoring and weighting methodology is set out in the report at Appendix 'C', Annex 1.

This scoring approach does not however give the whole picture and so the review has also taken into account local context, community need and service requirements in order to provide a range of preferred building options.

As the review has developed, findings have been 'sense checked' against local intelligence from communities, councillors and partners to ensure that there is a good understanding of the current role that County Council buildings play locally and how the right ones can be retained to deliver a more flexible range of services in neighbourhoods. The information has been gained through:

- engagement with public sector partners to explore opportunities for co-location and sharing of service delivery
- engagement with county councillors on how the Property Strategy has been formulated and identification of where there may be opportunities for working differently with partners and communities in local areas

The proposed 12 week consultation will provide further opportunity for councillors, partners and local communities to provide additional important input to proposals.

## **Proposal**

The review has identified a total of 130 premises as preferred for retention as neighbourhood centres that will form the basis for service delivery. This includes premises from the county council's holdings and 16 buildings currently accommodating externally commissioned children's centre services. The premises identified for retention are set out at Annex 2 of Appendix 'C'.

The consequence of the proposal is that 106 premises have been identified as no longer being required to deliver the council's future pattern of service delivery. Of these 12 are buildings that currently accommodate externally commissioned children's centre services and are identified at Annex 3 of Appendix 'C'.

14 premises which have been taken out of the review in the conduct of normal business processes or being subject to service budget options and are set out at Annex 4 of Appendix 'C'.

Two further LCC premises remain under consideration as they provide an opportunity to accommodate public facing services are set out at Annex 5 of Appendix 'C'.

Buildings currently delivering WPEH (children's centre) services and those proposed to the deliver WPEH (statutory children's centre) core offer services are set out at Annex 6 of Appendix 'C'.

## **Implementation**

The proposals will not be implemented until the Cabinet has had the opportunity to consider the outcome of the consultation and any amendments which may be proposed as a result.

A report recommending the final proposals will be considered by Cabinet in September. Following Cabinet's consideration and decision with respect to a final set of proposals, it is proposed that the implementation of that decision should commence with effect from 1 October 2016.

Given the need to consider the proposals in the light of the consultation, it is possible that that not all financial savings planned from the 1 October 2016, will be achieved. In order to mitigate budget slippage as far as possible, officers will undertake preparatory work to be in a position to implement the proposals, including the closure of premises and reductions in employee numbers, with effect from the 1<sup>st</sup> October 2016.

It is important to note, however, that none of this preparatory work will fetter the discretion of the Cabinet with respect to its final decision and preparatory work may need to be modified to give effect to that final decision.

## **Consultations**

In developing the proposals discussions have been held with county councillors and public sector partners.

The separate service consultations with respect to the future Library service and the Age 0-19 Wellbeing Prevention and Early Help Service has informed the service requirements that have been taken into account as part of the review and the proposals set out in Appendices A and B.

As part of the consultation on the budget a number of expressions of interest in relation to external organisations taking over surplus properties, have been received and these have considered as part of the review. There will be further opportunities for interested parties to express interest in potential surplus premises as part of the 12 week consultation.

Any organisation or group interested in taking over a potentially surplus building can register that interest through the County Council's 'have your say' website where they can complete the expression of interest form. This principle upon which the Council would consider an expression of interest would be on the basis of a 'whole transfer' with no financial support from the County Council once the transfer is complete.

## **Implications**

This item has the following implications, as indicated:

### **Financial**

Retention of the corporate property portfolio as it stands will result in a failure to realise revenue budget savings in total premise running costs that have previously been agreed as part of the current financial strategy including, most significantly, £5m in 2017/18.

The County Council's Medium Term Financial Strategy is based upon the delivery of £5m of revenue savings in relation to the property portfolio. The proposals set out in the report make a major contribution to delivery of those savings.

The Property Strategy also facilitates more substantial service expenditure reductions approved by Full Council, most notably in relation to the Wellbeing Prevention and Early Help Service (c£8.4m over 16/17 and 17/18) and the Library Service (c£6.1m over 16/17 and 17/18).

The following figures are based on property within scope of the Property Strategy (Neighbourhood Centres) review:

<ul style="list-style-type: none"><li>• Total running costs of 222 premises within the scope of the review</li></ul>	£6.4 million
<ul style="list-style-type: none"><li>• Estimated running costs reductions resulting from the proposed closure of 106 premises</li></ul>	c£2.0 million



The running costs of the 28 externally commissioned children’s centre building are contained within operational budgets and the running costs savings in respect of these premises will materialise within the reduced budget envelope for the Wellbeing Prevention and Early Help Service.

The disposal of surplus property has the potential to raise significant capital receipts. However, there will be potential off-setting charges in respect of dilapidations in respect of leasehold premises where the lease is surrendered.

<ul style="list-style-type: none"> <li>Estimated capital receipt from sale of vacated premises</li> </ul>	£8-11 million
<ul style="list-style-type: none"> <li>Estimated dilapidations costs (Terminated or surrendered leases)</li> </ul>	£1-1.5 million

In order to ensure that the future property portfolio is fit for purpose to provide high quality services and to accommodate building modifications in the move to Neighbourhood Centres, the County Council has made capital resources of £20m available within its approved budget for investment in Neighbourhood Centres.

In line with new Government legislation taking effect from 1 April 2016, capital receipts are included in the Medium Term Financial Strategy to support revenue. The estimated figures for capital receipts detailed above could change as a result of:

- Open market conditions at the point of sale of individual properties;
- The outcome of the consultation and decision making process;
- Proposals to transfer surplus properties to third party organisations at a nominal sum as an alternative to sale on the open market.

The timeline for implementation of the Property Strategy is underpinned by the need to achieve further revenue budget savings within the Asset Management service identified in Money Matters - The Financial Strategy for 2016/21 (BoP12).

## **Risk management**

The County Councils Corporate Risk and Opportunity Register identifies at CR1, “Failure to implement the council's Medium Term Financial Strategy including delivery of planned budget reductions” as carrying a maximum risk score. Appropriate consultation is identified as one of the key risk mitigation measures in ensuring delivery of the budget savings.

The delivery of the County Council’s Property Strategy is key to the delivery of significant elements of the Council’s financial strategy and failure to undertake effective consultation in a timely manner will put the savings programme at risk.

There are 36 children's centre properties identified within Annex 3 to Appendix 'C' that are identified as no longer being required to deliver the Council’s future pattern of service delivery of WPEH services within the Neighbourhood Centre model. There is a potential risk of financial claw back in respect of government funding used to develop these premises when they were first established. The maximum risk of clawback for these is £10.1m. Any one-off clawback that materialise needs to be judged against the ongoing revenue savings.

## **Legal**

The Council has reviewed its statutory obligations in respect of the services delivered through the proposed property portfolio and is satisfied that the proposals set out in Appendices 'A' and 'B' enable the Council to fulfil its statutory obligations.

It is considered the Library Service offer which is proposed by the Council meets the requirement under the Libraries and Museums Act 1964 to provide a “comprehensive and efficient library service for all persons desiring to make use thereof”. Indeed it is considered that the full extent of the Library Service provision which is proposed far exceeds a minimum level of sufficiency to meet the needs of the population under the 1964 Act.

With respect to children’s centres the Council has a duty under the Childcare Act 2006 and the statutory guidance for children's centres, to secure sufficient children's centres which are accessible to all families with young children, and targeted evidence based interventions for those families in greatest need of support.

Statutory guidance provides that local authorities should ensure that children's centres and their services are within reasonable reach of all families with young children in urban and rural areas taking into account distance and availability of transport.

The future Wellbeing Prevention and Early Help Service has been designed on an evidence base to meet the needs of children and families, particularly those in need of more intensive support. The new service is designed on the basis of fixed locations and outreach provision with the specific intension of providing effective “reach” to all families in need of support.

Legal Services are also continuing to review the property title to each of the properties where there is a proposed change of use or where properties are being declared surplus to establish whether there are any legal issues which potentially affect a proposal to transfer or sell the premises to a 3<sup>rd</sup> party. This is a significant piece of work that it has not yet been able to complete but it is hoped to be able to do so in advance of the September Cabinet meeting so that any implications can be taken into account when final decisions are made.

Where expressions of interest are received in relation to surplus properties it will be necessary to consider any implications regarding procurement, state aid and the potential disposal of property at an under-value in the context of the requirement under section 123 of the Local Government Act 1972 to obtain the best consideration reasonably obtainable where assets are disposed of.

## **Equality and Cohesion**

In order to fully comply with the Council's Public Sector Equality Duty it is important that the Council, in making its decision as to the future pattern of service delivery provided through the property portfolio, is fully informed of the potential impacts on citizens with protected characteristics.

The Equality Analysis published with the Property Strategy in November 2015 will therefore be reviewed and updated to take account of the outcomes of the consultation process and will be reported to Cabinet in September.

The current revised version of the Equality Analysis is attached at Appendix 'C', Annex 7.

Also attached at Appendix 'A', Annex 1 and Appendix 'B', Annex 1 are the Equality Analysis documents relating to the Library and WPEH services. These will also be updated in light of the outcomes of the consultation and reported to Cabinet in September.

### **List of Background Papers**

Paper	Date	Contact/Tel
Property Strategy (Neighbourhood Centres)	26 November 2015	Mel Ormesher/01772 536966
Proposals for Transforming Wellbeing, Prevention and Early Help Services in Lancashire	26 November 2015	Debbie Duffell
Property Strategy Consultation Process	4 February 2016	Mel Ormesher/01772 536966
Lancashire County Library Service Consultation	4 February 2016	Mike Walker/01772 533445



## **APPENDIX A: Lancashire County Council Library Service**

### **Introduction**

This report sets out an update on development of the proposed Library Service model following consultation carried out in January 2016. This information has been used to inform proposals set out in the Property Strategy (Neighbourhood Centres) consultation report at Appendix C.

### **National Context**

Lancashire county Council has a statutory responsibility to provide an efficient and effective library service as defined in the Public Libraries and Museums' Act 1964. This includes free membership, free book lending and an enquiry service.

The council is committed to deliver a public library service that is fit for the twenty first century and delivers on all of the Society of Chief Librarians national offers; digital, reading, learning, information and health. At the same time the service will align with the government's National Library Taskforce paper; Libraries Deliver: an Ambition for Public Libraries in England 2016 -2021, as a framework for continuing to improve the quality of service provision in the county.

### **Community need**

In developing the library offer throughout the county as part of the property review, we will use evidence based service planning using information on relative material, using the Indices of Multiple Deprivation (IMD) and population distribution. In determining the proposals for consultation we have taken into consideration the needs of communities in the county. An Equality Impact Assessment is in place and will continue to be updated to ensure that all of our communities have access to a library service.

### **Library Service Consultation (Phase 1)**

A four week consultation on the library service design, need and use was run between 4<sup>th</sup> January and 31<sup>st</sup> January. For the consultation, paper questionnaires were made available in the county council's 74 libraries and online questionnaires could be accessed from [www.lancashire.gov.uk/haveyoursay](http://www.lancashire.gov.uk/haveyoursay). The consultation resulted in 10,566 questionnaires being returned comprising of 4,607 paper-based and 5,959 online. Full details of the consultation can be found [in the Cabinet report](#). These findings have contributed to the criteria employed in defining the buildings proposed to deliver LCC services (Neighbourhood Centres) which includes those identified as preferred for delivering libraries services. All current county council libraries have been considered as part of the property review.

The questions used within the consultation were taken from the draft Library Strategy currently being developed by the library staff. The information from the consultation has ratified the 7 strands of the strategy and this will be used to finalise the Library Strategy as future policy for the council. The strategy as it currently stands includes all the elements of the national library drivers. Those key elements reflect;

- economic change through learning and digital literacy
- promoting reading and literacy
- 24/7 virtual offer
- buildings that provide cultural and learning experiences
- opportunities for volunteers
- health and wellbeing
- development of the library workforce

## **Service Offer**

In consideration of the consultation feedback and development of the service offer within the agreed budget of £6.4m for 2017/18, it is proposed to deliver a fully staffed and resourced library service from 37 Neighbourhood Centres, and an additional 7 satellite services from Neighbourhood Centres.

The library offer will be defined on 5 different levels and each of those levels offers access to the service through a range of opening hours. The opening hours will range from 18 hours a week through to 59 hours a week. Each level of library will be fully staffed and the building will have Wi-Fi and access to book stock, computers and additional public facing and community provided services. The level of library will be defined by the local need as identified through the information received from the opening hour's survey carried out in 2014/5.

The library service model also incorporates;

- 6 mobile library units (operating 68 routes and 792 stops)
- 7 satellite services from Neighbourhood Hubs
- home library service (delivering to over 1,000 customers)
- virtual library service, consisting of e-books, e-audiobooks and online reference service
- provision of a schools and prisons library service will also continue across the county

The council is confident that the property review which includes the 73 libraries currently in operation within Lancashire will ensure that the library offer will not be diminished and the service will be delivered equitably across the county.

It is considered that the full extent of the Library Service provision proposed far exceeds a minimum level of sufficiency to meet the needs of the population under the 1964 Act.

Section 4

# Equality

# Analysis Toolkit

**County Library Service v3**  
**For Decision Making Items**

April 2016

## **What is the Purpose of the Equality Decision-Making Analysis?**

The Analysis is designed to be used where a decision is being made at Cabinet Member or Overview and Scrutiny level or if a decision is being made primarily for budget reasons. The Analysis should be referred to on the decision making template (e.g. E6 form).

When fully followed this process will assist in ensuring that the decision-makers meet the requirement of section 149 of the Equality Act 2010 to have due regard to the need: to eliminate discrimination, harassment, victimisation or other unlawful conduct under the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard means analysing, at each step of formulating, deciding upon and implementing policy, what the effect of that policy is or may be upon groups who share these protected characteristics defined by the Equality Act. The protected characteristics are: age, disability, gender reassignment, race, sex, religion or belief, sexual orientation or pregnancy and maternity – and in some circumstances marriage and civil partnership status.

It is important to bear in mind that "due regard" means the level of scrutiny and evaluation that is reasonable and proportionate in the particular context. That means that different proposals, and different stages of policy development, may require more or less intense analysis. Discretion and common sense are required in the use of this tool.

It is also important to remember that what the law requires is that the duty is fulfilled in substance – not that a particular form is completed in a particular way. It is important to use common sense and to pay attention to the context in using and adapting these tools.

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed ) or EHRC guidance at

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/public-sector-providers/public-sector-equality-duty>



This toolkit is designed to ensure that the section 149 analysis is properly carried out, and that there is a clear record to this effect. The Analysis should be completed in a timely, thorough way and should inform the whole of the decision-making process. It must be considered by the person making the final decision and must be made available with other documents relating to the decision.

The documents should also be retained following any decision as they may be requested as part of enquiries from the Equality and Human Rights Commission or Freedom of Information requests.

Support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting

[AskEquality@lancashire.gov.uk](mailto:AskEquality@lancashire.gov.uk)

Specific advice on completing the Equality Analysis is available from your Service contact in the Equality and Cohesion Team or from Jeanette Binns

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

## **Name/Nature of the Decision**

To consult on the provision of a future County Library Service

## **What in summary is the proposal being considered?**

The proposal is to consult on the future composition of the Library Service in Lancashire. Currently the County Council has 74 Libraries which is felt not to be financially sustainable. It has been estimated that to provide a Service meeting statutory requirements having one Library in each of 12 Districts could be seen as sufficient whilst under the arrangements set out in the draft Corporate Strategy options for potentially 37 static libraries may be appropriate supported by 7 satellite/self service locations.

The consultation exercise is designed to seek the views of library users and the wider public on what they consider to be an acceptable and sufficient level of library service.

Transitional funding arrangements are to be made to ensure that no changes are made to the Library Service until the consultation has been completed, results analysed and the correct consultations procedures for staff and recognised Trade Unions have been completed.

This updated version of the Equality Analysis reflects the views/outcome of the initial Stakeholder Consultation from 10 December 2015 to 18 January 2016 and the final report of Stage 1 of the Library Consultation which took place from 4 – 31 January 2016.

Is the decision likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected? If so you will need to consider whether there are equality related issues associated with the locations selected – e.g. greater percentage of BME residents in a particular area where a closure is proposed as opposed to an area where a facility is remaining open.

The decision will affect people across Lancashire but may have greater impact in some areas.

**Could the decision have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:**

- Age
- Disability including Deaf people
- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership Status

In considering this question you should identify and record any particular impact on people in a sub-group of any of the above – e.g. people with a particular disability or from a particular religious or ethnic group.

It is particularly important to consider whether any decision is likely to impact adversely on any group of people sharing protected characteristics to a disproportionate extent. Any such disproportionate impact will need to be objectively justified.

*Some information is available on the age profile of active library users 2014/15, numbers in categories of library users which includes age and disability amongst active borrowers categories; and the gender, disability status and ethnicity or nationality of 80% of registered public users of Lancashire's libraries (397,922 of 495,418 people registered).*

*The registered public users information also provides a useful indication of the types of disability or particular nationalities of library users which gives some indication as to the possible impact of any*

*changes to the Service.*

If you have answered "Yes" to this question in relation to any of the above characteristics, – please go to Question 1.

Yes

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the decision-making papers. (It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)

## Question 1 – Background Evidence

What information do you have about the different groups of people who may be affected by this decision – e.g. employees or service users (you could use monitoring data, survey data, etc to compile this). As indicated above, the relevant protected characteristics are:

- Age
- Disability including Deaf people
- Gender reassignment/gender identity
- Pregnancy and maternity
- Race/Ethnicity/Nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership status (in respect of which the s. 149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act).

In considering this question you should again consider whether the decision under consideration could impact upon specific sub-groups e.g. people of a specific religion or people with a particular disability. You should also consider how the decision is likely to affect those who share two or more of the protected characteristics – for example, older women, disabled, elderly people, and so on.

Service information has been identified relating to the protected characteristics of age, disability, gender and ethnicity of library users.

The Age data comes from information on active library users (i.e. those who had visited or obtained material from a library) for the 2014/15 period) It is as follows:

0-4 years old	8981people
5-9 years old	25665 people

10-15 years old	21741 people
16-24 years old	8886 people
25-34 years old	10640 people
35-44 years old	13254 people
45-54 years old	13983 people
55-64 years old	16062 people
65-74 years old	21858 people
75-84 years old	13736 people
85-94 years old	4674 people
Over 95	358 people
Unknown	4446 people
Total	164248 people

A separate active borrowers data which uses fewer categories and may indicate transactions as it relates mainly to exemptions for loans and other charges provides an age profile of:

Junior under 12	406,429
Junior 12-14	74,106
Junior 15	12,660
Adult 16-17	18,607
Adults 18 and over	474,058
Adults 65 and over	327,264

The indications (particularly from the first set of data) are that Libraries are particularly visited by children and older people. There is a tapering off in users between the ages of 16 to 34 before the numbers gradually increase again towards an "adult high point" in the 65-74 age range. The Service also had almost 5000 active users who are over the age of 85. Although Libraries are used across the range of ages,

children and early teenagers and older people may be disproportionately affected by any changes/reductions to the Service.

The figures for gender, disability and ethnicity are based on 397,992 registered public users of the library service – there are 495,418 people registered but information is not given by almost 20% of those registered.

#### Gender

222,689 registered users are female and 175,303 are male. This indicates that women are more likely to be registered library users than men so women may be disproportionately adversely affected by any reductions to the Service.

#### Disability

There is data available for both active borrowers and registered public users of the library service. In this area, people may appear both in terms of having a disability and again in particular impairment categories which are used – i.e. a visually impaired person may be counted as both being visually impaired and as being a disabled person but it is unclear in how many instances this happens, if at all. The information does give an indication of usage by the disability protected characteristic which is of use.

The active borrowers information identifies 27 16-17 year old borrower/transactions with a disability and 16,386 disabled borrowers/transactions aged over 18. It separately categorises: blind children under 12 21; 19 blind 12-14 year olds; 24 blind 16-17 year olds and 5,099 blind borrowers or transactions for those over 18.

In terms of the registered public users of the library there is more detailed information including:

Deaf/deafened borrowers	681
Hard of Hearing borrowers	5
Disability Yes	10467
Borrowers with a Learning Disability	2897

Borrowers with Mental Health Difficulties	1501
Borrowers with Physical Disabilities	5829
Borrowers with a Visual Impairment	1480

This gives an indication of the range of disabled people who use the library service. Given that libraries often have materials which are of particular use to people with some disabilities (e.g. spoken word recordings, large print materials), are seen as a safe and welcoming space and host a number of exhibitions and awareness raising or community events related to disability or health conditions, any changes or reductions in Service could disproportionately impact this group and the impact may be greater than for some other groups.

### Ethnicity

The ethnicity data includes over 80 nationalities which can be summarised using the main Census categories as:

- Asian or Asian British – any other Asian background 864 people
- Asian or Asian British – Indian 3962 people
- Asian or Asian British – Pakistani 10118 people
- Asian or Asian British – Bangladeshi 802 people
- Black or Black British – African 668 people
- Black or Black British – any other black background 234 people
- Black or Black British – Caribbean 393 people
- Chinese 659 people
- Mixed – any other mixed background 581 people
- Mixed - White and Asian 599 people
- Mixed – White and Black African 265 people
- Mixed – White and Black Caribbean 624 people
- Other ethnic group, e.g. Traveller, Romany 365 people



Polish 3082 people

White British 195,250 people and additionally

7012 people described as English, 346 as Scottish, 122 as Welsh,

White Northern Irish 101 people

White Irish 1931 people

Polish has been added due to the comparatively high number of registered users who identify as Polish.

Other nationalities with over 500 registered public users are Latvian (748), Lithuanian (535), Italian (516) and Hungarian (514) whilst there are 473 American registered users and 440 who are Spanish.

## Question 2 – Engagement/Consultation

How have you tried to involve people/groups that are potentially affected by your decision? Please describe what engagement has taken place, with whom and when.

(Please ensure that you retain evidence of the consultation in case of any further enquiries. This includes the results of consultation or data gathering at any stage of the process)

*A Stakeholder Consultation was carried out between 10 December 2015 and 18 January 2016 where an email letter from the Leader of the County Council outlining the County Council's financial position alongside a link to a full list of budget proposals and a further link to an on-line questionnaire was circulated to 334 partners and*

*stakeholders and was also published on the Council's Have Your Say webpage so that anyone could complete it. Email responses were also accepted as an alternative to using the on-line questionnaire. The questionnaire went to partners including:*

- *Lancashire County Council Elected Members;*
- *The Office of the Police and Crime Commissioner;*
- *The Lancashire Combined Fire Authority;*
- *Recognised Trade Unions;*
- *Borough, City and Unitary Councils in Lancashire;*
- *Third Sector Lancashire;*
- *Lancashire Association of Local Councils (LALC);*
- *Lancashire Safeguarding Children and Adults Boards;*
- *Lancashire Care Association;*
- *Lancashire Parent Carer Forum;*
- *The Older People's Forum;*
- *The Chamber of Commerce;*
- *The Lancashire Enterprise Partnership;*
- *Healthwatch Lancashire;*
- *The Clinical Commissioning Groups;*
- *Young People's Engagement Forums;*
- *Members of Parliament in Lancashire;*
- *The Society of Local Council Clerks;*
- *Members of the European Parliament representing Lancashire/North West;*
- *NHS Hospital Trusts;*
- *Higher and Further Education establishments;*
- *Commissioners on the Lancashire Fairness Commission.*

*There were 357 submissions to the on-line questionnaire, with 252 providing a response. 19 more responses were received by email. 765 comments and queries were also received by other channels and 173 of these responses particularly mentioned Libraries.*

*Whilst the Stakeholder Consultation related to the proposed budget as a whole, comments relating to Libraries were included in the Consultation Summary report presented to the Executive Scrutiny*

*Committee on 19 January and County Council Cabinet on 21 January 2016. The summary of the responses generally raised concerns about the impact of library closures on local communities and because of this did not want libraries to close. Libraries were described as a community hub, providing a range of services (e.g. Workclub), access to on-line facilities and areas for community groups to meet. Mitigations suggested by respondents included reducing opening hours or number of days open, libraries remaining in urban areas and using volunteers/community groups.*

*A public consultation on Stage 1 of the Library Consultation which focussed on service design, need and use of libraries, began on 4 January 2016 for a 4-week period to 31 January 2016. This included hosting an on-line consultation on the Have Your Say webpage and hard copy consultations being available in all 74 libraries. This analysis has used the results from 10,566 respondents.*

*The consultation was available in hard copy format and also on line. In terms of responses 5959 were received on line and 4,607 were received in paper based format.*

*There were in terms of their protected characteristics:*

*69% of questionnaire respondents were female and 31% were male. There is a disproportionately high percentage of females who completed the consultation in terms of the Lancashire population and the registered public users information.*

*14% of questionnaire respondents considered themselves to have a disability or to be a Deaf person. This may be less than in the population overall but given the possible difficulties of completing an on-line questionnaire and the low numbers of some disability groups likely to engage in traditional types of consultation, it is a significant response. The percentage of participants identifying as having a disability has risen between the analysis carried out in February immediately after the consultation closed which suggests that a greater proportion on disabled respondents submitted their responses in paper format.*

*2% of participants also responded that there was a young person*

*aged 20-25 in their household, and some responses may reflect the views or requirements of these young people.*

*The age groups do not exactly match the information available on registered library users or active borrowers. It is not surprising that under 19s are only 3% of respondents when they are a much greater proportion of library users – but their views and requirements may be reflected in other age groups. 9% of respondents were aged 20-34. 46% of respondents are in the 35-64 age range where library usage begins to increase again in other data and also where the on-line consultation method might be most popular whilst 27% of respondents were 65-74 and 16% were over 75. Between the February and April versions of the analysis – where the paper based responses had been incorporated – there were reductions in the percentages of respondents in the 20-34 and 35-64 age groups and a similar rise in the percentage of respondents in the 65-74 and particularly the 75+ age group .*

*To address the element of children using the library, use can be made of the questionnaire's question about the age of children in the respondents' household. 68% of respondents had no children or young people under 20 in the household (up from 62% in February), 12% had children aged under 5 and 12% had children aged 5-8, 9% had children in the 9-11 age group, 8% had children in the 12-16 age group and 5% had young people aged 17-19 in the household. 2% of respondents were pregnant and had no other children in their household at this time.*

*The ethnicity of consultation respondents was as follows:*

*White 98% (9855 people)*

*Asian or Asian British 1% (140 people)*

*Black or Black British 0% (16 people)*

*Mixed – e.g. White and Asian 0% (40 people)*

*Other 0% (37 people).*

*The questionnaire allowed respondents to disclose their religion or*

*belief, sexual orientation, whether they were married or in a civil partnership and if they were transgender which would allow any impact or views to be assessed in terms of these protected characteristics although there is no information on registered public users or active borrowers for these protected characteristics.*

*Of those who responded to the religion question 73% identified as Christian, 24% as having no religion, 2% under "other religion" and 1% each as being Muslim or Buddhist. There were small numbers of respondents who identified as being Hindu (18 people), Jewish (20 people) or Sikh (3 people) but these were insufficient to record a percentage.*

*62% of respondents identified as married, 2% were in a civil partnership and 33% of those who responded to the question were "none of these". 4% preferred not to say.*

*89% of respondents who completed the sexual orientation question identified as Straight or Heterosexual, 1% of respondents identified in each of the Bisexual, Gay Man and Lesbian/Gay Woman categories. 9% preferred not to say and 42 people identified as "other".*

*1% of respondents identified themselves as Transgender which may be quite a significant percentage in terms of disclosure.*

*The questionnaire asked respondents about their library usage and frequency of visits, the reasons for visiting and not visiting, what they did on their last visit, their use of on-line library services, the importance of specific library services, future library service provision and usage times and any suggestions or comments about the service.*

*96% of respondents are current library users and 3% have used libraries, so any conclusions in terms of possible impact on protected characteristics groups are based on people who use the service and are familiar with it. 28% use a library more than once a week and 93% of respondents use the library at least once a month. 5% had used the mobile library in the last year and 6% had used the Home Library Service – it is likely that usage of older and disabled people*

*will be disproportionately high for the Home Library Service.*

*The elements mentioned below are those which seem to have most relevance to the aims of the Public Sector Equality Duty and this analysis. The consultation report was able to identify some elements where the age or ethnicity responses differed significantly from the respondent profile as a whole.*

*28% of library users visit a library more than once a week, 68% visit once a week or more and 93% have visited a library within the last month. Although 15% of library users are aged over 65 and 10% are from black and minority ethnic groups the consultation indicated that older and black and minority ethnic respondents visited the library more frequently than other respondents, 83% of Asian respondents visited the library once a week or more (53% visited more than once a week) whilst 73% of 65-74 year old respondents visited the library once a week or more and 77% of over 75 year old respondents.*

*More than half of respondents (56%) had last visited a library alone, 27% visited with children or young people and 24% visited with other adults. 32% of women respondents visited the library with children and 16% of male respondents. Older respondents were more likely to visit alone – 67% of those aged 65-74 and 76% of respondents over 75 visited alone.*

*Respondents who hadn't visited a library in the last 12 months were asked why this was, 13% identified difficulty getting to the library (31% of those aged 75 or over) or that the library is too far away. This may be an indication of difficulties for some people in the age or disability protected characteristics groups. Those aged 75 or over were also more likely to say they did not find what they were looking for on their last visit as a reason for no longer visiting, 31% of those aged over 75 against 10% of all respondents to this.*

*A similar question on what might make people visit the library included 12% of people saying if a library was nearer to them, 6% if a library was nearer to a bus stop and 2% if there were baby changing facilities. These may again be indicators of particular concerns for people from protected characteristics groups. 24% said*

*a wider range of activities might encourage them to visit the library more, but amongst those with pre-school age children this rose to 44%.*

*15% of respondents had attended a childrens event in the last week and a further 15% in the last month. 33% of women respondents had attended a childrens event in the last month and 20% of male respondents. Not surprisingly, people with pre-school children are most likely to have attended a childrens event in the last month (54% of these respondents). 32% of respondents identified attending a childrens event or activity as one of the services that were most important, with 44% of Asian respondents rating this as most important and more females (38%) than males (19%) of all respondents rating this as most important.*

*19% of respondents had attended a social or group activity at the library in the previous week and 36% attending a social and group activities as one of the most important services in the library service, 39% of females rated this as important compared with 27% of males. When asked what they thought the Library Service should provide 71% of respondents strongly agreed libraries should provide spaces to enjoy culture and learning while 22% tended to agree. In the "suggestions or other comments" question 24% of respondents commented that libraries are a community hub/meeting place and 31% commented that libraries were vital for individual wellbeing and community cohesion – although 1% of respondents said wellbeing and community cohesion was not the role of libraries.*

*Using computers in the previous week was undertaken by 25% of library visitors and 68% and 69% of children and young people had done this whilst 40% of respondents aged 64-75 had used a computer in the library within the last month. 47% of respondents considered this an important element of the library service, 59% of children and 70% of young people considered this the most important feature contrasting with 42% of respondents aged 65-74 and 28% of respondents aged over 75. 18% also consider using the free wifi to be an important feature of the library service (again there is a difference in view in age terms with 32% of children responding*

*and 40% of young people rating this a important compared to 16% of respondents aged 65-74 and 9% of respondents over 75. 21% of all respondents had used this in the previous week and 38% in the last month, 72% of respondents aged 16-19 used wifi contrasting with only 18% of respondents aged over 75. Similarly 19% of respondents had reserved a book on line in the previous week and 19% also considered this to be important. 28% had used an on-line library service in the previous week and 19% considered using this to be important. 64% of respondents strongly agreed that the library service should provide easy to use on-line services and help people reach their potential and live independent lives, 12% commented that access to computers and the internet is good although 1% said these facilities need improving. 74% of Asian respondents rated using a computer in a library as most important and using free Wifi in a library was rated important by 37% of Asian respondents.*

*60% of respondents had borrowed a book from a library in the previous week and a further 25% in the last month. 95% of respondents identified borrowing a book as the most important library service. As the library contains materials in diverse languages, large print and wide range of subjects and genres this is perhaps not surprising. 91% of respondents also strongly agreed that the library service should encourage people to enjoy reading.*

*37% of respondents identified picking up a CD, DVD or talking book as a most important feature of the library service and 14% of respondents had done so in the previous week and 18% in the last month (combined 32%). This may indicate an issue of particular importance to some disabled or older respondents.*

*93% of respondents strongly agreed that helpful and knowledgeable staff is something the Library Service should provide . This can be of value to people with a wide range of protected characteristics but could be of particular importance to those in the age and disability groups.*

*In equality terms it should be noted that a comment amongst the "do you have any other suggestions or comments about the Lancashire County Library Service" the comment "current location/physical*



*access is good" attracted 7% respondents. Around 4% of respondents also commented that "accessing the next nearest library would be difficult" which may be a view prompted by concerns about possible impact on access or distance to travel for some protected characteristics groups.*

*A question was asked about whether respondents agreed that there should be opportunities for people to volunteer to help with library services – 48% of respondents strongly agreed, 31% tended to agree whilst 4% tended to disagree and 2% strongly disagreed whilst 15% had no view either way. There are mixed views about the use the service should make of volunteers in the comments section with 2% of respondents mentioning use of volunteers as positive whilst 1% people cautioned that the service should not use or rely on volunteers.*

*Questions were asked about when they would be more likely to visit a library. On weekdays the period from 10a.m.-11:59 a.m. was most popular (around three quarters of respondents aged 65-74 and over 75 indicated this option) followed by 2 p.m. to 3:59 p.m., lunchtimes and early evening were quite popular, the 4p.m. to 6 p.m. option was popular with 76% of children responding, 54% of young people and 41% of adults aged 20-64 but less so amongst 65-74 year olds (26%) and over 75s (16%). The 6p.m. to 8 p.m. was of interest to 25% of respondents but more so amongst young people (40%) and adults aged 20-34 (37%) but those aged 65-74 only 13% favoured this reducing to 7% of respondents aged over 75. 8 a.m. to 9:59 a.m. was less attractive which could be influenced by travel concessions not being available until 9:30 a.m. on buses and general travel congestion.*

*At weekends Saturday morning between 10 a.m. to 11:59 a.m. was favoured by over half of respondents. Lunchtime and early afternoon were popular with about a third of respondents whilst the early morning and late afternoon/evening slots attracted less than one fifth of respondents each. Generally Saturday opening options were more popular amongst children, young people and working age adults with lower responses from those aged over 65. The best time*

*slot (again 10a.m. until 11:59 a.m.) on Sundays appealed to 21% of respondents and interest was highest amongst children and adults aged 20-34 and lowest amongst those 65 and over – views on Sunday opening may be affected by reductions in bus services in Lancashire which will impact younger , older and disabled people reliant on public transport disproportionately.*

*There have also been 25 e.petitions registered on the County council's website along with other 6 other hard copy written petitions and/or collective letters about libraries, 254 comments/correspondence have been received via the Council's VIPmail system, enquiries have been made by contacting County Councillors, over 100 emails were received by the "Have Your Say mailbox and there were other contacts on social media or other general petition or LCC webpages. Other events were held to "save" libraries or highlight concerns about the proposal.*

*Following on from the Service consultation and any decision on the future service design, need and use of Library provision in the county, the County Council is committed to undertaking correct consultation procedures in relation to its staff and recognised Trade Unions in developing its resulting staffing structure.*

### **Question 3 – Analysing Impact**

Could your proposal potentially disadvantage particular groups sharing any of the protected characteristics and if so which groups and in what way?

It is particularly important in considering this question to get to grips with the actual practical impact on those affected. The decision-makers need to know in clear and specific terms what the impact may be and how serious, or perhaps minor, it may be – will people need to walk a few metres further to catch a bus, or to attend school? Will they be cut off altogether from vital services? The answers to such questions must be fully and frankly documented, for better or for worse, so that they can be properly evaluated when the decision is made.

Could your proposal potentially impact on individuals sharing the protected characteristics in any of the following ways:

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities
- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?
- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?
- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

*An initial analysis has revealed that this proposal could impact on many people but may have a disproportionate impact on young people/children, disabled people, older people and people from ethnic minorities because of the types of facilities available at Libraries and*

*use made of them, depending on the final outcome of considerations about the service design, need and use of a future library service.*

*Libraries are used by a wide range of people in the county who come from all protected characteristics backgrounds. Many libraries are in accessible premises in terms of physical access with access budget resources being focussed on improving the physical access features of library branches over many years, this also assists older people and those who are pregnant or have young children. The Service has also prioritised providing a welcoming environment to a wide range of customers and having materials to meet the needs of a wide range of potential users including material in minority languages, large print and spoken word recordings, sensory storytelling sessions and reminiscence events which target a wide range of requirements for people with a range of protected characteristics.*

*The Stakeholder consultation has already identified that facilities such as WorkClub are available through libraries which if they were lost or reduced, could affect people, including those with protected characteristics, in applying for and obtaining skills to gain employment.*

*The individual consultation responses also underline this element given the high usage of computers and free wifi and the value placed on these services by respondents.*

*Activities and events for children and space for social and group events are both well used and rated as important features of the service by respondents and may contribute to advancing equality of opportunity, community cohesion and reducing social isolation or improving wellbeing.*

*The community space available at libraries and events and exhibitions which are often held there contribute significantly to fostering good relations between communities/community cohesion – e.g. for LGBT History Month, Black History Month, Disability History Month, Chinese New Year, work to improve relations between generations such as the "Mind the Gap" project which encouraged older and younger people to exchange skills and information, events which promote awareness of disabilities and how to support people with various conditions such as*

*Dementia Friends work etc. This range of activities assists in fostering good relations between groups with protected characteristics and those who do not share them and assists in better understanding between groups.*

*The frequency of visits to the library and use made of the range of facilities available assists in advancing equality of opportunity for a range of people with protected characteristics and helps combat social isolation and improve wellbeing which are also key issues for the County Council.*

*There are mixed views from the consultation about the reliance or use that the Service should make of volunteers but their use may assist some protected characteristics groups to participate in public life and gain skills towards employment though this may be offset by whether people from protected characteristics groups - .e.g with various disabilities – would find volunteers with the skills and knowledge to assist them as library staff currently have.*

*A different model of library service in the future could reduce the opportunities available for some of this work to be carried out in some local areas which may have particular impacts on particular groups with protected characteristics depending on the final outcome of this process. Comments on reasons why people had not visited a library have already included that the library is too far away or difficulties getting to the library which may be increased if the number of libraries reduces.*

#### **Question 4 –Combined/Cumulative Effect**

Could the effects of your decision combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

For example - if the proposal is to impose charges for adult social care, its impact on disabled people might be increased by other decisions within the County Council (e.g. increases in the fares charged for Community Transport and reductions in respite care) and national

proposals (e.g. the availability of some benefits) . Whilst LCC cannot control some of these decisions, they could increase the adverse effect of the proposal. The LCC has a legal duty to consider this aspect, and to evaluate the decision, including mitigation, accordingly.

If Yes – please identify these.

Depending on the final outcome of consultation on the service design, need and use of the library service, this may combine with other decisions around the provision of subsidised bus services to make it more difficult for some users to get to a Library. Other proposals affecting the Museums, Archives, Arts and Community Heritage Services may also increase the adverse impact of this proposal in terms of residents' and students access to cultural information and services within Lancashire, potentially more amongst the 50% of users who had used the library for reference or research in the last month or 50% who consider research and reference services to be the most important feature.

Recent budget proposals concerning the withdrawal of subsidies for bus services may impact on the time and frequency of visits people make to their library. Had the original proposal been implemented over 100 bus routes could have ceased but the allocation of a £3 million fund to support some of these services and recommendations of a Cabinet Working Group on Bus Services resulted in 28 services continuing with County Council support and two services being supported jointly by the County Council and Chorley Borough Council. 40 other services were taken over by commercial operators. This has still resulted in over 40 services ceasing. This may affect the ease with which some people can travel to the library where a route or frequency of service has changed.

The increased reliance or expectation that people will use on-line methods of application for services within the County Council and more widely could increase the impact of the loss of these services in some areas if their local libraries are closed. It is clear that a significant number of people use computers and free wifi at libraries at present and that this is an important and valued facility, particularly

amongst younger people and respondents who were Asian.

### **Question 5 – Identifying Initial Results of Your Analysis**

As a result of your analysis have you changed/amended your original proposal?

Please identify how –

For example:

Adjusted the original proposal – briefly outline the adjustments

Continuing with the Original Proposal – briefly explain why

Stopped the Proposal and Revised it - briefly explain

*The proposal is currently unchanged. The proposal will be considered alongside this analysis and the report of the results of the Stakeholder and Stage 1 public consultation. A Stage Two consultation including more specific proposals is expected to follow in spring.*

### **Question 6 - Mitigation**

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated. Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

Also consider if any mitigation might adversely affect any other groups and how this might be managed.

*Mitigating actions are in the process of being developed and will be informed by the findings of the consultation.*

*The 6 mobile libraries will remain but the outcome of the consultation*

*may mean that their routes need to be revised/reviewed. It is envisaged that 68 routes will be operated with 792 stops serviced by the Mobile Libraries.*

*The Library Service already has in place a Home Library Service which is well established and may be available and appropriate for some users, particularly older and disabled people. Currently there are over 1,000 customers who have deliveries through the Home Library Service.*

*The Library Service have also been developing virtual library services such as through the BorrowBox scheme where e.books and e.audiobooks can be downloaded via an App available on smartphone and tablets for those registered with the Library Service.*

*Both the Schools and Prison Library Services will continue.*

### **Question 7 – Balancing the Proposal/Countervailing Factors**

At this point you need to weigh up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of your analysis. Please describe this assessment. It is important here to ensure that the assessment of any negative effects upon those sharing protected characteristics is full and frank. The full extent of actual adverse impacts must be acknowledged and taken into account, or the assessment will be inadequate. What is required is an honest evaluation, and not a marketing exercise. Conversely, while adverse effects should be frankly acknowledged, they need not be overstated or exaggerated. Where effects are not serious, this too should be made clear.

*This proposal has emerged following the need for the County Council to make unprecedented budget savings. The Medium Term Financial Strategy reported in the November 2015 forecast that the Council will have a financial shortfall of £262 million in its revenue budget in 2020/21.*

*This is a combination of reducing resources as a result of the*



*government's extended programme of austerity at the same time as the Council is facing significant increases in both the cost (for example as a result of inflation and the national living wage) and demand for its services.*

*The revised position following the financial settlement for 2016/17 is now a budget gap of £200.507m by 2020/21. This revised gap takes into account the impact of the settlement, new financial pressures and the savings decisions taken by the Full Council in 2014/15, 2015/16 and 2016/17 regarding the future pattern of council services.*

*We acknowledge that some protected characteristic groups may be negatively affected by the finalised Property Strategy (Neighbourhood Centres) however we will strive to minimise any negative impacts by developing as many mitigating actions as possible including using the agreed methods of scoring and weighting which reflect protected characteristics considerations for premises identified in the consultation documents. It is acknowledged that children and young people, disabled people, older people and some people from ethnic minority communities may be disproportionately negatively affected however we will strive to minimise any negative impacts by developing as many mitigating actions as possible and by taking into account the views from the stages of the consultation.*

### **Question 8 – Final Proposal**

In summary, what is your final proposal and which groups may be affected and how?

To consult on the provision of a future County Library Service
--

### **Question 9 – Review and Monitoring Arrangements**

Describe what arrangements you will put in place to review and monitor the effects of your proposal.

<i>Appropriate monitoring procedures will be developed following the implementation of this proposal based on the relevant protected</i>
--

*characteristics affected.*

Equality Analysis Prepared By Jeanette Binns

Position/Role Equality & Cohesion Manager

Equality Analysis Endorsed by Saeed Sidat

**EQUALITY & COHESION MANAGER**

Decision Signed Off By

Cabinet Member or Director

**Please remember to ensure the Equality Decision Making Analysis is submitted with the decision-making report and a copy is retained with other papers relating to the decision.**

Where specific actions are identified as part of the Analysis please ensure that an EAP001 form is completed and forwarded to your Service contact in the Equality and Cohesion Team.

Service contacts in the Equality & Cohesion Team are:

Karen Beaumont – Equality & Cohesion Manager

[Karen.beaumont@lancashire.gov.uk](mailto:Karen.beaumont@lancashire.gov.uk)

Contact for Adult Services ; Policy Information and Commissioning (Age Well); Health Equity, Welfare and Partnerships (PH); Patient Safety and Quality Improvement (PH).

Jeanette Binns – Equality & Cohesion Manager

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

Contact for Community Services; Development and Corporate Services; Customer Access; Policy Commissioning and Information (Live Well); Trading Standards and Scientific Services (PH), Lancashire Pension Fund

Saulo Cwerner – Equality & Cohesion Manager

[Saulo.cwerner@lancashire.gov.uk](mailto:Saulo.cwerner@lancashire.gov.uk)

Contact for Children's Services; Policy, Information and Commissioning (Start Well); Wellbeing, Prevention and Early Help (PH); BTLS

Pam Smith – Equality & Cohesion Manager

[Pam.smith@lancashire.gov.uk](mailto:Pam.smith@lancashire.gov.uk)

Contact for Governance, Finance and Public Services; Communications; Corporate Commissioning (Level 1); Emergency Planning and Resilience (PH).

Thank you



## **APPENDIX B: Wellbeing, Prevention and Early Help Service (WPEHS)**

### **National Guidance**

#### **Children Centres**

The Local Authority has a duty, under the Childcare Act 2006 and the statutory guidance for children's centres, to secure sufficient children's centres which are accessible to all families with young children, and targeted evidence based interventions for those families in greatest need of support.

The statutory guidance defines that Local Authorities should ensure that children's centres and their services are within reasonable reach of all families with young children in urban and rural areas taking into account distance and availability of transport.

Children's centres are subject to Ofsted inspections with the overall judgement considering how the legal requirement in making sufficient early childhood services available in its defined reach area including the activities that it offers on site.

A review of the national guidance and the statutory Children Centres Ofsted Inspection Framework is being undertaken which is expected to be completed and launched in summer 2016. This may well have implications in how the children centre offer is delivered and inspected.

#### **Young People Services**

As defined within the Education and Inspections Act 2006, a local education authority in England must, so far as reasonably practicable, secure for qualifying young persons in the authority's area access to sufficient educational and recreational leisure-time activities which are for the improvement of their well-being, and sufficient facilities for such activities.

It is therefore local authorities' duty to secure, so far as reasonably practicable, equality of access for all young people to the positive, preventative and early help they need to improve their well-being.

#### **Wellbeing, Prevention & Early Help Service Specific Principles**

We are proposing to change how we deliver services for children and families as we establish a Wellbeing, Prevention and Early Help Service (WPEHS) for 0 to 19 year olds (age up to 25yrs for SEND).

The WPEH transformation proposals closely align to the Property Strategy in meeting the aims of the draft Corporate Strategy, and there have been a number of key principles applied by WPEH to inform the identification of buildings proposed to deliver County Council services:

- WPEHS will be delivered from Neighbourhood Centres that will provide the key points of direct access to enable communities to use facilities and access services to meet their needs.

- There will be good access and sufficient neutrality to ensure diverse communities will use the facilities.
- They will need to ensure access by families within the area taking into consideration both urban clusters and rural communities.
- Provide sufficient reach for the service across communities of greatest need (Department for Education defined children's centres)
- The distribution of the total WPEHS resources, in each locality will be denoted by a varied scope and scale of provision (core and enhanced delivery offers) subject to the needs of communities.
- The deployment of resources will be an appropriate blend according to the needs of each neighbourhood. Use of Neighbourhood Centres to locate front facing WPEHS will be flexible, requiring multi-purpose buildings which are able to accommodate a range of delivery services that will meet the diverse needs of our children, young people and families
- The service will be co-located wherever possible with aligned services for the benefit of service users e.g. midwives, health visitors, early year's childcare and support services for children and young people.
- Where appropriate, Neighbourhood Centres will be fitted/equipped with service specific facilities which add value to service delivery, including:
  - Access to an appropriate mix of discrete spaces for working one to one and for work with smaller and larger groups.
  - Facilities for some on site activities to support early childhood services.
  - Secure pathways for safe access and egress
  - Clinical consultation rooms
  - Multi Use Games Area (on-site or nearby access) where targeted youth provision is delivered and access to safe and contained outdoor space for children's play.
  - Access to kitchen facilities for group based activity.

### **Wellbeing Prevention and Early Help Strategy (Phase 1 Consultation)**

The proposed staffing structure for WPEH has been subject to an initial phase of consultation in February 2016. The consultation received 115 individual responses from staff, comprising over 370 individual commentary areas. In addition over 800 individual commentary areas were fed back from staff and stakeholders with regard to proposals on the service offer. Detailed analysis of the feedback will be reflected in the final service proposals when published.

The implications of staff and stakeholder feedback regarding the proposed staff structure for WPEHS have been considered and the proposal refined and it is anticipated that the next stage of details regarding staffing arrangements for WPEHS (including updated service narrative, updated structure proposals, list of posts and principles on populating the structure) will be published for further consultation by early July 2016 as previously indicated.

### **Impact of property proposals on existing service delivery outlets for WPEHS**

The totality of resources that will be available to the new service, have now been mapped, and the Property Strategy proposals indicate that the WPEHS service will

be delivered in the future through 72 Neighbourhood Centres. There is also likely to be some limited use of other Neighbourhood Centre venues for outreach purposes.

The proposals support on site management and supervision in order to embed and support the change in delivery but also to safely manage risk factors structured around WPEHS proposed five cluster footprints;

- Lancaster, Fylde & Wyre
- Preston
- Chorley, South Ribble and West Lancashire
- Hyndburn, Ribble Valley and Rossendale
- Burnley & Pendle

The proposal will accommodate the service to operate within a revised budget of £17.2m.

This now offers the opportunity for WPEHS to engage with key partners to discuss possible implications, and assess the future proposed distribution of resources including staffing across all Neighbourhood Centres to ensure that the correct blend of access and needs are being addressed.

An exercise is currently being undertaken to identify the required distribution of staffing resources needed to deliver the proposed WPEHS offer across the proposed neighbourhood areas. This exercise takes into account the following:

- the proposed service specification for WPEHS delivery which identifies the enhanced/core group delivery offer combinations for a given area
- a resource allocation proposal using a calculating formula which takes account of a wide range of key indicators of need/vulnerability and socio-economic deprivation in each area.

The table on the next page illustrates how this formula allocates the total resource available across the proposed neighbourhood areas and will be used to inform the refined staffing structure which will be published as part of the WPEH Phase 2 consultation and may be amended further dependent on the feedback submitted during this phase of consultation.

**WPEHS Resource allocation per area. Based on staff structure proposal/service model subject to consultation 9<sup>th</sup> Feb–21<sup>st</sup> March 2016**

	Senior leadership		Locality based							Centrally based			
	Head of Service	Senior Management	Operational Management	Frontline Delivery (grades 4/3 apportioned by group work specification)				Technical/ Specialist & Business Support			Technical/Specialist & Business Support		
	Grade 14	Grade 12	Grade 10	Grade 8	Grade 6	Grade 4	Grade 3	Grade 8	Grade 6	Grade 3	Grade 8	Grade 6	Grade 3
Lancaster			1fte	7fte	22fte	12.8fte	4.3fte		1fte	1fte			
Wyre			1fte	5fte	17fte	11.2fte	3.6fte		1fte	1fte			
Fylde			1fte	4fte	14fte	6fte	1.5fte		1fte	1fte			
Locality wide			2fte					1fte	1fte				
<b>Locality Subtotal</b>		<b>1fte</b>	<b>5fte</b>	<b>16fte</b>	<b>53fte</b>	<b>30fte</b>	<b>9.4fte</b>		<b>4fte</b>				
Preston			1fte	9fte	28fte	16.2fte	5.7fte		1fte	1fte			
Locality wide			2fte					1fte	1fte				
<b>Locality Subtotal</b>		<b>1fte</b>	<b>3fte</b>	<b>9fte</b>	<b>28fte</b>	<b>16.2fte</b>	<b>5.7fte</b>		<b>2fte</b>				
Chorley			1fte	6fte	18fte	9.4fte	2.9fte		1fte	1fte			
South Ribble			1fte	5fte	15fte	9.4fte	2.9fte		1fte	1fte			
West Lancs			1fte	7fte	21fte	9.4fte	2.9fte		1fte	1fte			
Locality wide			2fte					1fte	1fte				
<b>Locality Subtotal</b>		<b>1fte</b>	<b>5fte</b>	<b>18fte</b>	<b>54fte</b>	<b>28.2fte</b>	<b>8.7fte</b>		<b>4fte</b>				
Hyndburn			1fte	6fte	21fte	9.4fte	2.9fte		1fte	1fte			
Ribble Valley			1fte	4fte	14fte	6fte	1.5fte		1fte	1fte			
Rossendale			1fte	5fte	16fte	7.7fte	2.3fte		1fte	1fte			
Locality wide			2fte	1fte				1fte	1fte				
<b>Locality Subtotal</b>		<b>1fte</b>	<b>5fte</b>	<b>15fte</b>	<b>51fte</b>	<b>23.1fte</b>	<b>6.7fte</b>		<b>4fte</b>				
Burnley			1fte	7fte	23fte	16.2fte	5.7fte		1fte	1fte			
Pendle			1fte	7fte	21fte	12.8fte	4.3fte		1fte	1fte			



Locality wide			3fte	1fte				1fte	1fte				
Locality Subtotal		1fte	5fte	14fte	44fte	29fte	10fte	5fte	3fte	12fte			
County Subtotal	1fte	5fte	23fte	72fte	230fte	126.5ft	40.5fte	5fte	17fte	12fte	2fte	1fte	1fte
County Total	536fte												



Section 4

# Equality

# Analysis Toolkit

BOP – 033 Wellbeing, Prevention and Early  
Help Service only  
For Decision Making Items

May 2016

## **What is the Purpose of the Equality Decision-Making Analysis?**

The Analysis is designed to be used where a decision is being made at Cabinet Member or Overview and Scrutiny level or if a decision is being made primarily for budget reasons. The Analysis should be referred to on the decision making template (e.g. E6 form).

When fully followed this process will assist in ensuring that the decision-makers meet the requirement of section 149 of the Equality Act 2010 to have due regard to the need: to eliminate discrimination, harassment, victimisation or other unlawful conduct under the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard means analysing, at each step of formulating, deciding upon and implementing policy, what the effect of that policy is or may be upon groups who share these protected characteristics defined by the Equality Act. The protected characteristics are: age, disability, gender reassignment, race, sex, religion or belief, sexual orientation or pregnancy and maternity – and in some circumstances marriage and civil partnership status.

It is important to bear in mind that "due regard" means the level of scrutiny and evaluation that is reasonable and proportionate in the particular context. That means that different proposals, and different stages of policy development, may require more or less intense analysis. Discretion and common sense are required in the use of this tool.

It is also important to remember that what the law requires is that the duty is fulfilled in substance – not that a particular form is completed in a particular way. It is important to use common sense and to pay attention to the context in using and adapting these tools.

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed ) or EHRC guidance at

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/public-sector-providers/public-sector-equality-duty>

This toolkit is designed to ensure that the section 149 analysis is properly carried out, and that there is a clear record to this effect. The Analysis should be completed in a timely, thorough way and should inform the whole of the decision-making process. It must be considered by the person making the final decision and must be made available with other documents relating to the decision.

The documents should also be retained following any decision as they may be requested as part of enquiries from the Equality and Human Rights Commission or Freedom of Information requests.

Support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting

[AskEquality@lancashire.gov.uk](mailto:AskEquality@lancashire.gov.uk)

Specific advice on completing the Equality Analysis is available from your Service contact in the Equality and Cohesion Team or from Jeanette Binns

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

## **Name/Nature of the Decision**

The transformation of the Wellbeing, Prevention and Early Help Service (WPEHS) for children, young people and families in Lancashire.

## **What in summary is the proposal being considered?**

The element of the proposal considered in this analysis relates only to the transformation of the Wellbeing Prevention and Early Help Service for children, young people and families in Lancashire.

Is the decision likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected? If so you will need to consider whether there are equality related issues associated with the locations selected – e.g. greater percentage of BME residents in a particular area where a closure is proposed as opposed to an area where a facility is remaining open.

The proposal will affect children, young people and families in all parts of Lancashire but the extent of impact may depend on their location and individual circumstances.

## **Could the decision have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:**

- Age
- Disability including Deaf people
- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality
- Religion or belief
- Sex/gender

- Sexual orientation
- Marriage or Civil Partnership Status

In considering this question you should identify and record any particular impact on people in a sub-group of any of the above – e.g. people with a particular disability or from a particular religious or ethnic group.

It is particularly important to consider whether any decision is likely to impact adversely on any group of people sharing protected characteristics to a disproportionate extent. Any such disproportionate impact will need to be objectively justified.

Yes. The nature of the service is that it is targeted at children, young people and their families. This means that the age protected characteristic (children and young people) and pregnancy and maternity protected characteristic group may be particularly affected. As the Service also provides specific support for some disabled young people up to the age of 25, the disability protected characteristic group may also be affected more than other people in that age group. It is also possible that other protected characteristics – e.g. gender and ethnicity – may be affected given the location of service points (ethnicity) and gender of parents/carers using the Service.

If you have answered "Yes" to this question in relation to any of the above characteristics, – please go to Question 1.

Yes

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the decision-making papers. (It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)

## Question 1 – Background Evidence

What information do you have about the different groups of people who may be affected by this decision – e.g. employees or service users (you could use monitoring data, survey data, etc to compile this). As indicated above, the relevant protected characteristics are:

- Age
- Disability including Deaf people
- Gender reassignment/gender identity
- Pregnancy and maternity
- Race/Ethnicity/Nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership status (in respect of which the s. 149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act).

In considering this question you should again consider whether the decision under consideration could impact upon specific sub-groups e.g. people of a specific religion or people with a particular disability. You should also consider how the decision is likely to affect those who share two or more of the protected characteristics – for example, older women, disabled, elderly people, and so on.

At present there is no detailed information about those potentially affected by this proposal. However, the protected characteristic of age (young people) is inevitably affected by this proposal and it is likely that there may also be impacts on those with the gender, disability, ethnicity, pregnancy and maternity protected characteristics.

More detailed information will be provided when available to update this analysis.



## Question 2 – Engagement/Consultation

How have you tried to involve people/groups that are potentially affected by your decision? Please describe what engagement has taken place, with whom and when.

(Please ensure that you retain evidence of the consultation in case of any further enquiries. This includes the results of consultation or data gathering at any stage of the process)

This proposal has been the subject of a range of consultations.

The County Council carried out a corporate stakeholder consultation on its budget proposals from 10 December 2015 to 18 January 2016. This involved sending a letter from the Leader of the County Council outlining the budget position to 334 partners which included a link to the budget proposals and a link to an on-line questionnaire.

Stakeholders could email their response as an alternative to the on-line questionnaire. They were asked for views on the impact of the budget proposals and thoughts on actions that could be taken to mitigate the impact of the policy decisions and budget reductions proposed. These consultation documents were also available on the County Council's "Have Your Say" area on its website for members of the public to read and respond.

The 334 consultees who received the email letter included:

- Lancashire County Council Elected Members
- The Office of the Police and Crime Commissioner
- The Lancashire Combined Fire Authority
- Recognised Trade Unions
- Borough, City and Unitary Councils in Lancashire
- Third Sector Lancashire
- Lancashire Association of Local Councils (LALC)
- Lancashire safeguarding children and adults boards
- Lancashire Care Association
- Lancashire Parent Carer Forum
- The Older Peoples Forum
- The Chamber of Commerce

- The Lancashire Enterprise Partnership
- Healthwatch Lancashire
- The Clinical Commissioning Groups
- Young People's Engagement Forums
- Members of Parliament and Members of the European Parliament who represent Lancashire
- Society of Local Council Clerks
- NHS Hospital Trusts
- Higher Education and Further Education establishments
- Commissioners on the Lancashire Fairness Commission.

There were 357 submissions to the on-line questionnaire with 252 providing a response. A further 19 responses were received via the dedicated email address for the consultation. A section of the report produced for Executive Scrutiny Committee on 19 January and County Council Cabinet on 21 January 2016 summarised the comments in relation to health, wellbeing, prevention and early help as follows:

"A small number of respondents felt that the budget proposals for reducing some of the supportive and early help services were at odds with the need for early intervention to prevent people's need escalating or reaching a crisis in expensive service in the future. ."

A consultation specifically focussing on the Wellbeing Prevention and Early Help Service transformation began on 9 February 2016 running until 21 March 2016. The consultation was available on line or in hard copy format with responses accepted in either format. The consultation information included a short report explaining the proposed transformation.

The narrative for the consultation explained: "This consultation focuses on proposals to transform the Wellbeing, Prevention and Early Help Service for children, young people and families in Lancashire. It describes the implementation plan of the service offer proposals presented to the County Council's Cabinet in February 2015 and agreed subject to consultation on 26 November 2015.

"It has been agreed that the proposed future service model will help deliver £7.4 million budget savings by 2017/18. The new Service will

transform and integrate a range of services within Wellbeing Prevention and Early Help Services and will align existing core offers for childrens centres, young peoples' provision, prevention and early help and Lancashire's response to the national Troubled Families Unit programme.

"The new programme will ensure effective support for 0-19 year olds across Lancashire and support our strategic wellbeing, prevention and early help services, contributing to the delivery of public health responsibilities. It will also further align the ongoing re-procurement of public health services and consider the integration of other services like health visiting and school nursing services, alongside other Council services."

The report of the consultation stated that 2,331 completed questionnaires were received, of these 1,454 were paper based/hard copy responses and 877 were returned online. It is unusual and of note that hard copy/paper based responses have outnumbered on-line submissions to this consultation.

The consultation was available in both childrens centres and youth centres. 97% of respondents were Lancashire residents. The majority of all respondents (83%) had used childrens centres within the last 12 months and 64% of respondents had a child aged 0- 5. The consultation findings therefore significantly represent the views of this group.

In terms of protected characteristics of respondents, the following information was provided:

Gender – 82% of respondents were female and 18% were male. This is a significantly higher proportion of females to males than in the Lancashire population as a whole (51% female and 49% male in the 2011 Census) although given the response rate from users of childrens centres this may not be surprising.

Transgender – 2% of respondents identified as transgender. There is no comparable Census data for this group but the percentage is a little higher than has been seen in other recent consultations (around 1%).

Age – the percentage of young people responding to this consultation was higher than in other similar County Council consultations, although given the nature of the service this is not unexpected. 11% of respondents were aged under 16 and 9% aged 16-19. Almost half of respondents (48%) are aged 20-34 and a quarter (25%) aged 35-49. Responses from people over 50 accounted for about 7% of respondents, this group are less well represented amongst respondents than in other recent consultation but this reflects the nature of the Service.

Disability – 8% of respondents identified as having a disability or being a Deaf person, this is similar to some other consultations. 6% of respondents said that there was a disabled person aged 20-25 in their household, in other consultations this response rate has been around 2% so the higher percentage may reflect the Service's provision for disabled young people aged up to 25.

Pregnancy and Maternity – the demographic information does not provide a complete match for this protected characteristic. 3% of respondents said that they had no children in their household but were expecting, however there may be women who are pregnant or on maternity leave amongst respondents who already have children in their household. 64% of respondents had children aged under 5, this will include some whose children are under 1 so in the "maternity" element of this protected characteristic. Other respondents in the "children in the household" consultation category were: children aged 5-8 24% of respondents; children aged 9-11 15% of respondents; children aged 12-16 19%, children aged 17-19 9%. 10% of respondents had no children under 20 in their household.

Ethnicity – 86% of respondents were English/Scottish/Welsh/Northern Irish/British and 5% were identified as "any other white background". 4% of respondents were Pakistani, 1% each were Bangladeshi, Gypsy or Irish Traveller and Indian. Under 10 people (so less than 0% of respondents) identified in each of the following categories: White and Asian (9), White and Black Caribbean (9), Irish (9), Chinese (8), African (5), Arab (4), Other (3), White and Black African (3) and Caribbean (3). This is a more diverse range of respondents than for other recent consultations and appears to have similar representation

from Black, Asian and other Minority Groups than in the Lancashire population at the 2011 Census where around 8% of the population was from BME groups.

Religion or Belief – 52% of respondents identified as Christian and 39% had no religion. 6% of respondents were Muslim, which appears higher than in other recent consultations. 1% of respondents were identified under "any other religion". Small numbers of people identified as Buddhist (7 people), Hindu (4 people), Jewish (3 people) and Sikh (2 people) but these were not enough to reach a percentage.

Marriage and Civil Partnership – 43% of respondents said they were married and 5% were in a civil partnership. 5% preferred not to say. 47% said they were "none of these" which could include people who are single, widowed and young people/children responding. This seems a higher figure than in other recent consultations which may be reflective of the users of the Service.

Sexual Orientation – 91% of respondents identified as heterosexual/straight, 2% as bisexual, 1% as Gay Man, Lesbian/Gay Woman and "Other" respectively and 5% preferred not to say. These responses are similar to other recent consultations.

This analysis will be further updated to include the significant findings from the consultation in terms of any elements of particular importance to protected characteristics groups and the results of the Staff Consultation which was carried out at the same time.

### **Question 3 – Analysing Impact**

Could your proposal potentially disadvantage particular groups sharing any of the protected characteristics and if so which groups and in what way?

It is particularly important in considering this question to get to grips with the actual practical impact on those affected. The decision-makers need to know in clear and specific terms what the impact may be and how

serious, or perhaps minor, it may be – will people need to walk a few metres further to catch a bus, or to attend school? Will they be cut off altogether from vital services? The answers to such questions must be fully and frankly documented, for better or for worse, so that they can be properly evaluated when the decision is made.

Could your proposal potentially impact on individuals sharing the protected characteristics in any of the following ways:

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities
- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?
- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?
- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

As some of the services are targeted to children and young people, any impacts from changes to service provision will be felt by these age groups. However, it is not possible to say with any precision what kind of impacts (even whether negative or positive) these changes will have on this group at this time. This Equality Analysis will be updated to include the results of the consultations and other feedback which address the specific points above.

#### **Question 4 –Combined/Cumulative Effect**

Could the effects of your decision combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

For example - if the proposal is to impose charges for adult social care, its impact on disabled people might be increased by other decisions within the County Council (e.g. increases in the fares charged for Community Transport and reductions in respite care) and national proposals (e.g. the availability of some benefits) . Whilst LCC cannot control some of these decisions, they could increase the adverse effect of the proposal. The LCC has a legal duty to consider this aspect, and to evaluate the decision, including mitigation, accordingly.

If Yes – please identify these.

This proposal will be affected by the outcome of the Proposed Property Strategy/Neighbourhood Centres proposal.

The impact will also be affected by recent County Council decisions in relation to provision of subsidies for bus services which have resulted in the withdrawal of a number of services. It was initially thought that over 100 services would be affected but the provision of a £3 million fund to support services and the recommendations of a Cabinet Working Group on Bus Services has resulted in 40 services being taken over by commercial operators, 28 services being supported by the County Council and 2 services jointly by the County Council and Chorley Borough Council. Consequently, some bus routes have merged or changed, frequency of services has changed and there is a particularly significant reduction in evening, Sunday and Bank Holiday services. This may have a particular impact on children and young people's ability to travel to WPEH Services. Children and young people, women, disabled people or those who are pregnant or on maternity leave are amongst the main users of bus services.

Other budget proposals both nationally – in relation to welfare benefits

reform or other support – and locally may also increase the impact of service changes.

### **Question 5 – Identifying Initial Results of Your Analysis**

As a result of your analysis have you changed/amended your original proposal?

Please identify how –

For example:

Adjusted the original proposal – briefly outline the adjustments

Continuing with the Original Proposal – briefly explain why

Stopped the Proposal and Revised it - briefly explain

The proposal remains the same but the results of the consultation are still being considered by the Service prior to any decision.

### **Question 6 - Mitigation**

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated. Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

Also consider if any mitigation might adversely affect any other groups and how this might be managed.

As part of discussions arising from this consultation, mitigating actions will be considered and this Equality Analysis will be updated to include any proposed mitigation.

### **Question 7 – Balancing the Proposal/Countervailing Factors**



At this point you need to weigh up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of your analysis. Please describe this assessment. It is important here to ensure that the assessment of any negative effects upon those sharing protected characteristics is full and frank. The full extent of actual adverse impacts must be acknowledged and taken into account, or the assessment will be inadequate. What is required is an honest evaluation, and not a marketing exercise. Conversely, while adverse effects should be frankly acknowledged, they need not be overstated or exaggerated. Where effects are not serious, this too should be made clear.

This proposal has emerged following the need for the County Council to make unprecedented budget savings. The Medium Term Financial Strategy reported in the November 2015 forecast that the Council will have a financial shortfall of £262 million in its revenue budget in 2020/21.

This is a combination of reducing resources as a result of the government's extended programme of austerity at the same time as the Council is facing significant increases in both the cost (for example as a result of inflation and the national living wage) and demand for its services.

The revised position following the financial settlement for 2016/17 is now a budget gap of £200.507m by 2020/21. This revised gap takes into account the impact of the settlement, new financial pressures and the savings decisions taken by the Full Council in 2014/15, 2015/16 and 2016/17 regarding the future pattern of council services.

We acknowledge that some protected characteristic groups may be negatively affected by the finalised Property Strategy (Neighbourhood Centres) however we will strive to minimise any negative impacts by developing as many mitigating actions as possible including using the agreed methods of scoring and weighting which reflect protected characteristics considerations for premises identified in the consultation documents.

The Wellbeing Prevention and Early Help Service transformation would assist in doing this. It is acknowledged that this will adversely impact on children and young people, some disabled young people, those who are pregnant or on maternity leave and women disproportionately and in some areas people from BME communities or other ethnic groups nationalities may be disproportionately affected. We will strive to mitigate the impact where possible.

### **Question 8 – Final Proposal**

In summary, what is your final proposal and which groups may be affected and how?

The transformation of the Wellbeing, Prevention and Early Help Service (WPEHS) for children, young people and families in Lancashire.

### **Question 9 – Review and Monitoring Arrangements**

Describe what arrangements you will put in place to review and monitor the effects of your proposal.

*Monitoring and review arrangements will be developed with the Service.*

Equality Analysis Prepared By Jeanette Binns

Position/Role Equality & Cohesion Manager

Equality Analysis Endorsed by Saeed Sidat

Decision Signed Off By **Saeed Sidat**

Cabinet Member or Director

**Please remember to ensure the Equality Decision Making Analysis is submitted with the decision-making report and a copy is retained with other papers relating to the decision.**

Where specific actions are identified as part of the Analysis please ensure that an EAP001 form is completed and forwarded to your Service contact in the Equality and Cohesion Team.

Service contacts in the Equality & Cohesion Team are:

Karen Beaumont – Equality & Cohesion Manager

[Karen.beaumont@lancashire.gov.uk](mailto:Karen.beaumont@lancashire.gov.uk)

Contact for Adult Services ; Policy Information and Commissioning (Age Well); Health Equity, Welfare and Partnerships (PH); Patient Safety and Quality Improvement (PH).

Jeanette Binns – Equality & Cohesion Manager

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

Contact for Community Services; Development and Corporate Services; Customer Access; Policy Commissioning and Information (Live Well); Trading Standards and Scientific Services (PH), Lancashire Pension Fund

Saulo Cwerner – Equality & Cohesion Manager

[Saulo.cwerner@lancashire.gov.uk](mailto:Saulo.cwerner@lancashire.gov.uk)

Contact for Children's Services; Policy, Information and Commissioning (Start Well); Wellbeing, Prevention and Early Help (PH); BTLS

Pam Smith – Equality & Cohesion Manager

[Pam.smith@lancashire.gov.uk](mailto:Pam.smith@lancashire.gov.uk)

Contact for Governance, Finance and Public Services; Communications;  
Corporate Commissioning (Level 1); Emergency Planning and  
Resilience (PH).

Thank you

# Property Strategy

## (Neighbourhood Centres) – Consultation Proposals

12 May 2016

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# Property Strategy

## Introduction

The Council is facing an unprecedented financial challenge. The Medium Term Financial Strategy reported in the November 2015 forecast that the Council will have a financial shortfall of £262 million in its revenue budget in 2020/21.

This is a combination of reducing resources as a result of the government's extended programme of austerity at the same time as the Council is facing significant increases in both the cost (for example as a result of inflation and the national living wage) and demand for its services.

The revised position following the financial settlement for 2016/17 is now a budget gap of £200.507m by 2020/21. This revised gap takes into account the impact of the settlement, new financial pressures and the savings decisions taken by the Full Council in 2014/15, 2015/16 and 2016/17 regarding the future pattern of council services.

A key element in the delivery of those services is the property portfolio from which Lancashire's residents can access those services and from which the Council's employees can deliver outreach services into the community.

This report sets out proposals for the future configuration of the Council's property portfolio. The proposals are designed to ensure that all Lancashire's residents can continue to be provided with high quality services. How individual Council services are delivered varies considerably; many are delivered directly to people's homes, others required fixed infrastructure and others involve digital delivery. The property proposals are designed to provide a flexible response to the future patterns of service delivery.

The proposals have been developed around the Neighbourhood Centre model set out in the Council's Property Strategy approved by Cabinet in November 2015. The proposals set out are the result of a review process that has consisted of three components:

- Data analysis
- Dialogue with elected members and partners
- Consideration of how proposals align with service delivery strategies, in particular; Libraries, Children's Centres and the Young People's Service

Whilst the report sets out proposals based upon this review, it is now important that a comprehensive consultation takes place with service users and the wider community before a final set of proposal can be considered by Cabinet at its meeting in September 2016.

An important part of our proposals is the creation of Neighbourhood Centres, which will provide a range of services from multi-purpose premises around the county. This strategy aims to provide the County Council with:

- A smaller and more affordable property portfolio
- A move away from service specific premises to a corporately managed property portfolio offering flexibility of use in order to ensure future efficiency savings can be coordinated and realised
- A network of Neighbourhood Centres which provide community focussed multi-functional buildings tailored to deliver high quality specific services within identified areas

In some circumstances, we will seek to operate a service from the property of another provider/partner as this may be preferable to existing County Council properties in a given neighbourhood.

This report sets out:

- The process carried out in assessing the buildings within scope of the Property Strategy review; and,
- A proposed list of properties which are proposed for retention as Neighbourhood Centres.
- A proposed list of premises that will no longer be required to deliver the Council's future pattern of service delivery.
- How interested groups can express their interest in potentially surplus premises.

It is intended that the proposals set out in this report will form the basis of a 12 week public consultation before final consideration and decision making at Cabinet in September 2016.

## **Future Opportunities**

This review is a first step in delivering a portfolio of premises fit for purpose in accommodating county council services within communities. More detailed consideration will be given to identify longer term provision of Neighbourhood Centres in a small number of areas. This is due to a lack of existing suitable accommodation solutions in the short term that may require the development of new build solutions, in areas such as Burnley, Fleetwood and Preston.

Some buildings have been retained to ensure that there is a service delivery point within a rural or isolated community. As a result, some Neighbourhood Centres may not meet the aspiration of full utilisation and therefore may only require limited opening hours. The Neighbourhood Centre model will continue to evolve and all opportunities to maximise use of retained buildings will be considered.

There are early indications from some partners of a willingness to co-locate some of their services within the Neighbourhood Centre model. These options can be further explored throughout the consultation. Similarly, we will continue to explore use of partner premises.

As public sector organisations develop closer collaboration in the delivery of property focussed programmes such as One Public Estate, and economic development programmes such as City Deal, there will be greater opportunity to identify suitable options and enable better co-location of County Council and partner services.



Similarly, the drive to integrate health and care services and potential opportunities through the development of the Lancashire and South Cumbria Sustainability and Transformation Plan could lead to improved facilities that will accommodate health and care services in the community.

## Review Process

In making such a wide reaching change to how our services are configured in buildings across the county, it is important that we take the time to properly consider the available options, impact and opportunities for delivering differently and in ensuring that service users, stakeholders and partners are given opportunity to contribute and consider proposals.

In doing so, we have set out four stages to identifying the right portfolio of properties that will serve as Neighbourhood Centres to ensure that they are established in the right locations. This includes:

**Stage One** – the identification of a long-list of properties considered suitable for public-facing service delivery. This list of properties, their location and the range of county council services currently delivered from them was set out in the Property Strategy published in November 2015.

**Stage Two** – property review: the development of a list of preferred properties considered most suited for retention taking into account:

- data analysis
- dialogue with elected members and partners
- consideration of how proposals align with service delivery strategies e.g. Libraries, and the Wellbeing, Prevention and Early Help (WPEH) Strategy

The LCC property data sets have been scored and weighted to give an indication of the benefits each building offers from a property perspective. The methodology is set out at Annex 1.

**Stage Three** – this report now sets out a full list of preferred properties considered most suitable for retention as Neighbourhood Centres and points of service delivery. This list forms the subject of the proposed public consultation and provides an opportunity for further discussion with partners before reaching a final position.

**Stage Four** – taking account of the findings from the public consultation, this stage will identify the most appropriate premises in which to develop Neighbourhood Centres that will provide an accessible and flexible base for multi-service delivery within communities. This will be subject to formal decision making by Cabinet to agree a set of properties for retention at this time. By default, this will then identify the range of properties available for alternate use or disposal.

## Neighbourhood Centre Model

Neighbourhood Centres will provide a base for the provision of services currently delivered through a range of single function buildings such as: children's centres; libraries; child and parenting support centres; and, adult day centres. They will be the focus of public facing service delivery located in neighbourhoods across Lancashire.

Nationally, public services are beginning to develop such an approach and are able to demonstrate benefits both in terms of more efficient, locally based services and opportunities to use their property holdings to encourage local regeneration and investment.

As locally based multi-functional buildings, Neighbourhood Centres will be developed to a flexible specification and will encompass a range of facilities appropriate to the services to be delivered from them, for example:

- flexible use of space, co-location and sharing of facilities
- meeting rooms available to the community where appropriate
- extended opening hours
- confidential interview/consultation rooms
- accessible network of touch-down provision for staff

In addition, operational services have identified some specific requirements for buildings they deliver from. In many instances this is available within existing accommodation but in some cases it will be necessary to provide specific facilities such as:

- clinical consultation rooms
- facilities for on-site activities to support early childhood services
- access to outdoor space for activities to be able to meet requirements
- non-fixed library book shelving
- library loan network access
- library computer access/Wi-Fi
- digital services
- ceremony rooms where there is a sufficient business case
- sufficient consultation rooms for locality
- secure reception facilities
- capacity to co-locate a range of children's services including both operational and supervision staff
- private offices for clinical consultants

## Property Review

The County Council's property portfolio excluding schools is a significant asset comprising over 500 operational sites. From this total holding, 222 have been identified as in scope for this review as they currently deliver public facing services. Where the County Council's interest in a premises is only as a commissioner of services delivered by others (e.g. Children's Centres delivered by schools or external partners) these premises have not been considered as in scope of the property review. These premises have, however, have been considered as potential locations for delivery of appropriate services in respect of the future Wellbeing Prevention and Early Help Service.

A range of information has been considered in determining the list of properties identified as preferred for retention as Neighbourhood Centres and service delivery

points. This includes the range of property data set out below that has been scored to give an indication of the benefits of each LCC property in scope (Annex 1):

## Property Data

- accessibility of the building by public transport
- Index of Multiple Deprivation/population density
- finance (e.g. condition, running cost, energy efficiency (DEC) rating)
- legal (e.g. tenure)
- sufficiency (the size of the property)
- suitability

## Councillor and Partner Engagement

Findings from the review have been 'sense checked' against local intelligence from communities, councillors and partners to ensure that there is a good understanding of the current role that county council buildings play locally and how the right ones can be retained to deliver a more flexible range of services in neighbourhoods. The information has been gained through:

- engagement with public sector partners to explore opportunities for co-location and sharing of service delivery
- engagement with county councillors on how the Property Strategy has been formulated and identification of where there may be opportunities for working differently with partners and communities in local areas

There will be further opportunity for councillors, partners and communities to input to proposals during the public consultation process.

## Operational Service Guidance and Proposals

It is proposed that Neighbourhood Centres will accommodate a range of County Council services. These proposals reflect the requirements of individual services in meeting the community's needs as well as ensuring that the Council complies with its statutory obligations and national guidance, where appropriate.

The proposals set out in Annex 2 identify the lead services that it is proposed will be delivered from each of the proposed Neighbourhood Centres. The model will also provide flexible accommodation for a range of other public facing services within scope of this strategy.

## LIBRARY SERVICE

### National Guidance

The Council has a duty under the Libraries and Museums Act 1964 to provide a "comprehensive and efficient library service for all persons desiring to make use thereof". The budget consultation on the future of the Library Service has informed the basis of the Councils Library Service offer going forwards. Details of revisions to the proposed County Library Service are set out in Appendix A.

It is proposed that the following pattern of fixed premises provision will effectively support delivery the Library Service offer. The fixed premises provision provides just one part of the Library Service and it is considered that the full extent of the Library Service provision proposed far exceeds a minimum level of sufficiency to meet the needs of the population under the 1964 Act.

### **Proposal**

The review has identified a set of preferred Neighbourhood Centre premises that will provide for:

- 37 fixed library sites
- 7 satellite sites (self-service provision)
- supported by 6 mobile library unit 6 mobile library units (operating 68 routes and 792 stops that will be aligned to the fixed sites)
- home library service (delivering to over 1,000 customers)
- virtual library service, consisting of e-books, e-audiobooks and online reference service
- provision of a schools and prisons library service will also continue across the county

The configuration of premises proposed will result in a service that will provide the following service reach:

- at least 95% of people living in densely populated areas (20 or more people per hectare) will live within 2 miles of a proposed Neighbourhood Centre library or satellite service.
- at least 90% of people living in medium density populated areas (between 1.1 and 19.9 people per hectare) will live within 2.5 miles of a proposed Neighbourhood Centre library or satellite service or 0.25 miles of a mobile library stop.
- at least 70% of people living in sparsely populated areas (1 or fewer people per hectare) will live within 3 miles of a proposed Neighbourhood Centre library or satellite service or 0.25 miles of a mobile library stop.

## **REGISTRATION SERVICE**

### **National Guidance**

The Registration Service supports the Council in fulfilling its duties in the registration of Births, Deaths and Marriages (Special Provisions) Act 1957, and the Borders, Citizenship and Immigration Act 2009.

- The core purpose of the Registration Service is to provide an efficient and effective registration service in accordance with the Council's legal responsibilities.
- Some Registration Offices will be open Monday to Friday and at weekends when required to deliver ceremonies and some will be part time with different delivery patterns. The delivery patterns will be in line with demand in that locality.

## Proposal

Within the scope of this review there are 13 buildings currently providing registration services which includes a number of purpose built facilities. Consideration has been given to re-providing the service within Neighbourhood Centres to consolidate services, and to enable facilities which are currently provided solely for the delivery of registration services to be utilised more widely. The proposed sites for delivery of the Registration Service are:

Current Location		Proposed Location
Accrington Registration Office (Accrington Library)		No change
Burnley Registration Office		No change
Chorley Registration Office		No change
Clitheroe Registration Office (Pimlico Road JDO)		Clitheroe Library
Fleetwood Registration Office (Fleetwood Library)		No change
Lancaster Registrars		Lancaster Mill 14
Morecambe Registration Office (Morecambe Town Hall)		Morecambe Library
Nelson Registration Office (Nelson Library)		No change
Preston	Registrars and Records Offices	No change
	Riverbank Children's Centre	No change
Rawtenstall Registration Office		Haslingden Library
Fylde Registration Office (Lytham Library)		St Anne's Library
West Lancashire Registrars (West Lancashire Borough Council, Ormskirk)		No change
Total	13	13

## WELLBEING, PREVENTION AND EARLY HELP SERVICE (WPEH)

### Proposals

The Wellbeing, Prevention and Early Help Service (WPEH) will align children's centres, young people's provision, prevention and early help and Lancashire's response to the national Troubled Families programme. The service will operate through a revised budget of £17.2m.

The new service model is designed to ensure the Council meets requirements to ensure effective support for 0-19+ year olds across Lancashire with a particular focus on families in greatest need of support. It will also further align the ongoing re-procurement of public health services, and consider the integration of other services like health visiting and school nursing services, alongside other council services.

The proposed service offer for the WPEH service has been the subject of a separate consultation in February and March 2016. Taking account of this, service specific principles and revised details of the service structure can be found at Appendix B.

The proposal set out at Annex 2 of this report has made provision for the following property requirements in respect of the WPEH service for 0 to 19+ year olds:

- provide sufficient reach for the service across communities of greatest need (Department for Education defined children's centres)
  - over 92% of 0-11 year olds living in the most deprived areas of Lancashire will live within 1.5 miles of a proposed Children's Centre
- flexible, multi-purpose buildings able to accommodate services that will meet the diverse needs of children, young people and families (aged up to 25 years where SEND)
- recognising that significant future provision will be on an outreach basis, to ensure that access to fixed bases will be within reasonable walking distance, consistent with current maximum

### Proposals

In consideration of the service principles and feedback from the WPEH Service Phase 1 consultation, it is proposed to deliver the service through 72 premises. There is also likely to be some limited use of other Neighbourhood Centres and partner venues for outreach purposes.

The table below sets out the number of properties which are proposed to accommodate the WPEH service offer with detail the specific properties set out in Annex 2.

WPEH	Whole Service Offer	Split Service Offer
<b>0 - 11 years</b>	17 properties	18 properties
<b>12 - 19+ years</b>	4 properties	10 properties
<b>0 - 19+ years</b>	19 properties	4 properties

The buildings currently delivering WPEH (children's centre) services and those proposed to deliver WPEH (statutory children's centre) core offer services in the future are listed at Appendix C Annex 6.

## CHILDREN'S SERVICES (SOCIAL CARE, SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND), FOSTERING AND ADOPTION)

### Guidance

The service is guided by several pieces of legislation including: the Children Act 1989; the Children and Families Act 2014; Care Planning, Placement and Care Review Regulations 2013; and Statutory Adoption Guidance 2014. The services are also subject to the Ofsted Inspection framework.

### Principles

The service is responsible for the assessment and management of risk, to safeguard the welfare and outcomes for children and young people in accordance with the relevant statutory requirements. This is best supported through:

- buildings that are welcoming and accessible for children, young people and their families.
- accommodation that supports a flexible response to fluctuating demand and volumes of work.
- geographic service delivery bases for teams to improve knowledge of community needs and improve timeliness and quality of support.
- where possible co-located with other children's services and agencies.
- adequate facilities to provide direct services to children young people and families.

### Proposals

Children's services are currently provided from predominantly office bases due to the large number of Social Workers and support employees that need to be accommodated.

The preference is for these employees to be located wherever possible in Neighbourhood Centres. The size and configuration of the current property portfolio is not currently capable of meeting this aspiration based upon the need to accommodate area teams in the following locations;

- Burnley
- Pendle
- Fleetwood
- Lancaster
- Rossendale
- Chorley/South Ribble
- Preston
- Skelmersdale

At this stage we are proposing that the service operates from the Neighbourhood Centres set out below and in Annex 2.

<b>Proposed Location</b>	
Children's Social Care (Easden Clough)	Burnley
The Zone	
Children's Social Care (The Hawthorn's)	Chorley
Children's Social Care (Sydney Street) and Oak Tree Children's Centre	Fylde
Children's Social Care (Silver Birches)	Hyndburn
Children's Social Care (Sefton Drive)	Lancaster
Children's Social Care (Burnley Road)	Colne
Children's Social Care (Ripon Street)	Preston
Children's Social Care (St Luke's Centre)	
Stoneygate Children's Centre	

Sunshine Children's Centre	
Children's Social Care (Newchurch Road)	Rawtenstall
Skelmersdale Library	West Lancashire
Children's Social Care (The Anchorage Fleetwood) and West View Children's Centre	Wyre

## YOUTH OFFENDING TEAM

### Guidance

The service model is derived from the legislative duties outlined in the Crime and Disorder Act 1998 and is a partnership arrangement established with the principal aim to prevent offending by children and young people. Direction is provided through the Lancashire Youth Justice Management Board and the service is provided through a multi-disciplinary area based model including staff from statutory partners.

### Proposal

The feasibility of accommodating the service for the Preston area within the Bus Station complex is being considered. The service will be collocated with services for young people (WPEH) where possible. Current and proposed locations are set out in the table below:

Current Location	Proposed Location
Lancaster Youth Offending Team (Fraser House)	White Cross Education Centre (Mill 14)
Thornton Youth Offending Team (Marsh Mill)	The Zone in Wyre
Preston Youth Offending Team (Guildhall Street)	Preston Bus Station
The Zone in West Lancashire	No change
Chorley Youth Offending Team (Halliwell Street)	Chorley Library
Accrington Youth Offending Team (Blake Street)	The Zone in Burnley
The Zone in Burnley	No change

## ADULT DISABILITY DAY SERVICES

### Guidance

The Care Act 2014 is used to determine the statutory elements of the Disability (Adults) services where the Authority has the duty to assess and meet the assessed care and support needs of an individual. There is discretion as to how those needs are met.

### Principles



The Adult Disability Day Services offers a range of services to adults with a disability. This is a shared service for people with learning disabilities and people with physical disabilities. For the purpose of this review, 12 Adult Disability Day Services that currently provide day services are in scope.

### **Proposals**

Under previous investment programmes, the Adult Disability Day Services are largely provided in modern, fully equipped accommodation to ensure the needs of adults with a range of needs can be met. Each facility provides support to service users on a borough or wider basis rather than within the local neighbourhood therefore has not been calculated within the indicative number of buildings required for a neighbourhood.

It is proposed to maintain current Adult Disability Day Services provision within existing accommodation, with the exception of Pendleton Brook in Ribble Valley and Hollytrees in Chorley.

- Due to under occupancy and suitability it is proposed that the Pendleton Brook (Ribble Valley) provision be combined with the Hyndburn Disability Day Centre (Enfield).
- Alternative and more suitable provision for the service currently being delivered from Hollytrees Disability Day Service building (Chorley) will be identified and provided.

## **OLDER PEOPLE'S DAYTIME SUPPORT SERVICE**

### **Guidance**

The Care Act 2014 is used to determine the statutory elements of the Older People's services where the Authority has the duty to assess and meet the assessed care and support needs of an individual. There is discretion as to how those needs are met.

The Older People's Service provides daytime support. For the purpose of this review, 12 Older People's Daytime Support Centres that currently provide day services are in scope. It should be noted that where Day Centre provision is on the same site as Residential Care, there is no change to the Residential Service.

### **Proposals**

Due to the nature of the services provided from these buildings, they are largely fit for purpose and well utilised which will result in little change to their use. However the review has identified where there is under-utilised capacity and where there is potential to co-locate services onto single sites, whilst maintaining appropriate and separate service provision within facilities.

It is proposed to;

- establish a Neighbourhood Centre utilising the Milbanke Older People's Day Centre which will also incorporate the Library service for the Kirkham area.
- Subject to a detailed building appraisal to determine the feasibility of combining the Derby Street Daycare Centre (Ormskirk) with Mere Brook Day Centre (Ormskirk) where support for people with enhanced dementia need is provided

## WELFARE RIGHTS

### Guidance

The Care Act 2014 places a duty to provide an information and advice service however it is not prescriptive in how the duty is delivered. The service offers free, impartial and independent advice and support on a range of welfare benefits from local bases around the County.

### Proposal

The service will have a central administrative base in Preston and will be able to utilise the flexible accommodation available across the portfolio of Neighbourhood Centres according to community need.

## Expressions Of Interest In Potentially Surplus Premises

As part of our initial consultation on the budget options it is clear there is a desire amongst certain communities and groups to consider how they may take over the responsibility for a surplus property.

This consultation provides a further opportunity for Expressions of Interest (EOIs) to be formally considered. On this occasion interested parties will have information about the proposed configuration of the property portfolio and the council's service proposals. They will also be able to consider the list of potentially surplus properties listed in Annex 3.

If a group is interested in taking over a building, information is available on the County Councils 'have your say' website where they can complete the Expression of Interest form. This will be a 'whole transfer' and so groups will be taking on the full costs of running the building, and no financial support will be available from the Council once the transfer is complete.

Once we have received an Expression of Interest, we will provide an information pack about the asset detailing, information on running costs, covenants or other legal restrictions, and relevant service data.

The Council would want to be assured that the group is a suitable, constituted body able to take on responsibility for the resource and will consider the merits of transferring properties alongside the potential for sale of properties that will realise a capital receipt.

## Consultation And Decision Making

Subject to approval by Cabinet on 12 May 2016, a public consultation on the proposals set out in this report will be held over 12 weeks in order to seek public and partner views on the preferred Neighbourhood Centre sites.

The consultation will be hosted on the County Council's ['have your say'](#) website.

Findings will be considered and reflected in the final report to Cabinet in September 2016 where decisions will be taken as to which properties will be retained for development as Neighbourhood Centres.

The consultation document setting out proposals can be found at Appendix D

## APPENDIX C: ANNEX 1: Weighting and Scoring Methodology (Property Data)

Set out below are the criteria and measures applied to each building within scope of the Property Strategy (LCC property holdings only):

### Accessibility

(scores of 1-4, where 1=0-5mins, 2=5-15mins, 3=15-30mins, 4=+30mins)

- Walking time to nearest bus stop served by a commercial bus service (the initial proposal was to consider proximity to a bus stop, this was amended to take account of changes to bus subsidies)
- Walking time to nearest bus station
- walking time to nearest railway station
- walking time to nearest car park

### Index of Multiple Deprivation (IMD)

- number of Households within 800m Network Distance
- index of multiple deprivation;

### Finance

- total condition cost (£/m<sup>2</sup>)
- annual running cost based on 2014/15 actuals (£/m<sup>2</sup>)
- notional DEC rating (energy efficiency) (A=1, B=2, C=3 etc.)

### Legal

- if subject to claw back of capital investment (yes/no)
- tenure (e.g. scores of Freehold=0, Leasehold and Licence=5)

### Sufficiency

- the gross internal area (m<sup>2</sup>)
- the usable space within building(m<sup>2</sup>)

### Suitability

- the number of floors
- if currently multi-service delivery (yes/no)

### Status (based on knowledge)

- possible exit strategy already identified (yes/no)

Some of these measures have an absolute value (e.g. running cost per square metre), whilst some have a relative score applied to them (e.g. walking time to nearest bus stop score of 1, 2, 3 or 4) others are binary (e.g. if an exit strategy has been identified or not). To make analysis possible, each measure is given a numerical score. However, the absolute value of each measure makes it difficult to compare them, and

so an index score is used, which standardises the score around a mean. Therefore a mean score would be 100, with anything below 100 representing a measure with a better score, and anything above a 100 giving an index worse than the mean. A weight has been applied to each score to reflect its overall importance in relation to the other measures as follows:

Weighting	Measure	For identification of:
10	IMD	Premises that are available to deliver in target areas for LCC services
7	Accessibility	Premises that are accessible in terms of location
6	Finance	Financially efficient premises
5	Legal	Premises 'more straightforward' to vacate
5	Sufficiency	Larger premises to deliver multiple services
5	Suitability	Premises more suited to flexible multi service delivery
5	Status (exit strategy)	Those premises LCC may already be in negotiation to vacate.

A mean has then been created for each property using each measure that has a value. This provides each of the properties with an overall score, based on the measures available.

These LCC property data sets have been scored and weighted to give an indication of the benefits each building offers from a property perspective.

However this approach does not give the whole picture and so professional judgement has been applied taking into account local context, community need and service requirements in order to provide a range of preferred building options.

## Appendix C: Annex 2 – Buildings proposed to deliver LCC Services (Neighbourhood Centres)

The following are examples of services that will be delivered from the network of LCC Neighbourhood Centres:- Adult Disability Day Services, Adult Social Care, Children Missing Education, Children's Social Care, Community Mental Health, Conferencing, Fostering and Adoption, Leaving Care Outreach, Library Service, Older People's Daytime Support Service, Pupil Attendance, Registration Service, Special Educational Needs and Disability Service, Supporting Carers of Children and Young People Together (SCAYT+), Trading Standards, Welfare Rights, Wellbeing, Prevention and Early Help Service (0-11 years, 12-19+ years, 0-19+ years), Youth Offending Team.

The following table shows the main services proposed within each building.

District	Building Name	Proposed Main Service Delivery
Burnley	Burnley and Pendle Adult Disability Day Services (Temple Street)	Adult Disability Day Services
Burnley	Burnley and Pendle Registration Office	Registration Service
Burnley	Burnley City Learning Centre	Conferencing
Burnley	Burnley Library	Library Service
Burnley	Burnley The Fold Co-location Project	Supporting Carers of Children and Young People Together (SCAYT+)
Burnley	Coal Clough Library	Library Service
Burnley	The Zone in Burnley	Children's Social Care, Wellbeing, Prevention and Early Help Service (12-19+ years) and Youth Offending Team
Burnley	Padiham Library	Library Service and Wellbeing, Prevention and Early Help Service (12-19+ years)
Burnley	Reedley Hallows Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Burnley	Burnley Wood Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Burnley	Children's Social Care (Easden Clough)	Children's Social Care and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Burnley	Ightenhill Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Burnley	South West Burnley Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Burnley	Stoneyholme and Daneshouse Young People's Centre	Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)

## Appendix C: Annex 2 – Buildings proposed to deliver LCC Services (Neighbourhood Centres)

District	Building Name	Proposed Main Service Delivery
Burnley	The Chai Centre Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Burnley	Whitegate Children's Centre (Padiham)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Chorley	Children's Social Care (The Hawthorn's)	Children's Social Care
Chorley	Chorley Adult Disability Day Services (Bankside)	Adult Disability Day Services
Chorley	Chorley Library	Library Service, Wellbeing, Prevention and Early Help Service (0-19+ years) (designated) and Youth Offending Team
Chorley	Chorley Registration Office	Registration Service
Chorley	Euxton Library	Library Service
Chorley	Fosterfield Day Centre	Older People's Daytime Support Service
Chorley	Coppull Library	Library Satellite and Wellbeing, Prevention and Early Help Service (0-19+ years)
Chorley	Eccleston Library	Library Satellite and Wellbeing, Prevention and Early Help Service (0-19+ years)
Chorley	Clayton Green Library	Library Service and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Chorley	Duke Street Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Fylde	Fylde Adult Disability Day Services (Sunnybank)	Adult Disability Day Services
Fylde	Milbanke Day Centre	Library Service and Older People's Daytime Support Service
Fylde	St Anne's Library	Library Service and Registration Service
Fylde	The Woodlands Resource Centre	Community Mental Health Service
Fylde	The Zone in Fylde	Wellbeing, Prevention and Early Help Service (0-19+ years)
Fylde	Children's Social Care (Sydney Street) and Oak Tree Children's Centre	Children's Social Care and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Fylde	Weeton Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Hyndburn	Accrington Library and Registration Office	Library Service and Registration Service
Hyndburn	Children's Social Care (Silver Birches)	Children's Social Care
Hyndburn	Hyndburn Adult Disability Day Services (Enfield)	Adult Disability Day Services

## Appendix C: Annex 2 – Buildings proposed to deliver LCC Services (Neighbourhood Centres)

District	Building Name	Proposed Main Service Delivery
Hyndburn	Woodhaven Day Centre	Older People's Daytime Support Service
Hyndburn	Great Harwood Library	Library Service and Wellbeing, Prevention and Early Help Service (12-19+ years)
Hyndburn	The Zone in Hyndburn	Wellbeing, Prevention and Early Help Service (12-19+ years)
Hyndburn	Clayton-le-Moors and Altham Children's Centre	Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Hyndburn	Copper House Children's Centre (Rishton)	Library Satellite and Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Hyndburn	Fairfield Children's Centre (Accrington)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Hyndburn	Great Harwood Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Hyndburn	Sure Start Hyndburn - Church and West Accrington Children's Centre (The Park)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Lancaster	Children's Social Care (Sefton Drive)	Children's Social Care
Lancaster	Heysham Library	Library Service
Lancaster	Lancaster and Morecambe Adult Disability Day Services (Thorpe View)	Adult Disability Day Services
Lancaster	Lancaster Central Library	Library Service
Lancaster	Vale View Day Centre	Older People's Daytime Support Service
Lancaster	Halton Library	Library Service and Wellbeing, Prevention and Early Help Service (0-11 years)
Lancaster	Appletree Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Lancaster	Morecambe Library	Library Satellite, Registration Service and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Lancaster	Lune Park Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Lancaster	The Carnforth Hub Children's Centre and Young People's Centre	Library Service and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Lancaster	Westgate Children's Centre (Morecambe)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)

## Appendix C: Annex 2 – Buildings proposed to deliver LCC Services (Neighbourhood Centres)

District	Building Name	Proposed Main Service Delivery
Pendle	Burnley and Pendle Adult Disability Day Services (Marsden Centre)	Adult Disability Day Services
Pendle	Byron View Day Centre	Older People's Daytime Support Service
Pendle	Children's Social Care (Burnley Road Colne)	Children's Social Care
Pendle	Colne Library	Library Service
Pendle	Nelson Library	Library Service and Registration Service
Pendle	Barnoldswick Library	Library Service and Wellbeing, Prevention and Early Help Service (12-19+ years)
Pendle	Earby Community Centre	Wellbeing, Prevention and Early Help Service (0-19+ years)
Pendle	The Zone in Pendle	Wellbeing, Prevention and Early Help Service (12-19+ years)
Pendle	Beacon Children's Centre (Nelson)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Pendle	Colne Children's Centre	Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Pendle	Family Tree Children's Centre (Brierfield)	Library Satellite and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Pendle	Gisburn Road Children's Centre (Barnoldswick)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Pendle	Walton Lane Children's Centre (Nelson)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Preston	Children's Social Care (Ripon Street)	Children's Social Care
Preston	Children's Social Care (St Luke's Centre)	Children's Social Care
Preston	Harris Library	Library Service
Preston	Ingol Library	Library Service
Preston	Lady Elsie Finney House Day Centre	Older People's Daytime Support Service
Preston	Lancashire Register Office and Records Office	Registration Service
Preston	Preston Adult Disability Day Service (Ribblebank)	Adult Disability Day Services
Preston	Ribbleton Library	Library Service
Preston	Savick Library	Library Service
Preston	Scientific Services Laboratory	Scientific Services



## Appendix C: Annex 2 – Buildings proposed to deliver LCC Services (Neighbourhood Centres)

District	Building Name	Proposed Main Service Delivery
Preston	Ashton Young People's Centre	Wellbeing, Prevention and Early Help Service (12-19+ years)
Preston	Moor Nook Young People's Centre	Wellbeing, Prevention and Early Help Service (12-19+ years)
Preston	Sunshine Children's Centre (New Hall Lane Drop-in)	Wellbeing, Prevention and Early Help Service (0-11 years)
Preston	Preston West Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Preston	Ribbleton Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Preston	Riverbank Children's Centre	Supporting Carers of Children and Young People Together (SCAYT+), Registration Service and Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Preston	Sharoe Green Library and Cherry Tree Children's Centre	Library Service and Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Preston	Stoneygate Children's Centre	Children's Social Care and Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Preston	Sunshine Children's Centre	Children's Social Care and Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Ribble Valley	Clitheroe Library	Library Service and Registration Service
Ribble Valley	Mearley Fold Day Centre	Older People's Daytime Support Service
Ribble Valley	Mellor Library	Library Service
Ribble Valley	Longridge Library	Library Service and Wellbeing, Prevention and Early Help Service (0-19+ years)
Ribble Valley	The Zone in Ribble Valley	Wellbeing, Prevention and Early Help Service (12-19+ years)
Ribble Valley	Ribblesdale Children's Centre (Clitheroe)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Rossendale	Bacup Olive House Parkside Day Centre	Older People's Daytime Support Service
Rossendale	Children's Social Care (Newchurch Road Rawtenstall)	Children's Social Care
Rossendale	Haslingden Library	Library Service and Registration Service
Rossendale	Rawtenstall Library	Library Service
Rossendale	Haslingden Community Link Children's Centre	Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)

## Appendix C: Annex 2 – Buildings proposed to deliver LCC Services (Neighbourhood Centres)

District	Building Name	Proposed Main Service Delivery
Rossendale	The Maden Centre (Bacup)	Library Satellite and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Rossendale	The Zone in Rossendale	Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Rossendale	Whitworth Children's Centre	Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
South Ribble	Kingsfold Library	Library Service
South Ribble	Leyland Day Centre (King St)	Older People's Daytime Support Service
South Ribble	South Ribble Adult Disability Day Services (Crossways)	Adult Disability Day Services
South Ribble	Leyland Library	Library Service and Wellbeing, Prevention and Early Help Service (0-19+ years)
South Ribble	Longton Library	Library Service and Wellbeing, Prevention and Early Help Service (0-11 years)
South Ribble	The Zone in South Ribble	Wellbeing, Prevention and Early Help Service (0-19+ years)
South Ribble	Wade Hall Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
South Ribble	Walton-le-Dale Young People's Centre	Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
West Lancashire	Ormskirk Mere Brook Day Centre	Older People's Daytime Support Service
West Lancashire	Skelmersdale Library	Children's Social Care and Library Service
West Lancashire	Tarleton Library	Library Service
West Lancashire	West Lancashire Adult Disability Day Services (Whiteledge)	Adult Disability Day Services
West Lancashire	West Lancashire Registration Office	Registration Service
West Lancashire	The Zone in West Lancashire	Youth Offending Team and Wellbeing, Prevention and Early Help Service (12-19+ years)
West Lancashire	First Steps Children's Centre (Skelmersdale)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
West Lancashire	Ormskirk Library	Library Service and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)

## Appendix C: Annex 2 – Buildings proposed to deliver LCC Services (Neighbourhood Centres)

District	Building Name	Proposed Main Service Delivery
West Lancashire	Park Children's Centre (Skelmersdale)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
West Lancashire	The Grove Young People's Centre and Children's Centre (Burscough)	Library Satellite and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
West Lancashire	Upholland Children's Centre	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Wyre	Fleetwood Library and Registration Office	Library Service and Registration Service
Wyre	Fyde And Wyre Adult Disability Day Services (Larkholme)	Adult Disability Day Services
Wyre	Knott End Library	Library Service
Wyre	Poulton Library	Library Service
Wyre	Teal Close Day Centre	Older People's Daytime Support Service
Wyre	The Zone in Wyre	Wellbeing, Prevention and Early Help Service (0-19+ years) and Youth Offending Team
Wyre	Children's Social Care (The Anchorage Fleetwood) and West View Children's Centre	Children's Social Care and Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Wyre	Fleetwood Children's Centre (Flakefleet satellite)	Wellbeing, Prevention and Early Help Service (0-11 years) (designated)
Wyre	Garstang Library	Library Service and Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)
Wyre	Thornton Children's Centre	Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)



## Appendix C: Annex 3 - Premises that are no longer required to deliver the Council's future pattern of service delivery

District	Building Name
Burnley	Belmont Community Centre
Burnley	Briercliffe Library
Burnley	Brunshaw Young People's Centre
Burnley	Burnley Campus Library
Burnley	Hapton Young People's Centre
Burnley	Padiham Young People's Centre
Burnley	Pike Hill Library
Burnley	Rosegrove Library
Burnley	Stoops and Hargher Clough Young People's Centre
Chorley	Adlington Library and Children's Centre (designated)
Chorley	Astley and Buckshaw Children's Centre (designated)
Chorley	Blossomfields Children's Centre (Ecclestone)
Chorley	Chorley Adult Disability Day Service (Holly Trees)
Chorley	Chorley Youth Offending Team (Halliwell Street)
Chorley	Clayton Brook Children's Centre (designated)
Chorley	Coppull Children's Centre (designated)
Chorley	Coppull Young People's Centre
Chorley	Ecclestone Young People's Centre
Chorley	Highfield Children's Centre (designated)
Chorley	Millfield Children's Centre (Brinscall) (designated)
Chorley	The Zone in Chorley
Fylde	Ansdell Library
Fylde	Freckleton Library
Fylde	Kirkham Library
Fylde	Kirkham Young People's Centre
Fylde	Lower Lane Young People's Centre
Fylde	Lytham Children's Centre
Fylde	Lytham Library and Registration Office
Fylde	Orchard Children's Centre (Freckleton) (designated)
Fylde	Pear Tree Children's Centre (Kirkham) (designated)

## Appendix C: Annex 3 - Premises that are no longer required to deliver the Council's future pattern of service delivery

District	Building Name
Hyndburn	Accrington Youth Offending Team (Blake Street)
Hyndburn	Clayton-le-Moors Library
Hyndburn	Clayton-le-Moors Young People's Centre
Hyndburn	Great Harwood Young People's Centre
Hyndburn	Huncoat Children's Centre (designated)
Hyndburn	Oswaldtwistle Library
Hyndburn	Oswaldtwistle Young People's Centre
Hyndburn	Rishton Library
Hyndburn	Sure Start Hyndburn - Accrington South Children's Centre (The Beeches) (designated)
Lancaster	Balmoral Children's Centre (Morecambe) (designated)
Lancaster	Barton Road Young People's Centre
Lancaster	Bolton-le-Sands Library
Lancaster	Carnforth Library
Lancaster	Firbank Children's Centre (designated)
Lancaster	Galgate Children's Centre (Ellel)
Lancaster	Heysham Children's Centre and Young People's Centre (designated)
Lancaster	Lancaster Registration Office
Lancaster	Morecambe Registration Office
Lancaster	Poulton Children's Centre (Morecambe) (designated)
Lancaster	Ryelands Young People's Centre
Lancaster	Silverdale Library
Pendle	Barnoldswick Young People's Centre
Pendle	Barrowford Library
Pendle	Brierfield Library
Pendle	Brierfield Young People's Centre
Pendle	Colne Young People's Centre
Pendle	Earby Library
Pendle	Pendleside Children's Centre (Barrowford)
Pendle	Trawden Library and Riverside Children's Centre
Pendle	Trawden Young People's Centre

## Appendix C: Annex 3 - Premises that are no longer required to deliver the Council's future pattern of service delivery

District	Building Name
Preston	Fulwood Library
Preston	Preston East Children's Centre (designated)
Preston	St Lawrence Children's Centre (Barton)
Ribble Valley	Chatburn Library
Ribble Valley	Longridge Young People's Centre
Ribble Valley	Read Library
Ribble Valley	Ribble Valley Adult Disability Day Services (Pendleton Brook)
Ribble Valley	Slaidburn Young People's Centre
Ribble Valley	Whalley Library and Spring Wood Children's Centre
Ribble Valley	Willows Park Children's Centre (Longridge) (designated)
Rossendale	Bacup Library
Rossendale	Balladen Children's Centre (Rawtenstall) (designated)
Rossendale	Crawshawbooth Library
Rossendale	Rossendale Registration Office
Rossendale	Staghills Children's Centre (designated)
Rossendale	Whitewell Bottom Community Centre
Rossendale	Whitworth Library
Rossendale	Whitworth Young People's Centre
South Ribble	Bamber Bridge Children's Centre (designated)
South Ribble	Bamber Bridge Library
South Ribble	Kingsfold Children's Centre (designated)
South Ribble	Longton Children's Centre
South Ribble	Lostock Hall Library and Children's Centre
South Ribble	Penwortham Library
South Ribble	Penwortham Young People's Centre
South Ribble	Wellfield Children's Centre (designated)
West Lancashire	Burscough Library
West Lancashire	Children's Social Care (Fairlie Skelmersdale)
West Lancashire	Hesketh with Becconsall Children's Centre
West Lancashire	Moorgate Children's Centre (Ormskirk) (designated)

**Appendix C: Annex 3 - Premises that are no longer required to deliver the Council's future pattern of service delivery**

District	Building Name
West Lancashire	Ormskirk Derby Street Day Centre (older people)
West Lancashire	Parbold Library
West Lancashire	St John's Children's Centre (Skelmersdale) (designated)
West Lancashire	Upholland Library
Wyre	Cleveleys Library and Children's Centre
Wyre	Fleetwood Children's Centre (designated)
Wyre	Garstang Young People's Centre
Wyre	Northfleet Library
Wyre	Over Wyre Children's Centre (Hambleton satellite)
Wyre	Over Wyre Children's Centre (Preesall satellite)
Wyre	Poulton-le-Fylde Children's Centre
Wyre	Preesall Young People's Centre
Wyre	Rural Wyre Children's Centre (Garstang) (designated)
Wyre	Thornton Library
Wyre	Thornton Young People's Centre
Wyre	Thornton Youth Offending Team (Marsh Mill)



## Appendix C: Annex 4 - Buildings subject to service decisions

District	Building Name
Burnley	Gannow Community Centre
Chorley	Woodlands Centre
Pendle	Wheatley Lane Library
Preston	Lancashire Certificate Service (Quayside Court)
Preston	Preston 58/60 Guildhall Street
Ribble Valley	Alston Hall
South Ribble	Bamber Bridge Adult Disability Day Services (Bridge Suite)
South Ribble	Leyland Learning Centre
West Lancashire	Burscough Bridge Bus/Rail Interchange
West Lancashire	Digmoor Young People's Centre
West Lancashire	Ormskirk 5A Derby Street Adult Disability Day Services
West Lancashire	West Lancashire Resource Centre (Daniels Lane)
Wyre	Fleetwood Young People's Centre (Blakiston St)
Wyre	Thornton Cleveleys Adult Social Care



## Appendix C: Annex 5 - Buildings brought into scope

The following are examples of services that will be delivered from the network of LCC Neighbourhood Centres:- Adult Disability Day Services, Adult Social Care, Children Missing Education, Children's Social Care, Community Mental Health, Conferencing, Fostering and Adoption, Leaving Care Outreach, Library Service, Older People's Daytime Support Service, Pupil Attendance, Registration Service, Special Educational Needs and Disability Service, Supporting Carers of Children and Young People Together (SCAYT+), Trading Standards, Welfare Rights, Wellbeing, Prevention and Early Help Service (0-11 years, 12-19+ years, 0-19+ years), Youth Offending Team.

The following table shows the main services proposed within each building.

District	Building Name	Proposed Main Service Delivery
Lancaster	White Cross Education Centre (Mill 14)	Registration Service, Well-being, Prevention and Early Help (12-19+ years) and Youth Offending Team
Preston	Preston Bus Station	Youth Offending Team



## Appendix C: Annex 6 Wellbeing, Prevention and Early Help (statutory children's centre) core offer.

The following buildings currently deliver the Wellbeing, Prevention and Early Help statutory children's centre core offer:

Burnley	Burnley Wood Children's Centre (designated children's centre)
Burnley	Ightenhill Children's Centre (designated children's centre)
Burnley	Reedley Hallows Children's Centre (designated children's centre)
Burnley	South West Burnley Children's Centre (designated children's centre)
Burnley	The Chai Centre Children's Centre (designated children's centre)
Burnley	Whitegate Children's Centre (designated children's centre)
Chorley	Adlington Library and Children's Centre (designated children's centre)
Chorley	Astley and Buckshaw Children's Centre (designated children's centre)
Chorley	Blossomfields Children's Centre
Chorley	Clayton Brook Children's Centre (designated children's centre)
Chorley	Coppull Children's Centre (designated children's centre)
Chorley	Duke Street Children's Centre (designated children's centre)
Chorley	Highfield Children's Centre (designated children's centre)
Chorley	Millfield Children's Centre (designated children's centre)
Fylde	Children's Social Care (Sydney Street) and Oak Tree Children's Centre (designated children's centre)
Fylde	Lytham Children's Centre
Fylde	Orchard Children's Centre (designated children's centre)
Fylde	Pear Tree Children's Centre (designated children's centre)
Fylde	Weeton Children's Centre
Hyndburn	Clayton-le-Moors and Altham Children's Centre (designated children's centre)
Hyndburn	Copper House Children's Centre (designated children's centre)
Hyndburn	Fairfield Children's Centre (designated children's centre)
Hyndburn	Great Harwood Children's Centre (designated children's centre)
Hyndburn	Huncoat Children's Centre (designated children's centre)
Hyndburn	Sure Start Hyndburn - Accrington South Children's Centre (The Beeches) (designated children's centre)
Hyndburn	Sure Start Hyndburn - Church and West Accrington Children's Centre (The Park) (designated children's centre)

**Appendix C: Annex 6 Wellbeing, Prevention and Early Help (statutory children's centre) core offer.**

Lancaster	Appletree Children's Centre (designated children's centre)
Lancaster	Balmoral Children's Centre (designated children's centre)
Lancaster	Firbank Children's Centre (designated children's centre)
Lancaster	Galgate Children's Centre
Lancaster	Halton Library
Lancaster	Heysham Children's Centre and Young People's Centre (designated children's centre)
Lancaster	Lune Park Children's Centre (designated children's centre)
Lancaster	Poulton Children's Centre (designated children's centre)
Lancaster	The Carnforth Hub Children's Centre and Young People's Centre (designated children's centre)
Lancaster	Westgate Children's Centre (designated children's centre)
Pendle	Beacon Children's Centre (designated children's centre)
Pendle	Colne Children's Centre (designated children's centre)
Pendle	Family Tree Children's Centre (designated children's centre)
Pendle	Gisburn Road Children's Centre (designated children's centre)
Pendle	Pendleside Children's Centre
Pendle	Trawden Library and Riverside Children's Centre
Pendle	Walton Lane Children's Centre (designated children's centre)
Preston	Preston East Children's Centre (designated children's centre)
Preston	Preston West Children's Centre (designated children's centre)
Preston	Ribbleton Children's Centre (designated children's centre)
Preston	Riverbank Children's Centre (designated children's centre)
Preston	Sharoe Green Library and Cherry Tree Children's Centre (designated children's centre)
Preston	St Lawrence Children's Centre
Preston	Stoneygate Children's Centre (designated children's centre)
Preston	Sunshine Children's Centre (designated children's centre)
Preston	Sunshine Children's Centre (New Hall Lane Drop-in)
Ribble Valley	Ribblesdale Children's Centre (designated children's centre)
Ribble Valley	Whalley Library and Spring Wood Children's Centre
Ribble Valley	Willows Park Children's Centre (designated children's centre)

**Appendix C: Annex 6 Wellbeing, Prevention and Early Help (statutory children's centre) core offer.**

Rossendale	Balladen Children's Centre (designated children's centre)
Rossendale	Haslingden Community Link Children's Centre (designated children's centre)
Rossendale	Staghills Children's Centre (designated children's centre)
Rossendale	The Maden Centre (designated children's centre)
Rossendale	Whitworth Children's Centre (designated children's centre)
South Ribble	Bamber Bridge Children's Centre (designated children's centre)
South Ribble	Kingsfold Children's Centre (designated children's centre)
South Ribble	Longton Children's Centre
South Ribble	Lostock Hall Library and Children's Centre
South Ribble	Wade Hall Children's Centre (designated children's centre)
South Ribble	Wellfield Children's Centre (designated children's centre)
West Lancashire	First Steps Children's Centre (designated children's centre)
West Lancashire	Hesketh with Beconsall Children's Centre
West Lancashire	Moorgate Children's Centre (designated children's centre)
West Lancashire	Park Children's Centre (designated children's centre)
West Lancashire	St John's Children's Centre (Skelmersdale) (designated children's centre)
West Lancashire	The Grove Young People's Centre and Children's Centre (designated children's centre)
West Lancashire	Upholland Children's Centre
Wyre	Children's Social Care (The Anchorage Fleetwood) and West View Children's Centre (designated children's centre)
Wyre	Cleveleys Library
Wyre	Fleetwood Children's Centre (designated children's centre)
Wyre	Fleetwood Children's Centre (Flakefleet satellite)
Wyre	Over Wyre Children's Centre (Hambleton satellite)
Wyre	Over Wyre Children's Centre (Preesall satellite)
Wyre	Poulton-le-Fylde Children's Centre
Wyre	Rural Wyre Children's Centre (designated children's centre)
Wyre	Thornton-Cleveleys Children's Centre (designated children's centre)

## Appendix C: Annex 6 Wellbeing, Prevention and Early Help (statutory children's centre) core offer.

It is proposed that the following buildings will continue to deliver the Wellbeing, Prevention and Early Help statutory children's centre core offer:

Burnley	Burnley Wood Children's Centre (designated children's centre)
Burnley	Ightenhill Children's Centre (designated children's centre)
Burnley	Reedley Hallows Children's Centre (designated children's centre)
Burnley	South West Burnley Children's Centre (designated children's centre)
Burnley	The Chai Centre Children's Centre (designated children's centre)
Burnley	Whitegate Children's Centre (designated children's centre)
Chorley	Duke Street Children's Centre (designated children's centre)
Fylde	Children's Social Care (Sydney Street) and Oak Tree Children's Centre (designated children's centre)
Fylde	Weeton Children's Centre (designated children's centre)
Hyndburn	Clayton-le-Moors and Altham Children's Centre (designated children's centre)
Hyndburn	Copper House Children's Centre (designated children's centre)
Hyndburn	Fairfield Children's Centre (designated children's centre)
Hyndburn	Great Harwood Children's Centre (designated children's centre)
Hyndburn	Sure Start Hyndburn - Church and West Accrington Children's Centre (The Park) (designated children's centre)
Lancaster	Appletree Children's Centre (designated children's centre)
Lancaster	Halton Library
Lancaster	Lune Park Children's Centre (designated children's centre)
Lancaster	The Carnforth Hub Children's Centre and Young People's Centre (designated children's centre)
Lancaster	Westgate Children's Centre (designated children's centre)
Pendle	Beacon Children's Centre (designated children's centre)
Pendle	Colne Children's Centre (designated children's centre)
Pendle	Family Tree Children's Centre (designated children's centre)
Pendle	Gisburn Road Children's Centre (designated children's centre)
Pendle	Walton Lane Children's Centre (designated children's centre)
Preston	Preston West Children's Centre (designated children's centre)
Preston	Ribbleton Children's Centre (designated children's centre)



**Appendix C: Annex 6 Wellbeing, Prevention and Early Help (statutory children's centre) core offer.**

Preston	Riverbank Children's Centre (designated children's centre)
Preston	Sharoe Green Library and Cherry Tree Children's Centre (designated children's centre)
Preston	Stoneygate Children's Centre (designated children's centre)
Preston	Sunshine Children's Centre (designated children's centre)
Preston	Sunshine Children's Centre (New Hall Lane Drop-in)
Ribble Valley	Ribblesdale Children's Centre (designated children's centre)
Rossendale	Haslingden Community Link Children's Centre (designated children's centre)
Rossendale	The Maden Centre (designated children's centre)
Rossendale	Whitworth Children's Centre (designated children's centre)
South Ribble	Wade Hall Children's Centre (designated children's centre)
West Lancashire	First Steps Children's Centre (designated children's centre)
West Lancashire	Park Children's Centre (designated children's centre)
West Lancashire	The Grove Young People's Centre and Children's Centre (designated children's centre)
West Lancashire	Upholland Children's Centre (designated children's centre)
Wyre	Children's Social Care (The Anchorage Fleetwood) and West View Children's Centre (designated children's centre)
Wyre	Fleetwood Children's Centre (Flakefleet satellite) (designated children's centre)
Wyre	Thornton Children's Centre (designated children's centre)

It is proposed that the Wellbeing, Prevention and Early Help statutory children's centre core offer will also be delivered from the following buildings:

Burnley	Children's Social Care (Easden Clough) (designated children's centre)
Burnley	Stoneyholme and Daneshouse Young People's Centre (designated children's centre)
Chorley	Chorley Library (designated children's centre)
Chorley	Clayton Green Library (designated children's centre)

**Appendix C: Annex 6 Wellbeing, Prevention and Early Help (statutory children's centre) core offer.**

Chorley	Coppull Library
Chorley	Eccleston Library
Fylde	The Zone in Fylde (designated children's centre)
Lancaster	Morecambe Library (designated children's centre)
Pendle	Earby Community Centre
Ribble Valley	Longridge Library
Rosendale	The Zone in Rosendale (designated children's centre)
South Ribble	Leyland Library
South Ribble	Longton Library
South Ribble	The Zone in South Ribble (designated children's centre)
South Ribble	Walton-le-Dale Young People's Centre (designated children's centre)
West Lancashire	Ormskirk Library (designated children's centre)
Wyre	Garstang Library (designated children's centre)
Wyre	The Zone in Wyre (designated children's centre)

Section 4

# Equality

# Analysis Toolkit

Property Strategy (Neighbourhood  
Centres ) v2

For Decision Making Items

May 2016

## **What is the Purpose of the Equality Decision-Making Analysis?**

The Analysis is designed to be used where a decision is being made at Cabinet Member or Overview and Scrutiny level or if a decision is being made primarily for budget reasons. The Analysis should be referred to on the decision making template (e.g. E6 form).

When fully followed this process will assist in ensuring that the decision-makers meet the requirement of section 149 of the Equality Act 2010 to have due regard to the need: to eliminate discrimination, harassment, victimisation or other unlawful conduct under the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard means analysing, at each step of formulating, deciding upon and implementing policy, what the effect of that policy is or may be upon groups who share these protected characteristics defined by the Equality Act. The protected characteristics are: age, disability, gender reassignment, race, sex, religion or belief, sexual orientation or pregnancy and maternity – and in some circumstances marriage and civil partnership status.

It is important to bear in mind that "due regard" means the level of scrutiny and evaluation that is reasonable and proportionate in the particular context. That means that different proposals, and different stages of policy development, may require more or less intense analysis. Discretion and common sense are required in the use of this tool.

It is also important to remember that what the law requires is that the duty is fulfilled in substance – not that a particular form is completed in a particular way. It is important to use common sense and to pay attention to the context in using and adapting these tools.

This process should be completed with reference to the most recent, updated version of the Equality Analysis Step by Step Guidance (to be distributed ) or EHRC guidance at

<http://www.equalityhumanrights.com/private-and-public-sector-guidance/public-sector-providers/public-sector-equality-duty>

This toolkit is designed to ensure that the section 149 analysis is properly carried out, and that there is a clear record to this effect. The Analysis should be completed in a timely, thorough way and should inform the whole of the decision-making process. It must be considered by the person making the final decision and must be made available with other documents relating to the decision.

The documents should also be retained following any decision as they may be requested as part of enquiries from the Equality and Human Rights Commission or Freedom of Information requests.

Support and training on the Equality Duty and its implications is available from the County Equality and Cohesion Team by contacting

[AskEquality@lancashire.gov.uk](mailto:AskEquality@lancashire.gov.uk)

Specific advice on completing the Equality Analysis is available from your Service contact in the Equality and Cohesion Team or from Jeanette Binns

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

## **Name/Nature of the Decision**

Property Strategy (Neighbourhood Centres) proposal for consultation.

## **What in summary is the proposal being considered?**

Consideration of a proposed list for consultation of future building use by the County Council. The report contains a 'long' list of 238 premises from which it is proposed that 132 premises/multi-functional Neighbourhood Centres could be selected and form the basis for future service delivery.

Is the decision likely to affect people across the county in a similar way or are specific areas likely to be affected – e.g. are a set number of branches/sites to be affected? If so you will need to consider whether there are equality related issues associated with the locations selected – e.g. greater percentage of BME residents in a particular area where a closure is proposed as opposed to an area where a facility is remaining open.

Yes it will impact on all communities.

We will use evidence based premises information, including the Indices of Multiple Deprivation (IMD), population distribution and natural geographical communities alongside the draft Corporate Strategy to reflect the different levels and types of needs within our communities alongside responses to the proposed consultation. The information received from Stage 1 consultations for the Library Service, Wellbeing Prevention and Early Help Service and other service consultations will also help to inform this process.

**Could the decision have a particular impact on any group of individuals sharing protected characteristics under the Equality Act 2010, namely:**

- Age
- Disability including Deaf people
- Gender reassignment
- Pregnancy and maternity
- Race/ethnicity/nationality

- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership Status

In considering this question you should identify and record any particular impact on people in a sub-group of any of the above – e.g. people with a particular disability or from a particular religious or ethnic group.

It is particularly important to consider whether any decision is likely to impact adversely on any group of people sharing protected characteristics to a disproportionate extent. Any such disproportionate impact will need to be objectively justified.

Any proposed reduction in the number of service delivery premises will impact on all residents and others who use county council services. People from all protected characteristics groups will be included within those affected.

The proposal for consultation lists 238 premises. This includes premises which currently provide targeted services such as children's centres, youth services, older people's daytime support services, adult disability day services and other service points which are of particular relevance to people from protected characteristics groups. Proposals for the future use of these locations may have a greater impact amongst those with the age (both younger and older people), pregnancy and maternity, gender and disability protected characteristics groups.

Services will be expected to have due regard to the requirements of the Public Sector Equality Duty when decisions are being made on future service delivery and premises use. The outcome of the proposed consultation will help inform these developments and assess any possible adverse impact on people from protected characteristics groups.

*The outcome of this process will also potentially impact on employees of the County Council. Whilst arrangements are in place for specific staff consultations to be carried out separately, in line with service structure proposals – staff may potentially also be affected by the outcome of the Property Strategy proposals.*

If you have answered "Yes" to this question in relation to any of the above characteristics, – please go to Question 1.

If you have answered "No" in relation to all the protected characteristics, please briefly document your reasons below and attach this to the decision-making papers. (It goes without saying that if the lack of impact is obvious, it need only be very briefly noted.)



## Question 1 – Background Evidence

What information do you have about the different groups of people who may be affected by this decision – e.g. employees or service users (you could use monitoring data, survey data, etc to compile this). As indicated above, the relevant protected characteristics are:

- Age
- Disability including Deaf people
- Gender reassignment/gender identity
- Pregnancy and maternity
- Race/Ethnicity/Nationality
- Religion or belief
- Sex/gender
- Sexual orientation
- Marriage or Civil Partnership status (in respect of which the s. 149 requires only that due regard be paid to the need to eliminate discrimination, harassment or victimisation or other conduct which is prohibited by the Act).

In considering this question you should again consider whether the decision under consideration could impact upon specific sub-groups e.g. people of a specific religion or people with a particular disability. You should also consider how the decision is likely to affect those who share two or more of the protected characteristics – for example, older women, disabled, elderly people, and so on.

It is proposed that the reduction in premises from 238 be based upon need across the County using the 2015 English Indices of Multiple Deprivation, population density, detailed analysis of each premise and consultation to identify the candidates for inclusion in the new 'Neighbourhood Centres' portfolio and by exception, which premises would be recommended for disposal. This Equality Analysis reflects the position prior to specific public consultation on the property strategy and will be updated to reflect the outcome of the consultation.

As the premises contained within the consultation include children's centres, youth service premises, older people's daytime support centres and adult disability day services premises amongst others, there is a potential impact particularly on people in the age protected characteristic group (both younger and older people) those who are pregnant or on maternity leave, women and disabled people should

the location of services or nature of facilities provided at individual premises change.

More detailed information on the user profile of many County Council services is not available at this time but will be added where possible as the Equality Analysis is updated.

The final outcome of the Property Strategy proposals may also impact on employees of the County Council in various locations and services. The workforce includes employees from all protected characteristics groups which includes over 73% female employees, 3.34% who are from Black and Minority Ethnic backgrounds and 2.13% who consider themselves to have a disability or to be Deaf people.

## **Question 2 – Engagement/Consultation**

How have you tried to involve people/groups that are potentially affected by your decision? Please describe what engagement has taken place, with whom and when.

(Please ensure that you retain evidence of the consultation in case of any further enquiries. This includes the results of consultation or data gathering at any stage of the process)

The proposed strategy for the rationalisation of public facing service delivery premises has developed alongside the draft Corporate Strategy and has been discussed with relevant heads of service with a view to ensuring that any final recommended list of premises to remain as Neighbourhood Centres would align operationally with various delivery plans, e.g., the Libraries Strategy and the Wellbeing, Prevention and Early Help Strategy which have both been the subject of public consultation during the early months of 2016. The results of these public consultations have been included within service specific equality analyses but will be summarised when this Equality Analysis is updated.

To date, a number and range of e.petitions and hard copy petitions have been received with regard to reductions in services generally or to concerns about the future of particular buildings/services which will also be reflected in the updated Equality Analysis alongside others which may be received as part of the formal public consultation.

A stakeholder consultation on service budget proposals took place between 10 December 2015 and 18 January 2016 which included circulating by email a letter outlining the County Council's budget position, a link to the individual budget

proposals and link to an on-line questionnaire. This went to 334 stakeholders including County Councillors, District/Borough and Unitary Councils, the Older Peoples Forum, young people's engagement forums, the Lancashire Parent Carers Forum, Lancashire Carers Forum, Third Sector Lancashire and other contacts. These stakeholders had also been contacted as part of consultations on the Corporate Strategy. Whilst neither of these consultations specifically referenced issues included in the Property Strategy consultation, they provided some context and background for the Property Strategy proposals for stakeholders.

*There have also been 3 briefing sessions for County Councillors and other engagement with them which has provided intelligence on the local context of buildings and service delivery.*

*Approval for formal public consultation and Stakeholder consultation is being requested at this stage and therefore this Equality Analysis will be updated to reflect the outcome of both consultations.*

*Separate consultations are being carried out with staff affected by service structure changes and these will be conducted using agreed consultation arrangements.*

### **Question 3 – Analysing Impact**

Could your proposal potentially disadvantage particular groups sharing any of the protected characteristics and if so which groups and in what way?

It is particularly important in considering this question to get to grips with the actual practical impact on those affected. The decision-makers need to know in clear and specific terms what the impact may be and how serious, or perhaps minor, it may be – will people need to walk a few metres further to catch a bus, or to attend school? Will they be cut off altogether from vital services? The answers to such questions must be fully and frankly documented, for better or for worse, so that they can be properly evaluated when the decision is made.

Could your proposal potentially impact on individuals sharing the protected characteristics in any of the following ways:

- Could it discriminate unlawfully against individuals sharing any of the protected characteristics, whether directly or indirectly; if so, it must be amended. Bear in mind that this may involve taking steps to meet the specific needs of disabled people arising from their disabilities
- Could it advance equality of opportunity for those who share a particular protected characteristic? If not could it be developed or modified in order to do so?
- Does it encourage persons who share a relevant protected characteristic to participate in public life or in any activity in which participation by such persons is disproportionately low? If not could it be developed or modified in order to do so?
- Will the proposal contribute to fostering good relations between those who share a relevant protected characteristic and those who do not, for example by tackling prejudice and promoting understanding? If not could it be developed or modified in order to do so? Please identify any findings and how they might be addressed.

Neighbourhood Centres will play a key role in future service delivery. At this stage it is not possible to analyse the impact on groups with protected characteristics however, in the decision making process regarding service delivery we will have due regard to the Public Sector Equality Duty requirements and the Prevent Duty to minimise any negative impact on our communities.

The delivery of a more flexible portfolio intends to create additional opportunities to rationalise the portfolio in terms of service delivery premises whilst endeavouring to maintain a County Council presence across the county, particularly in areas of need. It is recognised that this proposal may impact on groups with protected characteristics in terms of location of the new Neighbourhood Centres in particular disabled, age (young and old), pregnancy & maternity e.g. who may have transport, travel and accessibility issues. The criteria used to form the basis of suggestions for the future of individual premises have therefore included features such as numbers of storeys within buildings, car parking facilities and distance

from public transport amongst the assessment criteria.

#### **Question 4 –Combined/Cumulative Effect**

Could the effects of your decision combine with other factors or decisions taken at local or national level to exacerbate the impact on any groups?

For example - if the proposal is to impose charges for adult social care, its impact on disabled people might be increased by other decisions within the County Council (e.g. increases in the fares charged for Community Transport and reductions in respite care) and national proposals (e.g. the availability of some benefits) . Whilst LCC cannot control some of these decisions, they could increase the adverse effect of the proposal. The LCC has a legal duty to consider this aspect, and to evaluate the decision, including mitigation, accordingly.

If Yes – please identify these.

Proposals contained within the Property Strategy have been developed in light of recent County Council budget proposals concerning the withdrawal of subsidised bus services, so the criteria relating to distance from a bus stop has taken into account changes in bus services which took effect from 3 April 2016. These service changes resulted from recommendations of a Cabinet Working Group on Bus Services as a result of which 40 previously subsidised services would be run commercially, 28 services would be supported by the County Council and 2 others by a combination of the County Council and Chorley Borough Council. A £3 million budget has been allocated to support this. In some cases this has led to the merging of some bus services and changes in route which may affect the ease with which people can travel to current and alternative premises. Changes relating to bus subsidies arrangements has significantly reduced evening and Sunday/Bank Holiday bus services which may combine with proposals in the Property Strategy to more adversely affect some communities and protected characteristic groups – e.g. young people, older people and disabled people who are over-represented amongst bus users.

The proposal should also be viewed alongside others about the future delivery, need and use of services such as the Library Service, Wellbeing Prevention and Early Help Service and consultations on the County Record Office opening hours. It should be noted that issues relating to the future of the Museums Service are being addressed by separate proposals and consultations.

## Question 5 – Identifying Initial Results of Your Analysis

As a result of your analysis have you changed/amended your original proposal?

Please identify how –

For example:

Adjusted the original proposal – briefly outline the adjustments

Continuing with the Original Proposal – briefly explain why

Stopped the Proposal and Revised it - briefly explain

*At present the proposal remain unchanged, to consult on proposals of which of the 238 premises the County Council will deliver services from, and which services will be delivered there. The detail of this proposal may change in light of the proposed consultation.*

## Question 6 - Mitigation

Please set out any steps you will take to mitigate/reduce any potential adverse effects of your decision on those sharing any particular protected characteristic. It is important here to do a genuine and realistic evaluation of the effectiveness of the mitigation contemplated. Over-optimistic and over-generalised assessments are likely to fall short of the “due regard” requirement.

Also consider if any mitigation might adversely affect any other groups and how this might be managed.

Mitigating actions are in the process of being developed and will be informed by the findings of the consultation.

Further Issues already identified that will be considered in finalising the Neighbourhood Centres which are of particular relevance in relation to the Public Sector Equality Duty are:

- Cultural identifiers – whilst the IMD measure in the proposed calculation would take travel horizons into account to some extent, the calculation would not allow for the fact that communities recognise and take ownership of places through cultural identifiers. This can provide a barrier to needy communities in the ownership and access of services, and where possible this will be taken into account in making recommendations.

- The county council's Access Budget may be able to address any accessibility issues.

## **Question 7 – Balancing the Proposal/Countervailing Factors**

At this point you need to weigh up the reasons for the proposal – e.g. need for budget savings; damaging effects of not taking forward the proposal at this time – against the findings of your analysis. Please describe this assessment. It is important here to ensure that the assessment of any negative effects upon those sharing protected characteristics is full and frank. The full extent of actual adverse impacts must be acknowledged and taken into account, or the assessment will be inadequate. What is required is an honest evaluation, and not a marketing exercise. Conversely, while adverse effects should be frankly acknowledged, they need not be overstated or exaggerated. Where effects are not serious, this too should be made clear.

This proposal has emerged following the need for the County Council to make unprecedented budget savings. The Medium Term Financial Strategy reported in the November 2015 forecast that the Council will have a financial shortfall of £262 million in its revenue budget in 2020/21.

This is a combination of reducing resources as a result of the government's extended programme of austerity at the same time as the Council is facing significant increases in both the cost (for example as a result of inflation and the national living wage) and demand for its services.

The revised position following the financial settlement for 2016/17 is now a budget gap of £200.507m by 2020/21. This revised gap takes into account the impact of the settlement, new financial pressures and the savings decisions taken by the Full Council in 2014/15, 2015/16 and 2016/17 regarding the future pattern of council services.

We acknowledge that some protected characteristic groups may be negatively affected by the finalised Property Strategy (Neighbourhood Centres) however we will strive to minimise any negative impacts by developing as many mitigating actions as possible including using the agreed methods of scoring and weighting which reflect protected characteristics considerations for premises identified in the consultation documents.

## **Question 8 – Final Proposal**

In summary, what is your final proposal and which groups may be affected and how?

Property Strategy (Neighbourhood Centres) proposal for consultation.

## **Question 9 – Review and Monitoring Arrangements**

Describe what arrangements you will put in place to review and monitor the effects of your proposal.

Appropriate monitoring procedures will be developed following the implementation of this proposal based on the relevant protected characteristics affected and individual service arrangements.

Equality Analysis Prepared By Emma Pearse

Position/Role: Property Asset Manager (Review)

And Jeanette Binns (Equality and Cohesion Manager)

Equality Analysis Endorsed by Line Manager and/or Service Head:

Mel Ormesher Head of Asset Management

Decision Signed Off By

Cabinet Member or Director

**Please remember to ensure the Equality Decision Making Analysis is submitted with the decision-making report and a copy is retained with other papers relating to the decision.**



Where specific actions are identified as part of the Analysis please ensure that an EAP001 form is completed and forwarded to your Service contact in the Equality and Cohesion Team.

Service contacts in the Equality & Cohesion Team are:

Karen Beaumont – Equality & Cohesion Manager

[Karen.beaumont@lancashire.gov.uk](mailto:Karen.beaumont@lancashire.gov.uk)

Contact for Adult Services ; Policy Information and Commissioning (Age Well); Health Equity, Welfare and Partnerships (PH); Patient Safety and Quality Improvement (PH).

Jeanette Binns – Equality & Cohesion Manager

[Jeanette.binns@lancashire.gov.uk](mailto:Jeanette.binns@lancashire.gov.uk)

Contact for Community Services; Development and Corporate Services; Customer Access; Policy Commissioning and Information (Live Well); Trading Standards and Scientific Services (PH), Lancashire Pension Fund

Saulo Cwerner – Equality & Cohesion Manager

[Saulo.cwerner@lancashire.gov.uk](mailto:Saulo.cwerner@lancashire.gov.uk)

Contact for Children's Services; Policy, Information and Commissioning (Start Well); Wellbeing, Prevention and Early Help (PH); BTLS

Pam Smith – Equality & Cohesion Manager

[Pam.smith@lancashire.gov.uk](mailto:Pam.smith@lancashire.gov.uk)

Contact for Governance, Finance and Public Services; Communications; Corporate Commissioning (Level 1); Emergency Planning and Resilience (PH).

Thank you

# Property strategy consultation 2016



## Have your say

### Changes to where we provide your services

Lancashire County Council provides local communities with a wide range of different services, based in hundreds of buildings across the county. We are proposing some changes to how and where many of these services are provided.

We are inviting you to have a say about the changes, which mainly affect:

- Libraries
- Wellbeing, prevention and early help services (including children's centres and young people's centres)
- Registration offices (births, marriages and deaths)
- Children's services
- Youth offending teams
- Adult disability day services
- Older people's daytime support services
- Welfare rights services

We know how important these services are to the people who use them. The purpose of the proposals explained in this document is to allow the council to keep providing residents with a good service, at a cost it will be able to afford in the future.

The main changes we are consulting about are:

- To reduce the number of different buildings where services are available.
- To create a network of 'Neighbourhood Centres' through which the council will deliver services.

This document explains more about what these changes would mean to the way services are made available in all parts of Lancashire. There is a section for you to complete and return to us if you would like to share your views before any of the proposals are agreed. This questionnaire also includes our consultation on designated children's centres. You will have a chance to give us your views between Wednesday 18 May and Sunday 14 August, either by completing this document or visiting [www.lancashire.gov.uk](http://www.lancashire.gov.uk) and completing the consultation questionnaire online.

All of the feedback we receive in response to this consultation process will be reviewed and made available to members of the council's Cabinet. They will be asked to consider a final version of the proposals in September 2016.

### **Why is there a need for change?**

The county council has to change its services to make them more affordable. The council is receiving less funding from the Government, while also having to spend more on essential services for vulnerable children and adults because of an increase in demand.

These things mean there is much less money available to spend on other services. In total the council has to find savings of £200m over the next five years. The council provides services in different ways. Some services are provided to people in their own homes and a growing number of services are provided online. Many others are provided from a network of more than 200 buildings across Lancashire.

In November 2015 the council's Cabinet agreed a new Property Strategy for public facing buildings, which identified a list of all of the buildings the council currently delivers services from. We then began a review to see how the council could reduce the amount of money it spends on providing services from so many different places, with the aim of identifying which buildings should continue to be used in the future. The proposals we are consulting on are the result of that review.

### **What does it mean to you?**

The proposals we are inviting you to have a say about would mean that all of the services above will still be available, but at fewer locations than they are now. Our review has considered 238 buildings and we propose in future that services would be delivered from 132 buildings. How this affects specific services and buildings is set out later in this document.

As a result of the proposals:

- **You may be able to access services in the same place you would choose to now.** The county council would still provide the same or similar services from many of the places it does today. We are proposing that all of the affected services will continue to be available within each district of Lancashire.
- **You may need to travel further, or to a different building, to access services.** The council's services would be available from fewer buildings than they are now and for some people this would mean a longer journey to get there, or using another building nearby.
- **You may find more services become available in one place.** The buildings the county council delivers most of its services from would become known as 'Neighbourhood Centres'. Many of these would include a wider range of services together in one place than they do now, to better meet the needs of the local community.

Although these proposals are mainly about how the council delivers services from buildings, you may also be able to access our services in other ways. For example, we have a mobile library service for communities in some of the more remote parts of the county. Online services will become more important to us, too. Our online library and registration services are examples of services that many people find easier to use than attending a building where these services are provided.

## **Neighbourhood Centres**

All of the public access buildings the council continues to deliver public facing services from will become known as Neighbourhood Centres. This does not mean they will all be the same, but it does mean the council will think differently about how all of these buildings are used in the future.

Many of our buildings are currently used as a base for a single service, such as a library or a children's centre. Some will continue that way, but over time many Neighbourhood Centres will become places where different services are located together.

In the section later in this document where we have described the proposed changes to buildings, we have listed the main services that we plan to deliver from each building. However, there are other services that may also be delivered from that building in the future that do not appear on the list. Where possible we will be creating centres where a number of activities can happen, instead of having single bases for different services.

Putting more services in one place will be more cost effective for the council while helping us to deliver a better, more 'joined-up' service to residents. It will make better use of our buildings while making them more of a focal point for the communities they serve.

Neighbourhood Centres will be equipped to meet the needs of the services provided in them and some will offer increased flexibility such as:

- Extended opening hours
- Meeting rooms
- Private rooms for interviews and consultations

## What we considered

To develop these proposals, we have analysed a lot of different information. This includes:

- **A review of key facts about each building we use now.** For example, we have considered:
  - how close each building is to the local population
  - where each building is compared to where our services are most in demand
  - public transport links
  - car parking
  - building costs
- **Feedback from county councillors and partner organisations.** Before beginning this formal consultation process, we invited county councillors to contribute their views about which buildings should be retained based on their knowledge of the area they serve. We also listened to the views of other public sector organisations. Councillors and partners will also be able to contribute their views during the consultation period.
- **Consideration of how our services are planned to change in the future.** All of the council's services are transforming in some way over the next few years and the Property Strategy must reflect those changes. In particular the proposals in this document take account of changes to the Library Service and the Wellbeing, Prevention and Early Help Service, which will be available in fewer locations but still delivered from multiple sites across the county.

## How are services affected?

This section summarises how these proposals reflect changes to our services.

### Libraries

The council has recently consulted over plans to change its library service, including a reduction in the number of locations this service is provided from. The results of the consultation have been used to inform these proposals, in which we have identified proposed Neighbourhood Centres with a total of:

- 37 fixed library sites
- 7 satellite sites with self-service (not staffed)

In addition, there would be six mobile library units operating 68 routes and 792 stops across the county. We will also continue to extend our virtual library, which is becoming an increasingly popular way to borrow books. Take a look at the information that follows to see where the services are proposed to be delivered from.

The proposals would mean that:

- at least 95% of people living in densely populated areas (20 or more people per hectare) would live within 2 miles of a proposed Neighbourhood Centre, library or satellite service.
- at least 90% of people living in medium density populated areas (between 1.1 and 19.9 people per hectare) would live within 2.5 miles of a proposed Neighbourhood Centre, library or satellite service or 0.25 miles of a mobile library stop.
- at least 70% of people living in sparsely populated areas (1 or fewer people per hectare) would live within 3 miles of a proposed Neighbourhood Centre, library or satellite service, or within 0.25 miles of a mobile library stop.

### **Wellbeing, Prevention and Early Help Services**

These services exist to help make sure all children and young people are able to have a good start in life. They include services for younger children and their families, which are currently provided from a network of children's centres. They also include young people's services to provide young people with learning and recreational activities, which are usually based in young people's centres and youth zones.

The strategy for these services has been the subject of a separate consultation, the results of which have been taken into account in considering where these services should be provided from in future.

The proposals include that we will move from delivering at the current 63 designated children's sites to 53 sites. These services will be:

- located at a total of 35 sites to support 0-11 year olds, 14 sites for 12-19 years (plus special educational needs up to 25 years) and 23 sites that will cover the entire age range.
- accommodated in a way that meets the diverse needs of children, young people and their families, including outreach services where appropriate.

Take a look at the information that follows to see where the services are proposed to be delivered from. This document also forms our consultation on designated children's centres.

We know that over 92% of 0-11 year olds living in the most deprived areas of Lancashire live within 1.5 miles of a proposed children's centre.

## **Registration Service**

This provides services for people to register important life events including births, marriages and deaths.

There are currently 13 buildings which provide registration services, a number of which are purpose built. The proposal is to keep eight of the services in the same location and for the following to be located in different buildings alongside other services:

- Clitheroe register office on Pimlico Road is proposed to move to Clitheroe library
- Lancaster register office is proposed to move to Whitecross Education Centre (Mill 14) in Lancaster
- Morecambe register office in the Town Hall is proposed to move to Morecambe library
- Rawtenstall register office is proposed to move to Haslingden library
- Fylde registration office in Lytham library is proposed to move to St Anne's library

## **Children's Services**

Social workers provide support to children, young people and their families and will often have meetings with them in a variety of buildings across the county. It is proposed that this service operates from the following Neighbourhood Centres to cover the different district locations:

- Burnley - Children's Social Care (Easden Clough) and The Zone
- Chorley - Children's Social Care (The Hawthorn's)
- Fylde - Children's Social Care (Sydney Street) and Oak Tree Children's Centre
- Hyndburn - Children's Social Care (Silver Birches)
- Lancaster - Children's Social Care (Sefton Drive)
- Colne - Children's Social Care (Burnley Road)
- Preston - Children's Social Care (Ripon Street), Children's Social Care (St Luke's Centre), Stoneygate Children's Centre, and Sunshine Children's Centre
- Rawtenstall - Children's Social Care (Newchurch Road)
- West Lancashire - Skelmersdale Library
- Wyre- Children's Social Care (The Anchorage Fleetwood) and West View Children's Centre



## Youth Offending Teams

These services are designed to prevent offending by children and young people. The proposal is that the service will be co-located with services for young people where possible and the list below outlines the proposed changes from current buildings:

- Lancaster Youth Offending Team (Fraser House) is proposed to move to White Cross Education Centre (Mill 14)
- Thornton Youth Offending Team (Marsh Mill) is proposed to move to The Zone in Wyre
- Preston Youth Offending Team (Guildhall Street) is proposed to move to Preston Bus Station
- Chorley Youth Offending Team (Halliwell Street) is proposed to move to Chorley Library
- Accrington Youth Offending Team (Blake Street) is proposed to move to The Zone in Burnley
- The teams currently based in the Zone in Burnley and the Zone in West Lancashire will remain in those buildings

## Adult Disability Day Services

This involves a range of services for adults with a disability. It is a shared service for people with learning disabilities and people with physical disabilities.

There are currently 12 Adult Disability Day Services premises and it is proposed that these continue, except for Pendleton Brook in Ribble Valley and Hollytrees in Chorley:

- Due to low usage and unsuitability, it is proposed that the services currently available at Pendleton Brook will be relocated and combined with those at Hyndburn Disability Day Centre (Enfield).
- Alternative and more suitable provision for the service currently being delivered from Hollytrees Disability Day Service building (Chorley) will be identified and provided.

## Older People's Daytime Support Service

Our review has considered services at our 12 existing day centres for older people. Please note that some of these are provided in the same buildings as residential care services but the residential services are not affected by these proposals.

Most day centre services will continue to be provided where they are now, but there are changes proposed as follows:

- A Neighbourhood Centre would be established at Milbanke Older People's Day Centre, which will also incorporate the library service for the Kirkham area.
- Subject to a detailed feasibility study, the Derby Street Day Care Centre in Ormskirk would be combined with Mere Brook Day Centre in Ormskirk, where support for people with enhanced dementia need is provided.

## **Welfare Rights**

This service offers free, impartial and independent advice and support on a range of welfare benefits from various bases around the county. It is proposed that the service will have a central administrative base in Preston and be able to use the flexible accommodation at Neighbourhood Centres to reach communities as effectively as possible. The precise way in which the service is made available at different buildings would vary over time, based on need.

## **Taking ownership of a council building**

We are aware from recent consultation activity that some groups in the county have an interest in the possibility of taking responsibility for buildings that may no longer be needed as a result of these proposals. We welcome this interest where it would offer a benefit to the local community.

If you represent a group that may like to do this, we would ask you to submit an Expression of Interest at the earliest opportunity if you have not already done so. You can do this through the Have Your Say section of our website [www.lancashire.gov.uk](http://www.lancashire.gov.uk). We will then send you an information pack with more details about the building you are interested in.

Any group taking over a building from the council would not receive financial support and the building would become that group's sole responsibility. The council therefore needs to be assured that any Expressions of Interest are genuine and come from suitable, organised groups able to take on such a responsibility.

## **Further Information**

Please visit [www.lancashire.gov.uk](http://www.lancashire.gov.uk) to see the following documents that relate to this consultation:

- Property Strategy (Neighbourhood Centres)
- Proposals for Transforming Wellbeing, Prevention and Early Help Services in Lancashire
- Property Strategy Consultation Process
- Lancashire County Library Service Consultation

# The district of Burnley



1

**a) Which of the following properties have you used in the last 3 years?**

PLEASE TICK AS MANY AS APPLY

**b) Of the properties that we are proposing to continue delivering services from, which do you think you will be likely to use in future, if any?**

PLEASE TICK AS MANY AS APPLY

The list of buildings below is where Lancashire County Council proposes to continue delivering services from and lists what services are currently provided and the main services proposed for the future.

	a) Used in last 3 years	b) Will likely use in future
<b>1. Burnley and Pendle Day Service (Temple Street), Temple Street, Burnley, BB11 3BD</b> Current services: Adult Disability Day Service Proposed main services: Adult Disability Day Service	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Burnley and Pendle Registration Office, 30 Todmorden Road, Burnley, BB10 4AB</b> Current services: Registration Service Proposed main services: Registration Service	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Burnley City Learning Centre, Towneley Holmes, Burnley, BB11 3EN</b> Current services: Conferencing Proposed main services: Conferencing	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Burnley Library, Grimshaw Street, Burnley, BB11 2BD</b> Current services: Library Service Proposed main services: Library Service	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Burnley The Fold Co-location Project, 2-8 Venice Avenue, Burnley, BB11 5JX</b> Current services: Supporting Carers of Children and Young People (SCAYT+) Proposed main services: Supporting Carers of Children and Young People (SCAYT+)	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Burnley Wood Children's Centre, 33 Brunswick Street, Burnley, BB11 3NY</b> Current services: Wellbeing, Prevention and Early Help Service (Children's Centre) (designated) Proposed main services: Wellbeing, Prevention and Early Help Service (0-11 years) (designated)	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Children's Social Care (Easden Clough), Morse Street, Burnley, BB10 4PB</b> Current services: Children's Social Care Proposed main services: Wellbeing, Prevention and Early Help Service (0-19+ years) (designated), Children's Social Care	<input type="checkbox"/>	<input type="checkbox"/>

	a) Used in last 3 years	b) Will likely use in future
<b>8. Coal Clough Library, Coal Clough Lane, Burnley, BB11 4NW</b> Current services: Library Service Proposed main services: Library Service	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Ightenhill Children's Centre, Ightenhill Primary School, Alder Street, Burnley, BB12 6ED</b> Current services: Wellbeing, Prevention and Early Help Service (Children's Centre) (designated) Proposed main services: Wellbeing, Prevention and Early Help Service (0-11 years) (designated)	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Padiham Library, Burnley Road, Padiham, Burnley, BB12 8BS</b> Current services: Library Service Proposed main services: Library Service, Wellbeing, Prevention and Early Help Service (12-19+ years)	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Reedley Hallows Children's Centre, Barden Lane, Burnley, BB10 1JD</b> Current services: Wellbeing, Prevention and Early Help Service (Children's Centre) (designated) Proposed main services: Wellbeing, Prevention and Early Help Service (0-11 years) (designated)	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. South West Burnley Children's Centre, 21 Tay Street, Burnley, BB11 4BU</b> Current services: Wellbeing, Prevention and Early Help Service (Children's Centre) (designated) Proposed main services: Wellbeing, Prevention and Early Help Service (0-11 years) (designated)	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Stoneyholme and Daneshouse Young People's Centre, 57 Daneshouse Road, Burnley, BB10 1AF</b> Current services: Wellbeing, Prevention and Early Help Service (Young People's Service) Proposed main services: Wellbeing, Prevention and Early Help Service (0-19+ years) (designated)	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. The Chai Centre Children's Centre, Hurtley Street, Burnley, BB10 1BY</b> Current services: Wellbeing, Prevention and Early Help Service (Children's Centre) (designated) Proposed main services: Wellbeing, Prevention and Early Help Service (0-11 years) (designated)	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. The Zone in Burnley, Mount Pleasant Street, Burnley, BB11 1LW</b> Current services: Wellbeing, Prevention and Early Help Service (Young People's Service), Youth Offending Team, Leaving Care Outreach Proposed main services: Wellbeing, Prevention and Early Help Service (12-19+ years), Youth Offending Team, Leaving Care Outreach, Children's Social Care	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Whitegate Children's Centre, Whitegate Nursery School, Victoria Road, Padiham, Burnley, BB12 8TG</b> Current services: Wellbeing, Prevention and Early Help Service (Children's Centre) (designated) Proposed main services: Wellbeing, Prevention and Early Help Service (0-11 years) (designated)	<input type="checkbox"/>	<input type="checkbox"/>
<b>None of these</b>	<input type="checkbox"/>	<input type="checkbox"/>

The list of buildings below is where Lancashire County Council is proposing to no longer deliver services from.

a) Used in last 3 years

**17. Belmont Community Centre, Belmont Grove, Burnley, BB10 4NR**

Current services: Community Association - no LCC service

**18. Briercliffe Library, Jubilee Street, Briercliffe, Burnley, BB10 2JD**

Current services: Library Service

**19. Brunshaw Young People's Centre, 129 Morse Street, Burnley, BB10 4PB**

Current services: Wellbeing, Prevention and Early Help Service (Young People's Service)

**20. Burnley Campus Library, Barden Lane, Burnley, BB10 1JD**

Current services: Library Service

**21. Hapton Young People's Centre, Carter Avenue, Hapton, Burnley, BB11 5RG**

Current services: Wellbeing, Prevention and Early Help Service (Young People's Service)

**22. Padiham Young People's Centre, Burnley Road, Padiham, Burnley, BB12 8BU**

Current services: Wellbeing, Prevention and Early Help Service (Young People's Service)

**23. Pike Hill Library, Langwyth Road, Pike Hill, Burnley, BB10 3JX**

Current services: Library Service

**24. Rosegrove Library, Lowerhouse Lane, Burnley, BB12 6HU**

Current services: Library Service

**25. Stoops and Hargher Clough Young People's Centre, Venice Street, Burnley, BB11 4BA**

Current services: Wellbeing, Prevention and Early Help Service (Young People's Service)

**1c**

**How will this impact on you?**

PLEASE WRITE IN BELOW

Empty response box for question 1c.

**1d**

**Where we are proposing to no longer deliver services from a property, but you think we should continue to deliver services from it, what are your reasons?**

PLEASE WRITE IN BELOW

Empty response box for question 1d.

**If you would like to complete the questions for any other district/s please do so, or alternatively please go to question 13 on page 69**

**13**

**Thinking about this proposal, please tell us if you think there is anything else that we need to consider or that we could do differently.**

PLEASE WRITE IN BELOW

A large, empty rectangular box with a thin black border, intended for the respondent to write their feedback. The box is currently blank.



## About you

To help us to consider how we provide our services to different groups of people, it is important that we ask you a few questions about yourself. As with all the questions your answers will be completely confidential. However, if you do not wish to answer a question, please leave it blank and go on to the next one.

### 14 Are you...?

PLEASE TICK ONE OPTION ONLY

- A Lancashire resident
- An employee of Lancashire County Council
- An elected member of Lancashire County Council
- An elected member of a Lancashire district council
- An elected member of a parish or town council in Lancashire
- A local business owner
- A member of a voluntary or community organisation
- Other (please write in)

### 15 What was your age on your last birthday?

PLEASE TICK ONE OPTION ONLY

- Under 16  16-19  20-34  35-49  50-64  65-74  75+

### 16 Are you...?

PLEASE TICK ONE OPTION ONLY

- Male
- Female

### 17 Have you ever identified as transgender?

**Transgender is someone who lives, or wants to live, fulltime in the gender opposite to that they were assigned at birth.**

PLEASE TICK ONE OPTION ONLY

- Yes
- No
- Prefer not to say

**18** Are you a deaf person or do you have a disability?  
The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities.

PLEASE TICK AS MANY AS APPLY

- Yes, learning disability
- Yes, physical disability
- Yes, sensory disability
- Yes, mental health condition
- Yes, other disability
- No

**20** Are there any disabled young people in your household aged 20-25?

PLEASE TICK ONE OPTION ONLY

- Yes
- No

**21** Are you in a marriage or civil partnership?

PLEASE TICK ONE OPTION ONLY

- Marriage
- Civil partnership
- Prefer not to say
- None of these

**19** Are there any children or young people in your household aged under 20?

PLEASE TICK AS MANY AS APPLY

- No, but expecting
- Yes, aged under 5
- Yes, aged 5-8
- Yes, aged 9-11
- Yes, aged 12-16
- Yes, aged 17-19
- No children aged under 20

**22** How would you describe your sexual orientation?

PLEASE TICK ONE OPTION ONLY

- Straight (heterosexual)
- Bisexual
- Gay man
- Lesbian/gay woman
- Other
- Prefer not to say

**23** Does your household have access to the internet (dial-up, broadband or mobile internet) from home?

PLEASE TICK ONE OPTION ONLY

- Yes
- No
- Don't know

**24** What is your religion?

PLEASE TICK ONE OPTION ONLY

- No religion
- Christian (including CofE, Catholic, Protestant and all other denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion

**25** What is your postcode?

PLEASE WRITE IN

**26** Which best describes your ethnic background?

PLEASE TICK ONE OPTION ONLY

**White**

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other white background

**Black or Black British**

- Caribbean
- African

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Chinese

**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian

**Other**

- Arab

Any other ethnic group (write in below)

**SAMPLE - ONLY INCLUDES BURNLEY DISTRICT INFORMATION**

