

Community Impact Assessment Checklist and Executive Summary

Name of Proposal:

Burton Town Deal – Proposed Library Move

Project Sponsor:

Janene Cox OBE, Assistant Director for Culture, Rural & Safer Communities

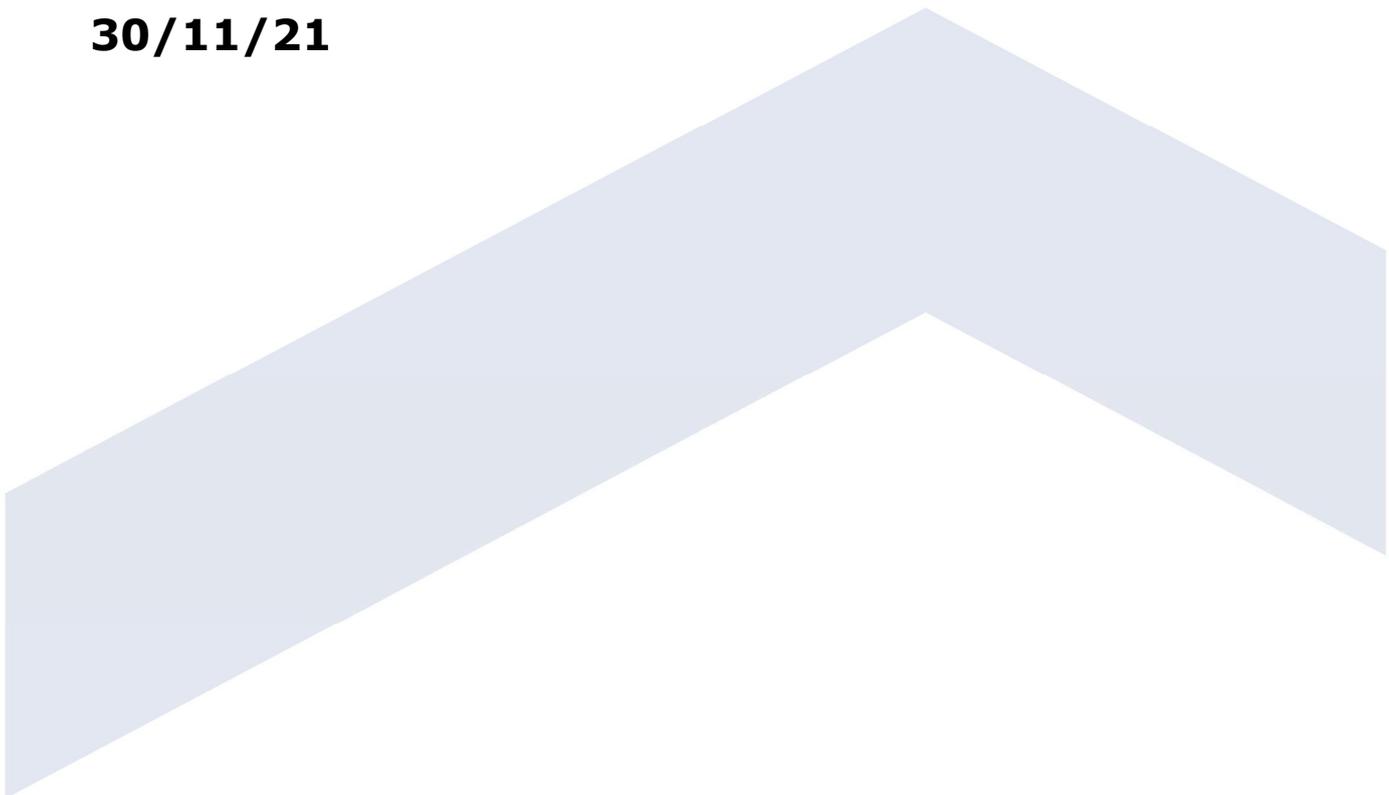
Project Manager:

Catherine Mann, Libraries & Arts Manager

Wayne Mortiboys, Strategic Delivery Manager

Date Completed:

30/11/21



Final Checklist

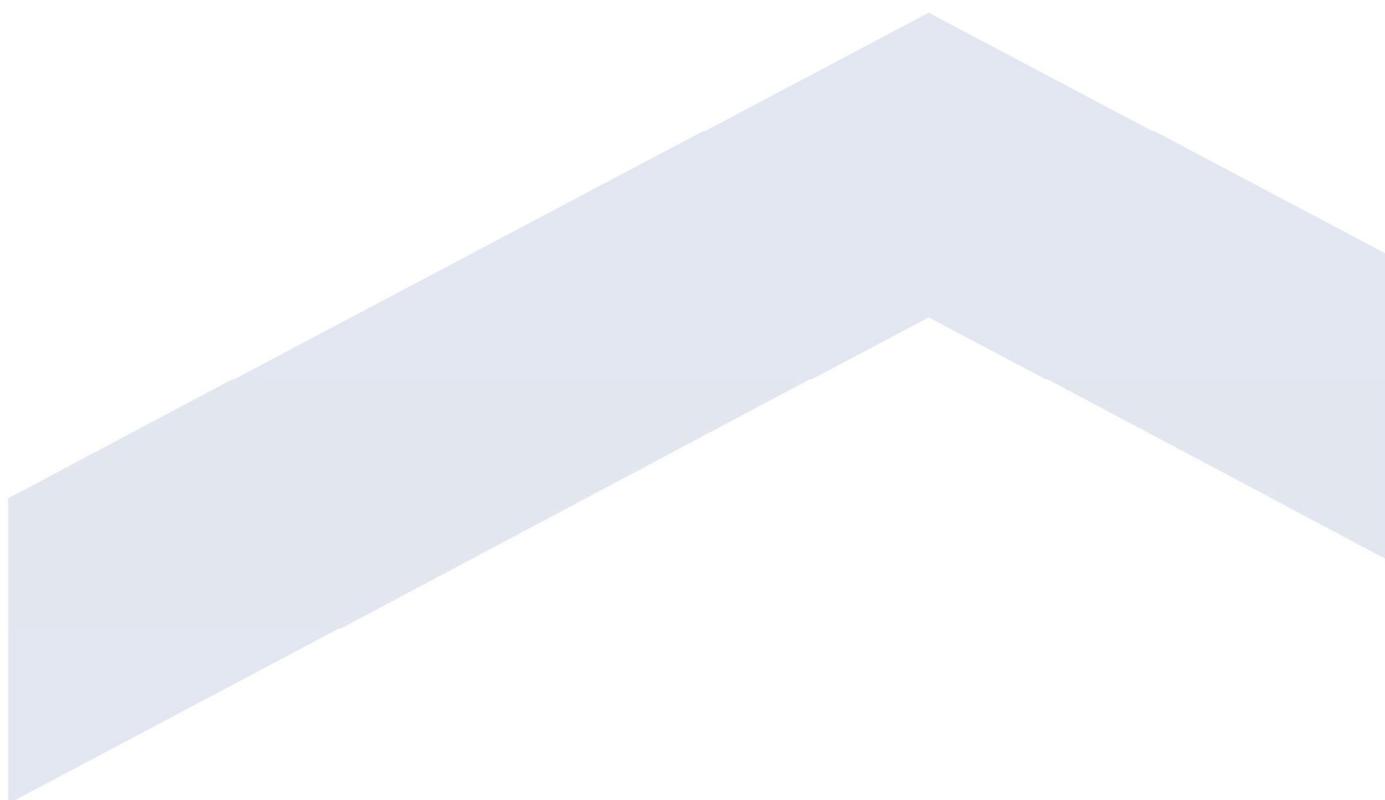
Prior to submitting your Community Impact Assessment (CIA), please ensure that the actions on the checklist below have been completed, to reassure yourself / SLT / Cabinet that the CIA process has been undertaken appropriately.

Checklist	Action Completed	Comments/Actions
The project supports the Council's Business Plan, priorities and MTFS.	✓	<p>Staffordshire County Council (SCC) has a statutory duty to provide "a comprehensive and efficient library service".</p> <p>The delivery of an effective Library Service for the Burton community contributes to the delivery of our vision for a connected Staffordshire where everyone can access more jobs and feel the benefits of economic growth; be healthier and more independent; feel safer, happier and more supported in and by their communities.</p> <p>Appendix 9 sets out the estimated costs of each of the interventions being considered by SCC through the Business Case preparation stage. This proposal will not achieve an MTFS saving.</p>
It is clear what the decision is or what decision is being requested.	✓	Cabinet is asked to consider progress against the four criteria agreed in August 2020 and the outcomes of the public consultation and having taken all elements into account decides whether it wishes to proceed with the re-location of Burton Library and consolidation of other County offices into the Market Hall and Crossley House.
For decisions going to Cabinet, the CIA findings are reflected in the Cabinet Report and potential impacts are clearly identified and mitigated for (where possible).	✓	<p>A detailed Community Impact Assessment (CIA) has been completed which considers the potential impacts of relocating Burton Library.</p> <p>The CIA outlines the benefits and risk of this proposal and suggests mitigations where possible.</p> <p>Where there is potential risk of adverse impact on any protected groups, a clear understanding of the impact is provided within the CIA to ensure that any decisions made are clearly</p>

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		<p>informed and where appropriate, action is taken to mitigate any negative impact.</p> <p>Paragraphs 23-35 highlight the potential impacts that were identified through the public consultation.</p>
<p>The aims, objectives and outcomes of the policy, service or project have been clearly identified.</p>	<p>✓</p>	<p>We want Burton Library to continue to deliver SCC outcomes. If the library is relocated, we will shape the library offer to meet community need, ensuring that Burton Library remains a safe, welcoming space which contributes to reducing social isolation and enable children to have the best possible start.</p> <p>Paragraphs 12-15 provide an update on the 4 criteria agreed by Cabinet in August 2020.</p> <p>Paragraphs 41-44 provide the context for proposal for relocating the library.</p>
<p>The groups who will be affected by the policy, service or project have been clearly identified.</p>	<p>✓</p>	<p>Following an 8-week public consultation a detailed CIA has been completed in relation to the proposed relocation of Burton Library. The CIA takes account of potential impacts on groups and where possible provides mitigations to avoid any potentially negative impacts.</p> <p>These groups include SCC staff, Library members, Market Traders, Market users and the wider Burton Community.</p>
<p>The communities that are likely to be more adversely impacted than others have been clearly identified.</p>	<p>✓</p>	<p>As above</p> <p>10 key wards in and around Burton: Anglesey, Branston, Brizlincote, Burton, Eton Park, Horninglow, Shobnall, Stapenhill, Stretton and Winshill</p>
<p>Engagement / consultation has been undertaken and is representative of the residents most likely to be affected.</p>	<p>✓</p>	<p>Public consultation was conducted across an 8-week period, beginning on Monday 19th July 2021, and closing on Friday 10th September 2021.</p>

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		1,161 questionnaires were completed during the consultation period and SCC officers engaged with 338 residents at the face-to-face events.
A range of people with the appropriate knowledge and expertise have contributed to the CIA.	✓	The following SCC colleagues have contributed to the CIA: Libraries & Arts Manager, Strategic Delivery Managers, Strategic Property Project Manager, Senior Policy Officer and the Research Lead for Insight, Planning and Performance.
Appropriate evidence has been provided and used to inform the development and design of the policy, service or project. This includes data, research, engagement/consultation, case studies and local knowledge.	✓	<p>The following documents are appended to the report and have informed the proposal:</p> <ul style="list-style-type: none"> • Appendix 1 – Burton Town Deal Grant Confirmation Letter • Appendix 2 – Letter from Town Deal Board Chair • Appendix 3 – Calculation of Estimated Footfall to Library and Enterprise Hub • Appendix 4a – Letter from Leader of East Staffordshire Borough Council • Appendix 4b - Analysis of the latest Project D Proposals • Appendix 5 – 2020 Public Consultation Findings (ESBC led) • Appendix 6 – 2021 Public Consultation Analysis (SCC led) • Appendix 7 – Joint letters from 3 x County Members • Appendix 8 – Community Impact Assessment • Appendix 9 – Financial Analysis of Shortlisted Options
The CIA evidences how the Council has considered its statutory duties under the Equality Act 2010 and how it has considered the impacts of any change on people with protected characteristics.	✓	<p>A detailed CIA has been completed in relation to the proposed relocation of Burton Library. The CIA outlines potential impacts on people with protected characteristics and where possible provides mitigations to avoid any potentially negative impacts.</p> <p>See Appendix 8</p>

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The next steps to deliver the project have been identified.	✓	<p>If Cabinet agree the proposal to relocate Burton Library, the Final Business Case will be submitted to ESBC, as the accountable body for the Town Deal funding.</p> <p>Following review and scrutiny by ESBC up to seven Business Cases will then be submitted to Government via the Town Deal Board in March 2022.</p>



Executive Summary

The Executive Summary is intended to be a collation of the key issues and findings from the CIA and other research undertaken. This should be completed after the CIA and research has been completed. Please structure the summary using the headings on the left that relate to the sections in the CIA template. Where no major impacts have been identified, please state N/A.

	Which groups will be affected?	Benefits	Risks	Mitigations / Recommendations
PSED	People of all Races, Ages, Disabilities, Pregnancy and Maternity, Marriage & Civil Partnership and SCC staff	<p>Marriage and Civil Partnership & Citizenship Ceremonies will continue to be held by Registrars.</p> <p>Within the Market Hall, the library, public access PCs, meeting rooms and public toilets will be located on the ground floor.</p> <p>Consolidating all public services onto the ground floor will improve access.</p> <p>The Market Hall proposals contain dedicated baby changing and buggy parking facilities which are an improvement on the existing library and the entire library offer will be located on the</p>	<p>Views from people from other ethnic back grounds were underrepresented.</p> <p>31% (225 responses) felt that the proposals would result in less parking availability, worse disabled access, and a general lack of space/facilities.</p> <p>These respondents indicated that they are less likely to use the library at the Market Hall than they are now.</p> <p>For people with disabilities which limit mobility parking close to their destination is very important.</p> <p>Around 81% of survey respondents usually travel by car when travelling to Burton town centre, which may impact on responses given.</p>	<p>If the relocation is progressed, further contact will be made with faith groups and schools within the target wards to ensure that views from all ethnic groups are considered at the design stage of the project.</p> <p>Building works will be compliant with current standards to improve the experience for any person with a physical / visual / hearing impairment.</p> <p>Off street parking within the immediate vicinity of the Market Hall is managed by Staffordshire SCC(SCC).</p> <p>A review of parking will be undertaken to increase availability of Disabled parking spaces, spaces for parents with children and short-term parking.</p> <p>SCC will facilitate space close to the library for people with limited mobility and will publicise the wider range of parking areas</p>
<p>What are the impacts on residents with a protected characteristic under the Equality Act 2010?</p> <p>Highlight any concerns that have emerged as a result of the equality analysis on any of the protected groups and how these will be mitigated. It is important that Elected Members are fully aware of the equality duties so that they can make an informed decision, and this can be supported with robust evidence.</p>				

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		<p>ground floor, negating the need to use the lift.</p> <p>Co-location of staff from across various locations in Burton will improve public access to the full range of SCC services in Burton.</p> <p>The Market Hall is in closer proximity to all main bus routes into the town centre than the existing library for those reliant on public transport.</p> <p>The relocated library will be next to Burton College with increased opportunities to engage young people and support their education.</p>	<p>The space available to deliver Baby Bounce and Rhyme sessions will be smaller than the current Children's Library however booking systems are in place at other libraries to help to manage the number of people attending events.</p> <p>The outside public open spaces at the existing library are often used after ceremonies for formal photographs to be taken – these opportunities are seen as part of the overall experience and valued by couples.</p> <p>Free staff parking is currently provided adjacent to the existing library and offices at Grange Street and the Children's Centre. To increase public parking spaces adjacent to the new offices staff will be encouraged to park further away.</p>	<p>within easy walking distance (less than 400 metres) of the Market Hall for those who are more mobile and who wish to stay in the library / town longer.</p> <p>The Library Service will continue to make every effort to engage an audience who are representative of the Burton population.</p> <p>The library space will be flexible to ensure an appropriate area to hold activities for parents and pre-children.</p> <p>The Library Service will continue to deliver a vibrant offer to new parents within the library offer to engage children from a very early age and will work with partners and volunteers to deliver a wide range of activities.</p> <p>The Registration Service will continue to offer a full range of ceremonies from the existing library site until the new facilities are available with no break in service.</p> <p>There are no proposals to reduce the current SCC staffing establishment however, staff will experience a change in location. Staff and</p>

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				their Trade Union representatives will be kept updated if the project is progressed.
<p>Health and Care</p> <p>How will the proposal impact on residents' health? How will the proposal impact on demand for or access to social care or health services?</p>	Some residents	<p>A programme of events and activities to support mental health and wellbeing and healthy lifestyles will continue to be delivered if the library is relocated.</p> <p>The Burton Library offer includes a 'Community Help Point' which provides individuals and professionals with a local point of contact to access information, advice & guidance to assist people to live well within their communities.</p> <p>Easier access to Children's Services through co-location and central point in town centre.</p>	<p>Key reported impacts are that people would be upset at the loss of the current library and market, and a perception of less facilities and concerns about parking and accessibility would result in them being less likely to use the re-located library which might impact on people's mental health and wellbeing.</p> <p>It will be necessary to provide discreet access into some of these Children's Services within a public library / town centre location to prevent stigmatisation of families.</p> <p>No safeguarding risks have been identified.</p>	<p>Library staff will continue to engage with groups and individuals to promote library stock and activities that support mental health & wellbeing and healthy lifestyles – e.g. Reading Well collections; Reading Friends, Knit & Natter; Baby Bounce and Rhyme; Bereavement Cafes.</p> <p>Separate access arrangements for visits to Children's Services are included in the design proposals.</p>

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<p>Economy</p> <p>How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?</p>	<p>Burton residents, Market Traders New / small businesses in the area</p>	<p>Bringing the library and other services together under one roof at the Market Hall as part of the Burton Towns Fund programme is a vital piece of the wider regeneration plans for the transformation of the Market Place area.</p> <p>The move would bring more people to the Market Place outside, offering opportunities to new and existing businesses in what is currently an under used part of the town centre Restoring a valuable heritage building in the Market Hall and giving the building a secure long-term future would help to preserve it for generations to come.</p> <p>Staffordshire Libraries have been awarded Arts Council</p>	<p>20% of people surveyed and 78% of people who attended the face-to-face engagement sessions expressed concern about what would happen to the Market and the Market Traders.</p> <p>The impact on the Market Traders is not fully known as they are ESBC tenants and SCC does not hold data regarding their current lease arrangements / stall costs etc.</p> <p>There are 9 small businesses affected by the proposals who are all small to medium enterprises (SME).</p> <p>There is a risk that some may cease to trade if alternative affordable premises are not found. Others may decide to trade in different ways, e.g., online, or outside of the town centre which will affect the assumptions on town centre footfall overall.</p>	<p>Wi-Fi enabled space will be available for within the library for businesses and individuals to use if they don't have their own building for work, meetings, interviews etc.</p> <p>People using this space will have access to printing services, including 3D printing, and will be able to host informal meetings in the café area or more formal meetings in the bookable meeting rooms to professionally present themselves to clients.</p> <p>East Staffordshire Borough Council (ESBC), the market traders' current landlords have offered support to any traders affected by the proposal, if approved, and who are unable to continue to trade from the Market Hall.</p> <p>ESBC is committed to working with the local groups to re-energise the outdoor Market Place and other proposals within the Burton Town Investment Plan. If approved, these could create additional opportunities within the Town Centre from other Towns Fund projects.</p>

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		England (ACE) Funding and are working with Business Enterprise Support (BES) to establish Start up Hubs across all Staffordshire libraries including Burton.		Library staff will continue to work with partners to engage with groups and individuals to promote library stock and activities that support economic growth – e.g., Adult & Community Learning courses, Start-up Hubs, and enterprise support.
<p>Environment</p> <p>How will the proposal impact on the physical environment of Staffordshire? Does this proposal have any Climate Change implications?</p>	Burton Residents Market Traders Local Businesses	<p>The proposal will improve the built environment by enhancing the market hall and safeguarding the future of a significant local landmark.</p> <p>The library proposal would see state-of-the-art facilities transform the Market Hall and help to preserve an important part of the town's heritage.</p> <p>A space would be created at the front of the building that will enable a café to operate outwards to the street and</p>	<p>The outcome of the Listing application by Historic England is still unknown.</p> <p>Historic England has indicated that they intend to undertake a scheduling review on the Burton Abbey Scheduled Monument after they have concluded the Listing application. This has the potential to delay the project programme.</p> <p>During the consultation comments have been made about the impact of some of the proposals would have on the fabric</p>	<p>The current library site would remain open until the Market Hall transformation has been completed. The existing library site would then be transferred to ESBC.</p> <p>ESBC are exploring development opportunities as part of the wider Towns Fund plan – project D in the Town Investment Plan.</p> <p>Any changes to the building will comply with the required regulations and standards to ensure energy efficiency and will be carried out sympathetically.</p> <p>The County Archaeologist will provide advice in relation to the Burton</p>

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		internally to the library and enterprise hub.	<p>of the Market Hall and the potential to adversely affect the character of the building.</p> <p>Delays in the planning process may impact on the regeneration of the waterfront developments via Project D.</p> <p>There is a risk that the existing library site could lie dormant until the new proposals are bought forward.</p>	Abbey Scheduled Monument.
<p>Localities / Communities</p> <p>How will the proposal impact on Staffordshire's communities?</p>	<p>Local VCSE groups Burton residents Families with young children SCC staff Library volunteers</p>	<p>The changes will help increase community capacity through the increased provision of meeting spaces available through a co-located facility where spaces can be shared.</p> <p>The current library has a mixture of one large, one medium, one small meeting room and a small IT suite. In total during 2019/20 the rooms were</p>	<p>Just over half of all respondents (51%) said that they wouldn't use the library if it's re-located, of which 43% are regular users of Burton library, and 17% of all respondents said that they would use the library.</p> <p>While the proposed space within the Market Hall is around a third smaller than the current library. However, it would still be the second largest library in Staffordshire.</p>	<p>The new Library and Enterprise Hub would have a larger range of bookable meeting rooms of different sizes to accommodate one to one discussion through to large group sessions, wedding ceremonies and citizenship ceremonies.</p> <p>SCC will manage use of these spaces to enable small businesses, voluntary sector organisations and council staff maximise the use of the available space throughout the building.</p> <p>All stakeholders will be kept updated if this</p>

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		<p>booked out 1,282 times. Approximately 70% of the room uses were on a paid for basis and 30% were non-paying.</p> <p>The relocated library would be closer to the local college and students which may increase use by young adults.</p> <p>The Enterprise Hub will support employability through an enhanced offer of space and information.</p> <p>The new library will include superfast broadband and public access PCs, study space, a children's area, exhibition and flexible performance space, bookable meeting rooms and café.</p> <p>The ground floor library will be designed to incorporate flexible exhibition and /</p>		<p>proposal is progressed.</p>

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		or performance space for events which would complement the cultural offer.		

