



Public Document Pack

Cambridge City Council

STRATEGY AND RESOURCES SCRUTINY COMMITTEE

To: Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Al Bander, Ashton, Benstead, Brown, Herbert, Nimmo-Smith and Pogonowski

Date: Monday, 16 January 2012
Time: 5.00 pm
Venue: Committee Room 1 & 2 - Guildhall
Contact: Glenn Burgess **Direct Dial:** 01223 457169

SUPPLEMENTARY AGENDA (3)

18 BUDGET-SETTING REPORT (BSR) - REVENUE AND CAPITAL BUDGETS *(Pages 1 - 24)*

Amendment to Agenda Item 18: Budget-Setting Report (BSR) - Revenue and Capital Budgets 2011/12 (Revised), 2012/13 (Budget) and 2013/14 (Forecast).

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Strategy & Resources Scrutiny Committee 16 January 2012 (and The Executive 19 January 2012)

Amendment to Agenda Item 18: Budget-Setting Report (BSR) - Revenue and Capital Budgets 2011/12 (Revised), 2012/13 (Budget) and 2013/14 (Forecast).

This amendment consolidates changes that are being presented to individual Scrutiny Committees in this January cycle and other significant changes where they refer to the BSR and recommendations made in the original report to Strategy & Resources Scrutiny Committee.

Please note that all page references refer to the page numbering in the Budget Setting Report. All the changes outlined below will be incorporated in version 4 which will be presented to Council on 23 February 2012.

These amendments relate to:

- An additional External Funded Bid (X2995 – Community Development posts funded from Developers Contributions) *[Appendix H at page 113]*
- An adjustment to a capital bid (C2982 – Cancellation of Solar PV Panel Installation) *[Appendix Appendix O (a) at page 175 and Appendix R at page 185]*
- An adjustment for the Climate Change Fund Contribution *[Appendix G(a) at page 109]*
- Corrections to wording and cross-referencing
 - Appendix D at page 79 (various)
 - Appendix H at page 172 - Item C2740
- Equalities Impact Assessment, Appendix W and updated Contents Page

Budget 2011/12:

Recommendation a):

- Approve, with any amendments, the revised budget items shown in Appendix D (page 75) - *as amended for the attached replacement page 79 in **Appendix D**.*

Budget 2012/13:

Recommendation c) (first bullet point):

Agree any recommendations for submission to the Executive in respect of:

- Bids to be funded from External or Earmarked Funds [Appendix H, page 112, refers] - *as amended for the attached replacement page 113 in **Appendix H**.*

Capital:

Recommendation h):

- Agree any recommendations to the Executive in respect of the bids outlined in Appendix O(a) (page 159) - *as amended for the attached*

Recommendation k) - NEW:

*Approve contribution to Climate Change Fund in 2012/13 of £129,050. (This was previously included in page 109 of **Appendix G(a)** under the line for “Use GF reserves above £5m”.*

Recommendation l) - NEW:

To agree inclusion in the Capital & Revenue Projects Plan of new items identified below, to note additional funding for revised schemes approved by Executive Councillors namely:

- PR018 - Bus Shelters
- SC517 - Fuel Tanks Relining
- SC518 - Corn Exchange Lighting Improvement
- SC519 - Wulfstan Way Art Project
- SC520 - Community Olympic Public Art Commission

Also attached are updated tables [Page 51 refers] and Appendix Q [page 183] in the BSR reflecting the above changes.

Housing Revenue Account [Part 5, page 41 refers]

- Whilst there are no changes at this stage, Council will consider the recommendations of the special Housing Management Board and Community Services Scrutiny Committee regarding Housing Self Financing at the meeting on 23rd February 2012.

Appendices

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	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000
Funding available and unapplied (per Sept 2011 MTS)	(160)	(943)	(1,098)	(1,093)	(1,380)
<i>Adjusted for:</i>					
Net Cash Limit underspend 2011/12 and 2012/13		(121)			
2012/13 PPF funding not applied		(244)			
Unapplied balance of 2012/13 New Homes Bonus funding		(703)			
Use of GF reserves down to £5m target level		(241)	(70)	(954)	318
Revised Capital funding availability	(160)	(2,252)	(1,168)	(2,047)	(1,062)

This provides the context for considering the affordability of the Capital bids which have been submitted as part of the 2012/13 budget process, as shown below:

	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000
Revised Capital funding availability	(160)	(2,252)	(1,168)	(2,047)	(1,062)
Capital bids	(224)	1,399	2,083	1,883	200
(Surplus) / Shortfall in Funding	(384)	(853)	915	(164)	(862)
<i>Cumulative cashflow effect</i>					
Cumulative cashflow effect		(1,237)	(322)	(486)	(1,348)

This demonstrates that, although the spending requirement is very uneven (reflecting, in particular, the projected costs of the refurbishment works to the Park Street Car Park) the funding available is sufficient to allow all of the bids to be approved if they are deemed to be appropriate and necessary.

The projections in the remainder of the BSR assume, at this stage, that all of the capital bids are approved.

Reference	Description / Justification	2011/12 Revised Budget £	Ongoing Effect	Anticipated 2012/13 Effect £	Contact Name
Environment - Planning & Sustainable Transport					
Revised Budget					
RB2772	GIS Digital Mapping - Maintenance Costs	(10,000)	Yes	(2,000)	Paul Boucher
<p><i>[We have recently completed the upgrade of the GIS infrastructure under capital project SC368. The annual maintenance costs do not commence until 2012/13, therefore there is a one off saving in 2011/12. There is a small ongoing reduction of £2,000 - see linked proposal. No impact for service delivery. [See also RB2774, S2778, S2779]</i></p>					
RB2774	GIS Digital Mapping - Mapping Services Agreement	(11,510)	Yes	(11,820)	Paul Boucher
<p><i>[The mapping services agreement arrangements have changed. The new Public Sector Mapping Agreement is now funded by central government for a period of 10 years. No impact upon service delivery. [See also S2778 S2779 RB2772]</i></p>					
RB2775	Greater Cambridge Partnership (GCP) subscription termination.	(5,470)	Yes	(5,620)	Patsy Dell
<p><i>[Greater Cambridge Partnership subscription no longer needed. [See also S2780]</i></p>					
RB2776	Corporate contribution saving arising from the wind-up of Cambridgeshire Horizons	(15,470)	Yes	(16,100)	Patsy Dell
<p><i>[Cambridgeshire Horizons corporate contribution no longer required. Part (£8,000) of the existing budget has been re-assigned as a contribution to the Greater Cambridge, Greater Peterborough LEP with the residue available to be put forward as a saving. [See also S2781]</i></p>					
RB2782	Pre-application charging	(10,000)	Yes	(24,000)	Patsy Dell
<p><i>[Introduction of pre-application charging scheme for non-domestic applications, estimated first part year income contribution. [See also SR2751]</i></p>					
RB2937	Reduction in Repairs and Renewals contribution for one year only	(50,000)	No	0	Paul Boucher
<p><i>[A review of current available Repairs & Renewal funds has shown that a one off saving of £50,000 can be offered in 2011/12.]</i></p>					
RB2938	Shortfall in Operating Budget for Shopmobility	7,400	No	0	Paul Necus
<p><i>[Shortfall in expected contribution by County Council, prior to establishment of SLA has reduced income to fund Shopmobility services.]</i></p>					

Appendix G (a)

General Fund Projection 2011/12 to 2015/16

Description	2011/12 £	2012/13 £	2013/14 £	2014/15 £	2015/16 £
Net spending - Committee totals	19,053,660	16,876,710	16,035,310	15,490,280	15,403,600
Capital Adjustment Account	839,230	839,230	839,230	839,230	839,230
Minimum Revenue Provision Adjustment	(3,972,040)	(3,972,040)	(3,972,040)	(3,972,040)	(3,972,040)
Sub-Total	15,920,850	13,743,900	12,902,500	12,357,470	12,270,790
Contribution to Efficiency Fund	475,000	200,000	0	0	0
Revenue Contribution to Capital	4,511,000	1,381,000	1,380,000	1,380,000	1,380,000
Sub-Total	20,906,850	15,324,900	14,282,500	13,737,470	13,650,790
Council Tax Earmarked for Growth	109,250	86,910	202,210	454,620	1,699,730
Future Years Priority Policy Fund	0	0	500,000	500,000	500,000
MTS 2011 proposals	302,820	768,850	1,393,630	874,490	674,490
BSR Proposals (See table below)	145,420	1,457,040	1,309,010	2,166,260	873,710
Sub-Total	21,464,340	18,879,700	18,390,510	18,436,000	18,101,880
Net Savings Requirement	-	-	(1,505,320)	(1,515,260)	(887,350)
Net Spending Requirement to Appendix G (b) below	21,464,340	17,637,700	16,885,190	16,920,740	17,214,530

Budget Setting Report Proposals

Description	2011/12	2012/13	2013/14	2014/15	2015/16
Revised Budget (See Appendix D)	(641,230)	0	0	0	0
Net savings (2012/13 requirement adjusted for New Revenue Budget Proposals shown in Appendices E & F)	0	(844,760)	314,110	287,210	277,210
Capital Funding from -					
- 2011/12 and 2012/13 net savings	0	243,990	0	0	0
- 2012/13 unallocated PPF	0	121,380	0	0	0
- Use of New Homes Bonus 2012/13	0	703,160	0	0	0
- Use GF Reserves above £5m	0	240,840	70,170	954,320	(318,230)
- Contribution to CCF	0	129,050	0	0	0
Bids from Growth Funding	0	45,000	106,350	106,350	96,350
Growth Posts Funded from New Homes Bonus	786,650	818,380	818,380	818,380	818,380
TOTAL	145,420	1,457,040	1,309,010	2,166,260	873,710

2012/13 Budget - Existing or External Funding

Appendix: Page 2 of 4

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Cftee Priority (Bids)
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Community Services - Community Development & Health

External Bids

X2783	Community Development Grant fund for new communities	0	10,000	10,000	10,000	0	Jackie Hanson	H
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Grants for voluntary and community organisations to enable activity in new communities on fringe sites to flourish and to support the integration with neighbouring parts of the city. (to be funded from Council Tax Earmarked for Growth Fund).

X2995	Southern Fringe - Community Development posts funded from Developers Contributions	10,550	85,390	122,920	122,600	120,910	Trevor Woollams	H
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Posts to promote Community Development across the Southern Fringe sites. These will provide a Community Development Worker, Senior Project Worker, 3 Play and Youth Workers (part-time) and a Community Chest as specified in the (Section 106) agreement with the Developers.

External Bids		10,550	95,390	132,920	132,600	120,910		
Community Services - Community Development & Health		10,550	95,390	132,920	132,600	120,910		

2012/13 Budget - Capital Bids & Funding

Appendix: Page 14 of 18

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Cftee Priority (Bids)
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Strategy & Resources - Customer Services & Resources

Capital Bids

Bids requiring funding

C2739	Additional Two Desks and Interview Room in Customer Service Centre	0	25,000	0	0	0	Chris Bolton	H
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Requirement for Capital Funding (included Above)

0	25,000	0	0	0
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Customer Service Centre installation of two additional desks and interview room. The installation will allow capacity for face to face visitors to be increased by approximately 30% at a time of increasing demand for Cambridge City council services.

C2740	Information Kiosks to be installed in local areas	0	25,000	0	0	0	Chris Bolton	H
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Requirement for Capital Funding (included Above)

0	25,000	0	0	0
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Proposal to install 5 information kiosks around Cambridge to complement CCAB rollout strategy. The kiosks will enable information regarding Cambridge services to be accessed by residents in their locality. This proposal will allow residents to self serve and free resources to meet an increasing demand for customer services resulting from the economic downturn [See also SR2749 SR2926]

2012/13 Budget - Capital Bids & Funding - GF

Appendix: Page 17 of 18

Reference	Description / Justification	2011/12 Budget £	2012/13 Budget £	2013/14 Budget £	2014/15 Budget £	2015/16 Budget £	Contact	Cttee Priority (Bids)
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Strategy & Resources - Strategy & Climate Change

Capital Bids

Bids requiring funding

C2966	Installation of solar thermal panels and/or energy efficiency measures on non-housing properties.	0	140,000	0	0	0	David Kidston	H
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Requirement for Capital Funding (included Above)

0	140,000	0	0	0
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Installation of solar thermal panels on non-housing properties to reduce the Council's carbon footprint and generate a 20 year financial return on investment from Government's Clean Energy Cash Back scheme. This investment will generate income from feed in tariffs and energy bill savings from installation of solar thermal panels on 3 non housing Council properties to reduce the Council's carbon footprint. Savings have been calculated net of maintenance costs and are anticipated for the full 20 year lifetime of the feed in tariff scheme and would increase with rising gas prices. [See also S2967]

C2982	Cancellation of Solar PV panel installation	(224,000)	0	0	0	0	Andrew Limb	H
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Requirement for Capital Funding (included Above)

(224,000)	0	0	0	0
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A capital scheme to introduce Solar PV panels and other energy initiatives was proposed in 2011/12 budget (C2656). Following a proposed reduction in the Government's Feed in Tariff, the expected internal rate of return on this project fell to 2% - the Council can achieve a significantly higher rate of return by investing in solar thermal panels and/or energy efficiency measures, hence the cancellation of this project. See bids C281, C2736, C2807 and C2966, and S2964 and S2967, for new renewables and energy efficiency projects and savings. [See also UR2984]

Total Bids requiring funding	(224,000)	140,000	0	0	0
Requirement for Funding : Bids requiring funding	(224,000)	140,000	0	0	0

Appendix Q

Capital & Revenue Projects Plan Expenditure & Funding (£ '000s)

	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000
Projects	10,384	2,468	74	0	0
Programmes	25,545	10,319	10,371	10,300	7,295
Total Expenditure	35,929	12,787	10,445	10,300	7,295
Scrutiny Committee Reports					
Capital Rephasing - GF	(5,589)	5,589			
Capital Rephasing - HRA	(1,150)	1,150			
Devolved to Area Committees	(717)				
To Hold List	(393)				
Over / Underspends	(539)				
Budget Proposals					
Bids (Appendix O)					
GF	(224)	2,799	2,313	1,883	200
HRA	(198)	3,635	330	330	
Proposed Capital & Revenue Projects Plan (BSR)	27,119	25,960	13,088	12,513	7,495
Available Funding (MTS Sept 211)	(36,089)	(13,730)	(11,543)	(11,393)	(8,675)
Scrutiny Committee Reports					
Capital Rephasing - GF	5,589	(5,589)			
Capital Rephasing - HRA	1,150	(1,150)			
Devolved to Area Committees	717				
To Hold List	393				
Over / Underspends	539				
Budget Proposals					
Non-Reserves Funding Sources					
GF		(1,400)	(230)	0	0
HRA	198	(3,635)	(330)	(330)	0
Net Cash limit underspend 11/12 & 12/13		(121)			
2012/13 PPF Funding not applied		(244)			
Unapplied balance of New Homes Bonus funding		(703)			
US of GF Reserves down to £5m target level		(241)	(70)	(954)	318
Total Available Funding	(27,503)	(26,813)	(12,173)	(12,677)	(8,357)
(Surplus) / Shortfall in Funding	(384)	(853)	915	(164)	(862)

Ref	Project	Climate Change Indicator	2011/12	2012/13	2013/14	2014/15	2015/16
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General Fund

Community Services - Arts, Sport & Public Places

C2752	Creation of New Allotment Site	+M		15,000			
C2753	Programme of replacement of Parks and Open Space Waste/Litter Bins	+M		75,000	75,000	75,000	75,000
C2754	Installation of new sound equipment at Cambridge Corn Exchange	+M		200,000			

Community Services - Community Development & Health

C2942	Cambridge Crematorium - Chapels & Public Areas Refurbishment	Nil		120,000			
C2943	Refurbishment of Newmarket Road Cemetery buildings	+L		120,000			
C2944	Refurbishment of Staff room to incorporate garage conversion	Nil		30,000			
C2959	Release of Capital Funding for Safer City Grants	n/a		(17,000)	(17,000)	(17,000)	
C2990	Clay Farm Community Centre - Phase 1	Nil		420,000	230,000		

Community Services - Housing

C2810	Grant funding bid for Cambridge Property Accreditation Scheme (CPAS)	+M		50,000			
C2811	Funding to increase the uptake of energy efficiency improvements to private sector housing.	+H		150,000			
C2960	Bid to allow for changes to internal office layout for Housing Options / Choice Based Lettings	Nil		10,000			
C2985	Funding to upgrade facilities at 125 Newmarket Road	+L		100,000			

Environment - Environmental & Waste Services

C2804	Extension of current Public Conveniences programme (Refurbishment of Lion Yard toilets)	+M		300,000			
C2805	Street cleaning planning software	+L		15,000			
C2806	Litter bin replacement programme (new)	Nil		125,000	125,000	125,000	125,000
C2929	In cab technology for trade waste service	+M		16,000			

Environment - Planning & Sustainable Transport

C2755	Cambridge City 20mph Zones Project	+M		200,000	200,000		
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2012/13 Budget

Ref	Project	Climate Change Indicator	2011/12	2012/13	2013/14	2014/15	2015/16
C2822	Improvement to street lighting on Mill Road from the Railway Bridge to Perne Road	+M		60,000			
C2958	Refurbishment of Park Street Car Park	n/a			1,700,000	1,700,000	
C2970	Repairs to Grafton West Car Park	Nil		150,000			
C2971	Replace obsolete Shopmobility stock	Nil		15,000			

Strategy & Resources - Customer Services & Resources

C2739	Additional Two Desks and Interview Room in Customer Service Centre	Nil		25,000			
C2740	Information Kiosks to be installed in local areas	+L		25,000			
C2808	The introduction of a metered system for the supply of electricity on the Market	+M		50,000			
C2809	Electronic Market Management System	Nil		22,000			
C2920	Corporate PC Replacement Programme	+L		350,000			

Strategy & Resources - Strategy & Climate Change

C2736	Voltage Optimisation Roll Out	+H		32,700			
C2966	Installation of solar thermal panels and/or energy efficiency measures on non-housing properties.	+H		140,000			
C2982	Cancellation of Solar PV panel installation	Nil	(224,000)				
Total Funding Required from Reserves : General Fund			(224,000)	2,798,700	2,313,000	1,883,000	200,000

Appendix W

Equality Impact Assessment

Budget 2012-2013

Equality Impact Assessment

General Information	
1.	<p>Title of strategy, policy, plan, project, contract, major change in service or decision:</p> <p>Budget 2012-2013</p>
2.	<p>What is the objective or purpose of the strategy, policy, plan, project, contract, major change in service or decision?</p> <p>To enable the City Council to set a balanced budget that reflects the Council's eight vision statements and takes into account councillors' priorities in its proposals for achieving the savings required.</p>
3.	<p>Who will be affected by this strategy, policy, plan, project, contract, major changes in services or decision? (Please tick those that apply)</p> <p><input checked="" type="checkbox"/> Residents</p> <p><input checked="" type="checkbox"/> Visitors</p> <p><input checked="" type="checkbox"/> Staff</p> <p>A specific client group or groups (please state):</p>
4.	<p>What type of strategy, policy, plan, project, contract, major change in service or decision is this? (Please tick)</p> <p><input type="checkbox"/> New</p> <p><input checked="" type="checkbox"/> Revised</p> <p><input type="checkbox"/> Existing</p>
5.	<p>Responsible department, section, service manager and Head of Service.</p> <p>Department: Resources</p> <p>Section: Accountancy and Support Services</p> <p>Service Manager: n/a</p> <p>Head of Service: Julia Minns</p>
6.	<p>Are other departments or partners involved in delivering this strategy, policy, plan, project, contract, major change in service or decision?</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes (please give details):</p> <p>This is an assessment of the Council's budget and therefore covers all our services. The budget affects some of our partnership working, notably with Cambridgeshire County Council, and it has an impact on the voluntary and community sector.</p>

Gathering Performance Data

7.	How do you (or how will you) monitor the impact of the strategy, policy, plan, project, contract, major change in service or decision? <i>(Please tick any that apply and give examples e.g. bench marking with the Housing Quality Network)</i>	
	<input checked="" type="checkbox"/> Performance indicators/targets <input checked="" type="checkbox"/> Benchmarking with other organisations <input type="checkbox"/> User satisfaction survey results <input checked="" type="checkbox"/> Consultation results <input checked="" type="checkbox"/> Complaints information <input checked="" type="checkbox"/> Freedom of Information requests <input checked="" type="checkbox"/> Service uptake data	<input checked="" type="checkbox"/> External verification e.g. inspection results, views of organisations representing equalities groups <input type="checkbox"/> Staff survey results <input type="checkbox"/> Workforce monitoring data <input type="checkbox"/> Partnership consultation <input type="checkbox"/> Other (please state:) <input type="checkbox"/> None

8	Which of the equalities groups does this monitoring data relate to? (Please tick any that are relevant)	
	<input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender/transgender <i>(inc gender re-assignment, pregnancy and maternity)</i> <input type="checkbox"/> Marriage and Civil Partnership <input checked="" type="checkbox"/> Race <input type="checkbox"/> Religion/belief <input type="checkbox"/> Sexual orientation <input type="checkbox"/> None	<p>Other factors that may lead to inequality e.g. social class, income or financial exclusion, children in care, ex-offenders <i>(please state):</i></p> <p>Income</p> <p>If you collect different monitoring data for different groups for different aspects of your service please give details here:</p>

Analysing Performance Data

9. Using the monitoring information that you have or will be collecting, please indicate if the impact of the strategy, policy, plan, project, contract, major change in service or decision is/is likely to be the same for the equalities groups as it is for the population or the workforce as a whole.				
	Same impact	Not same impact	Positive (P) / / Negative(N)	Insufficient evidence
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	<input type="checkbox"/>
Gender (<i>Inc pregnancy and maternity</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	<input type="checkbox"/>
Transgender (<i>inc gender re-assignment</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion/belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Both	<input type="checkbox"/>
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other factors that may lead to inequality (please state):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None				

10.	<p>List and explain any negative impacts identified in Qu 9. State which equalities group is/may be affected, what the negative impact is/may be and give details of any evidence of this impact/potential impact e.g. document titles, web links.</p> <p>These changes are yet to be made and at this stage are potential negative impacts. Information has been provided later in this form as to how it is proposed or expected that potential negative impacts would be mitigated.</p>
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Equalities Group Affected: (a) All groups

The proposal to cash limit Leisure Grants and Community Development Grants could reduce the capacity of grant recipients to meet the needs of as many vulnerable people as previously, depending on how the grants are allocated.

The proposal to reduce the budget for corporate consultation could limit the council's capacity to consult residents on key corporate priorities. However, the reduced budget would reflect the actual amount spent in previous years on corporate consultation and it is anticipated that the new budget would be sufficient to meet the expected activity.

The decision to reduce the hours of the Human Resources Diversity Adviser post could reduce the council's capacity for delivering equalities work and supporting staff and managers. However, equalities work is now well embedded in service departments and less central support is therefore needed. Resources are being provided under a shared services agreement and by other officers of the council. These arrangements should mitigate any potential negative impacts.

The decision to reduce funding for Trade Union Branch Secretary posts could affect trade union members. Although Branch Secretary capacity will be reduced, it is expected that the trade union shop stewards will become more active in case work and attending meetings if necessary. It is not anticipated that any trade union member will be denied access to a trade union representative or the Branch Secretaries will not be consulted on the issues that they are currently consulted on through the current channels.

Equalities Group Affected: (b) Vulnerable people, older people and disabled people

The reduction in the Supporting People Grant will reduce the capacity of the Independent Living and Floating Support Services to meet the needs of vulnerable people.

There are bids for a contribution towards a post in the Independent Living Service to allow community-based support to vulnerable older residents and for the provision of Landlord/Premises and Support Services to Sheltered Housing Tenants. These would benefit the affected groups and mitigate the effect of the reduction in the grant to some degree; however overall there would be a net reduction of 1.69FTE.

The substantial bid to fully refurbish the Extra Care Housing at Ditchburn Place would greatly benefit the service users in the longer-term, however in the shorter-term may cause them some distress as the work is completed.

Equalities Group Affected: (c) People on low incomes (suffering fuel poverty)
<p>The cancellation of the planned Solar PV panel installation on City Council housing properties will mean that tenants do not benefit from the savings this would have achieved.</p> <p>The bid for installation of solar thermal panels and/or energy efficiency measures on housing properties will mitigate the effect to some degree.</p> <p>The bid for funding to increase the uptake of energy efficiency improvements for private sector housing will also contribute to addressing fuel poverty.</p>
Equalities Group Affected: (d) Council tenants
<p>The bid for funding for two additional caretaker posts across housing estates will benefit tenants by improving the environment of the estates. However, the new service will be funded through service charges to tenants and leaseholders.</p> <p>A review of building cleaning should result in a reduction in the cost of Communal Cleaning and Premises Service Charges, which will be passed on to tenants and leaseholders in the form of lower service charges.</p>
Equalities Group Affected: (e) Older people, disabled people and people on low incomes
<p>It is proposed to make savings from the Customer Service Centre budget by introducing a payment kiosk and self serve, changes to Guildhall reception and switchboard, encouraging lower cost and more automated forms of contact and income from partnership work with St Albans. Further savings will be realised through the implementation of e-benefits and e-council tax.</p> <p>This could disadvantage those groups that are less likely to use technology to self-serve. The council will continue to offer people a range of ways to engage with it, including over the phone and face-to-face.</p>

11.	Are or will people from equalities groups take up services associated with the strategy, policy, plan, project, service, contract, major change in service or decision at the same rate as the population or the workforce as a whole?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Insufficient evidence	<p>If no, please provide details....</p> <p>The decision to cash limit grants may lead to a reduction in the quality, number or range of services that the recipients of the grants are able to provide to the citizens of Cambridge. This could potentially impact on all vulnerable groups disproportionately as they tend to be the greater users of the types of services provided by the organisations we grant-aid.</p> <p>Vulnerable people, older people and disabled people will be affected to a greater degree by the changes to the Independent Living and Floating Support Services.</p> <p>Older people, disabled people and people on low incomes are less likely to use technology to self-serve. The council will continue to ensure that people have a range of ways to engage with it, including over the phone and face-to-face.</p>

12	Is your strategy, policy, plan, project, service, contract, major change in service or decision likely to exclude or disadvantage equalities groups in the longer term?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Insufficient evidence	<p>If yes, please indicate which groups will be affected and what the impact will be...</p> <p>The substantial bid to fully refurbish the Extra Care Housing at Ditchburn Place would greatly benefit the service users in the longer-term, however in the shorter-term may cause them some distress as the work is completed.</p> <p>Vulnerable people, older people and disabled people could be negatively affected in the longer-term by the changes to the Independent Living and Floating Support Services.</p>

Checking Delivery Arrangements				
13	<p>Please check the delivery arrangements for the strategy, policy, plan, project, service, contract, major change in service or decision against these criteria:</p> <p><i>If you answer no to any of the criteria, please explain why, giving details of any legal justification if there is one.....</i></p>			
	Yes	No	Insufficient evidence	Reason
Are any premises involved accessible to all?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is any ICT software and equipment accessible to all?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is consultation and participation inclusive of all?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are public events and meetings accessible to all?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do public meetings and events avoid conflict with religious events?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is electronic, web based and paper information accessible for all?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are images and text in documents and publicity campaigns representative of all?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Conclusions and Next Steps	
14	<p>The evidence has not identified any disadvantages or negative impacts.</p> <p>No further action required. Sign off this form and send to Andrew Limb, Head of Corporate Strategy, Andrew.limb@cambridge.gov.uk who will arrange for it to be published on the Internet and Intranet.</p>
	<p>The evidence indicates that there are no disadvantages or negative impacts that cannot be easily addressed.</p> <p>Complete the Action Plan</p>
	<p>It has not been possible to say whether or not there is a disadvantage or negative impact e.g. there is insufficient evidence.</p> <p>Go to Question 15</p>
	<p>The evidence indicates potential disadvantages or negative impacts that cannot be easily addressed.</p> <p>Complete Action Plan</p>

Gathering additional information	
15	<p>What additional evidence are you going to gather? <i>(Please tick any that apply)</i></p>
<p><input type="checkbox"/> Advice from experts</p> <p><input type="checkbox"/> Demographic profile e.g. Census</p> <p><input type="checkbox"/> Existing consultation results</p> <p><input type="checkbox"/> Existing user data</p> <p><input type="checkbox"/> External verification e.g. expert views of people/organisations representing equality group(s)</p> <p><input type="checkbox"/> Local needs analysis e.g. Joint Strategic Needs Assessments</p>	<p><input type="checkbox"/> National best practice information e.g. Audit Commission reports</p> <p><input type="checkbox"/> New consultation with a specific equality group(s)</p> <p><input type="checkbox"/> Research reports</p> <p><input type="checkbox"/> Relevant staff group expertise</p> <p>Other <i>(please state)</i>:</p>

16	If you have any additional comments please add them here.
<p>The document focuses on identifying potential negative impacts and actions that the authority could put in place to mitigate these. As well as the potential negative impacts identified in this document, it should be noted that there are a number of budget bids that would have a positive equality impact, including bids to:</p> <ul style="list-style-type: none"> • provide a greater range of more culturally diverse activity at The Big Weekend. • run a sports development project for young people at risk of exclusion. • provide a Community Development grant fund to support voluntary and community organisations in the city's new communities and to support the integration with neighbouring parts of the city. • employ a Youth Officer for the 13+ age group to support the City Council's own capital investment in facilities and work with colleagues and partners to undertake youth projects. • upgrade facilities at 125 Newmarket Road in partnership with Cambridge Community Services (CCS) NHS Trust to develop and enhance the primary health care service offered to homeless people. • replace obsolete Shopmobility stock and to potentially extend operating hours. • continue to fund the Family Intervention Project within the city for specialist support to vulnerable residents with large families in Council tenancies. • host the Olympic Torch Relay Evening Celebration. <p>More detailed Equality Impact Assessments are produced for new strategies, policies and changes to service delivery, and these are published on the City Council's website.</p>	

Completion		
17.	Name and job title of assessment lead officer:	Chris Williams, Strategy Officer
	Date of completion:	16 December 2011
	Names of other assessment team members and people consulted:	Consulted: Relevant heads of service and service delivery officers
	Date of next review of the EqIA <i>This should be within three years of the date of completion of the original EqIA.</i>	December 2012

ACTION PLAN

Equality Impact Assessment Title: Budget 2012-13
Date: 16 December 2011

Equality Group	1. Age
Details of possible disadvantage or negative impact	<p>a) The reduction in the Supporting People Grant will reduce the capacity of the Independent Living and Floating Support Services to meet the needs of vulnerable people.</p> <p>b) The substantial bid to fully refurbish the Extra Care Housing at Ditchburn Place would greatly benefit the service users in the longer-term, however in the shorter-term may cause them some distress as the work is completed.</p> <p>c) It is proposed to make savings from the Customer Service Centre budget in part by the greater use of technology and encouragement of users to self-serve.</p>
Action to be taken to address the disadvantage or negative impact	<p>a) There are bids for a contribution towards a post in the Independent Living Service to allow community-based support to vulnerable older residents and for the provision of Landlord/Premises and Support Services to Sheltered Housing Tenants. These would benefit the affected groups and help to mitigate the effect of the reduction in the grant.</p> <p>b) Work with the affected residents to ensure that the process is managed smoothly.</p> <p>c) The council will continue to ensure that people have a range of ways to engage with it, including over the phone and face-to-face.</p>
Officer responsible for progressing the action	<p>a) Sally-Jane Williams b) Sally-Jane Williams c) Jonathan James</p>
Date action to be completed by	<p>a) April 2013 b) April 2012 onwards c) April 2012 onwards</p>

Equality Group	2. Disability
Details of possible disadvantage or negative impact	As 1 a-c above
Action to be taken to address the disadvantage or negative impact	As 1 a-c above
Officer responsible for progressing the action	As 1 a-c above
Date action to be completed by	As 1 a-c above

Equality Group	3. Gender/Transgender Inc gender reassignment and Pregnancy and Maternity
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	4. Marriage and Civil Partnership
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	5. Race/ethnicity
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	6. Religion or belief
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	7. Sexual orientation
Details of possible disadvantage or negative impact	No disadvantage or negative impact identified
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	8. All groups
Details of possible disadvantage or negative impact	<p>a) The proposal to cash limit Leisure Grants and Community Development Grants could reduce the capacity of grant recipients to meet the needs of as many vulnerable people as previously.</p> <p>b) The decision to reduce the hours of the Human Resources Diversity Adviser post could reduce the council's capacity for delivering equalities work and supporting staff and managers.</p> <p>c) The decision to reduce funding for Trade Union Branch Secretary posts could affect trade union members.</p>
Action to be taken to address the disadvantage or negative impact	<p>a) Community Development and other grant providers will work with grant recipients to help ensure that grant funding is linked to clear and reasonable objectives and outcomes to maximise the efficient use of resources.</p> <p>b) Equalities work is now well embedded in service departments and less central support is therefore needed. Resources are being provided under a shared services agreement and by other officers of the council. These arrangements should mitigate any potential negative impacts.</p> <p>c) The decision to reduce funding for Trade Union Branch Secretary posts could affect trade union members. Although Branch Secretary capacity will be reduced, it is expected that the trade union shop stewards will become more active in case work and attending meetings if necessary. It is not anticipated that any trade union member will be denied access to a trade union representative or the Branch Secretaries will not be consulted on the issues that they are currently consulted on through the current channels</p>
Officer responsible for progressing the action	<p>a) Trevor Woollams b) Deborah Simpson c) Deborah Simpson</p>
Date action to be completed by	<p>a) April 2012 onwards b) April 2012 onwards c) April 2012 onwards</p>

Other factors that may lead to inequality	9. People on low incomes (suffering fuel poverty)
Details of possible disadvantage or negative impact	The cancellation of the planned Solar PV panel installation on City Council housing properties will mean that tenants do not benefit from the savings this would have achieved.
Action to be taken to address the disadvantage or negative impact	The bid for installation of solar thermal panels and/or energy efficiency measures on housing properties will mitigate the effect to some degree. The bid for funding to increase the uptake of energy efficiency improvements for private sector housing will also contribute to addressing fuel poverty.
Officer responsible for progressing the action	David Kidston
Date action to be completed by	April 2012 onwards

Other factors that may lead to inequality	10. Council tenants
Details of possible disadvantage or negative impact	The bid for funding for two additional caretaker posts across housing estates will be funded through service charges to tenants and leaseholders.
Action to be taken to address the disadvantage or negative impact	A review of building cleaning should result in a reduction in the cost of Communal Cleaning and Premises Service Charges, which will be passed on to tenants and leaseholders in the form of lower service charges.
Officer responsible for progressing the action	Robert Hollingsworth
Date action to be completed by	April 2012 onwards

Name and Job Title of Officer completing the Action Plan: Chris Williams, Strategy Officer.

Department/Service: Corporate Strategy

This plan will next be updated: December 2012