



# 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

Alternates: Saunders, Owers and Wright

The Leader: Councillor Reid

Executive Councillor for Customer Services and Resources:  
Councillor McGovern

*Despatched: Thursday, 2 February 2012*

**Date:** Friday, 3 February 2012

**Time:** 5.00 pm

**Venue:** Committee Room 1 & 2 - Guildhall

**Contact:** Glenn Burgess

**Direct Dial:** 01223 457169

**Also invited to this Scrutiny Committee meeting:  
All members of the Executive, Chairs and spokes of Community Services,  
Environment and HMB Scrutiny Committees**

### SUPPLEMENTARY AGENDA (2)

#### **4 DRAFT REVENUE AND CAPITAL BUDGETS** *(Pages 1 - 12)*

- Labour Amendment: Appendix W - Equality Impact Assessment

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## Appendix W [Labour Amendment]

### Equality Impact Assessment

### Budget 2012-2013

### Equality Impact Assessment

All Labour Amendments are shown in ***Bold Italics***

General Information	
1.	<p><b>Title of strategy, policy, plan, project, contract, major change in service or decision:</b></p> <p><b><i>Budget 2012-2013 – Labour Party proposals</i></b></p>
2.	<p><b>What is the objective or purpose of the strategy, policy, plan, project, contract, major change in service or decision?</b></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><b>Who will be affected by this strategy, policy, plan, project, contract, major changes in services or decision? (Please tick those that apply)</b></p> <p><input checked="" type="checkbox"/> Residents  <input checked="" type="checkbox"/> Visitors  <input checked="" type="checkbox"/> Staff</p> <p>A specific client group or groups (please state):</p>
4.	<p><b>What type of strategy, policy, plan, project, contract, major change in service or decision is this? (Please tick)</b></p> <p><input type="checkbox"/> New  <input checked="" type="checkbox"/> Revised  <input type="checkbox"/> Existing</p>
5.	<p><b>Responsible department, section, service manager and Head of Service.</b></p> <p>Department: Resources            Section: Accountancy and Support Services            Service Manager: n/a            Head of Service: Julia Minns</p>
6.	<p><b>Are other departments or partners involved in delivering this strategy, policy, plan, project, contract, major change in service or decision?</b></p> <p><input type="checkbox"/> No  <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? (Please tick any that apply and give examples e.g. bench marking with the Housing Quality Network)**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Performance indicators/targets        | <input checked="" type="checkbox"/> External verification e.g. inspection results, views of organisations representing equalities groups |
| <input checked="" type="checkbox"/> Benchmarking with other organisations | <input type="checkbox"/> Staff survey results  |
| <input type="checkbox"/> User satisfaction survey results                 | <input type="checkbox"/> Workforce monitoring data   |
| <input checked="" type="checkbox"/> Consultation results                  | <input type="checkbox"/> Partnership consultation  |
| <input checked="" type="checkbox"/> Complaints information                | <input type="checkbox"/> Other (please state:)   |
| <input checked="" type="checkbox"/> Freedom of Information requests       | <input type="checkbox"/> None  |
| <input checked="" type="checkbox"/> Service uptake data                   |  |

**8 Which of the equalities groups does this monitoring data relate to? (Please tick any that are relevant)**

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

**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 type="checkbox"/>	<input checked="" type="checkbox"/>	Positive	<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><b>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.</b></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>
<p><b>Equalities Group Affected:</b> (a) All groups</p>	
<p>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.</p> <p>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.</p>	
<p><b>Equalities Group Affected:</b> (b) Vulnerable people, older people and disabled people</p>	
<p>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>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.</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><b>Equalities Group Affected:</b> (c) People on low incomes (suffering fuel poverty)</p>	
<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

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.

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.

**Equalities Group Affected:** (e) Older people, disabled people and people on low incomes

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.

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.

***The proposal to cease publication of the Council magazine 'Cambridge Matters' could negatively impact on groups that are more likely to rely on printed documents to receive information about changes to service delivery, as well as about events and activities that are happening in Cambridge.***

***The proposal to return smaller planning decisions to the central Planning Committee from the Area Committees could negatively impact on groups that will find it more difficult to travel to meetings, for example because of mobility issues or for financial reasons. However, whilst it would make it more difficult for those residents to make representations on planning matters, by removing planning from Area Committee agendas it will free up time to engage residents on other matters.***

**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	If <b>no</b> , please provide details....
<input checked="" type="checkbox"/> No	
<input type="checkbox"/> Insufficient evidence	
	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.
	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.

<b>12</b>	<b>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?</b>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Insufficient evidence	<p>If <b>yes</b>, 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>

<b>Checking Delivery Arrangements</b>				
<b>13</b>	<p><b>Please check the delivery arrangements for the strategy, policy, plan, project, service, contract, major change in service or decision against these criteria:</b></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"/>	



Conclusions and Next Steps	
14	<p>The evidence has not identified any disadvantages or negative impacts.</p> <p><b>No further action required.</b> Sign off this form and send to Andrew Limb, Head of Corporate Strategy, <a href="mailto:Andrew.limb@cambridge.gov.uk">Andrew.limb@cambridge.gov.uk</a> 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><b>Complete the Action Plan</b></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><b>Go to Question 15</b></p>
	<p>The evidence indicates potential disadvantages or negative impacts that cannot be easily addressed.</p> <p><b>Complete Action Plan</b></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.
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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 proposals that would have a positive equality impact, including proposals to:

- **provide free bulky waste collections for older people on lowest incomes.**
- **assist residents to clear snow from all well used pavements and areas with significant numbers of older people.**
- **provide 'community toilets' in badly served areas, and investigate solutions for inadequate toilets for station bus users and Parkside coach users.**
- **run benefit cuts training for all relevant frontline staff, and staff in partner organisations.**
- **fix dangerous pavements, paving and cycleway problems reported by public.**
- **create seating in town centre and local shopping centres for older people.**
- **maintain the current funding for Leisure Grants and Community Development Grants.**
- **work with South Cambridgeshire District Council to fund the implementation of the travellers site.**
- 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.

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.

Completion		
17.	Name and job title of assessment lead officer:	Chris Williams, Strategy Officer
	Date of completion:	01 February 2012
	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>	January 2013

## ACTION PLAN

**Equality Impact Assessment Title:** Budget 2012-13 [Labour Amendment]  
**Date:** 01 February 2012

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> <p><b>d) It is proposed to make savings by ceasing to produce Cambridge Matters.</b></p> <p><b>e) The proposal to return smaller planning decisions to the central Planning Committee from the Area Committees could negatively impact on groups that will find it more difficult to travel to meetings.</b></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> <p><b>d) The council will continue to provide residents with key information in a range of formats, including printed materials.</b></p> <p><b>e) Minor planning applications that are more likely to be controversial or well attended will continue to be made in meetings held near to the residents that would be affected.</b></p>
Officer responsible for progressing the action	<p>a) Sally-Jane Williams            b) Sally-Jane Williams            c) Jonathan James            d) Andrew Limb            e) Gary Cliff / Patsy Dell</p>
Date action to be completed by	<p>a) April 2013            b) April 2012 onwards            c) April 2012 onwards</p>

	d) April 2012 onwards e) April 2012 onwards
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<b>Equality Group</b>	<b>2. Disability</b>
Details of possible disadvantage or negative impact	As 1 a-e above
Action to be taken to address the disadvantage or negative impact	As 1 a-e above
Officer responsible for progressing the action	As 1 a-e above
Date action to be completed by	As 1 a-e above
<b>Equality Group</b>	<b>3. Gender/Transgender Inc gender reassignment and Pregnancy and Maternity</b>
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	

<b>Equality Group</b>	<b>4. Marriage and Civil Partnership</b>
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	

<b>Equality Group</b>	<b>5. Race/ethnicity</b>
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	

<b>Equality Group</b>	<b>6. Religion or belief</b>
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	
<b>Equality Group</b>	<b>7. Sexual orientation</b>
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	

<b>Equality Group</b>	<b>8. All groups</b>
Details of possible disadvantage or negative impact	a) 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.
Action to be taken to address the disadvantage or negative impact	a) 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.
Officer responsible for progressing the action	a) Deborah Simpson
Date action to be completed by	a) April 2012 onwards

<b>Other factors that may lead to inequality</b>	<b>9. People on low incomes (suffering fuel poverty)</b>
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.  Also see 1c-e above.
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.  Also see 1c-e above.
Officer responsible for progressing the action	David Kidston Also see 1c-e above.
Date action to be completed by	April 2012 onwards Also see 1c-e above.

<b>Other factors that may lead to inequality</b>	<b>10. Council tenants</b>
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

<b>Document control</b>	
Name and Job Title of Officer completing the Action Plan:	Chris Williams, Strategy Officer
Department/Service:	Corporate Strategy
This plan will next be updated:	January 2013