



# Public Document Pack

## Cambridge City Council

### EQUALITIES PANEL

**To:** Chair: Antoinette Jackson

Public Members: Graham Lewis, Nicky Wrigley, Norah Al-Ani and Bintou Niangane

Staff Members: Bridget Keady, Nacer Dali and Jackie Hanson

Elected Members: Councillors Bird, Al Bander, Brown and Marchant-Daisley

Officers: Deborah Simpson and Andrew Limb

*Despatched: Friday, 10 June 2011*

**Date:** Monday, 20 June 2011

**Time:** 4.00 pm

**Venue:** HR Training Room, 2<sup>nd</sup> Floor, **LION HOUSE**, Lion Yard, Cambridge CB2 3NA

**Contact:** Toni Birkin

**Direct Dial:** 01223 457086

### AGENDA

#### **1 ATTENDANCE AND APOLOGIES**

Attendance and apologies

#### **2 WELCOME AND INTRODUCTIONS**

#### **3 DECLARATIONS OF INTEREST**

#### **4 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING (Pages 1 - 8)**

To agree the minutes of the meeting of 22<sup>nd</sup> October 2010 as a correct record. (Pages 1 - 8)

#### **5 SINGLE EQUALITY SCHEME (Pages 9 - 42)**

## **6 FUTURE WORK PROGRAMME OF EQUALITIES PANEL - DISCUSSION**

### **Exclusion of the Public**

Before considering the next item on the agenda, the Equalities Panel is recommended to exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by Categories 1 and 2 as defined in the Local Government (Access to Information) (Variation) Order 2006.

## **7 HR WORKFORCE REPORT**

**Date of Next meeting - 4.00pm, 21st November 2011**

**EQUALITIES PANEL**

22 November 2010

4.30 - 5.45 pm

**Present:**

Chair – Liz Bisset

Councillors – Sarah Brown, Gail Marchant-Daisley and Raj Shah

Public Members – Graham Lewis, Nicky Wrigley,

Staff Members – Jackie Hanson (Operations and Resources Manager),  
Bridget Keady (Strategy Officer) and Christine Leonard (Policy and Projects  
Support Manager)Officers – Guy Belcher (Nature Conservation Projects Officer), Vicki Davidson  
(Organisational Development Manager), Joanna Gilbert-Wooldridge (Senior  
Planning Officer) James Goddard (Committee Manager), Anette Grindsted  
(HR Diversity Officer), Alison Kemp (Performance Manager), Helen Reed  
(Housing Strategy Manager), Deborah Simpson (Head of Human Resources)  
and Trevor Woollams (Head of Strategy & Partnerships)**FOR THE INFORMATION OF THE COUNCIL****10/9/EP Welcome, Introductions and Apologies**

Introductions took place and the Chair welcomed all those present.

Apologies were received from Norah Al-Ani and Lucy Walker.

**10/10/EP Declarations of Interest**

<b>Name</b>	<b>Item</b>	<b>Interest</b>
Councillor Shah	All	Personal – Member of Indian Culture and Community Association. Non- Executive director of CINTRA.

**10/11/EP Minutes of 14 June 2010 Meeting and Matters Arising**

The minutes of the 14 June 2010 meeting were approved and signed as a correct record.

**10/12/EP Revised Terms of Reference**

The Equalities Panel reviewed terms of reference to discuss, reaffirm and sign off.

The Panel unanimously agreed to accept the terms of reference presented.

**10/13/EP Equalities Impact Assessments - Housing/Planning****10/14/EP Older People's Housing Strategy**

The Housing Strategy Manager gave a presentation to the Equalities Panel on the Older People's Housing Strategy:

- This is a five year strategy that began in 2009.
- The Equalities Impact Assessment (EQIA) has been carried out on the strategy action plan, rather than the strategy itself.
- Some actions to address issues were being implemented prior to also being highlighted by the EQIA.
- Examples of equalities issues identified:
  - Introduction of technology – need to ascertain if target groups are able to use, and do use ICT.
  - Need to discuss target audience needs with them.
  - Reaching hard to reach groups.
- When developing a strategy, it is important to ascertain target audience needs and develop the strategy accordingly, rather than vice versa.

Councillor Brown asked how hard to reach groups could be engaged to ascertain their needs. The Housing Strategy Manager said this had been undertaken through consultation.

The Director for Customer and Community Services asked how resource implications for EQIAs had been addressed. The Housing Strategy Manager said there were significant resource implications if trying to meet all groups'

needs. It is more practicable to identify priorities and focus resources accordingly. By working with Council colleagues, holistic work can be undertaken to address hard to reach groups.

Councillor Shah asked how issues such as intolerance were addressed through EQIAs. The Housing Strategy Manager said the Council website set out policies on how to address equalities issues.

The Housing Strategy Manager and Performance Manager will review EQIA results to ascertain if themes reoccur in different stages of the process. Thus results will be monitored at each stage of the process to observe if issues identified are carried over from one stage to another.

### **10/15/EP            Mill Lane Development**

The Senior Planning Officer gave a presentation to the Equalities Panel on the Mill Lane Development EQIA:

- The Old Press/Mill Lane SPD was developed jointly by Cambridge City Council and the University of Cambridge to inform future development on the site.
- This policy supports the further development or redevelopment of the site with an element of mixed use if this allows:
  - Improved facilities.
  - A reduction in parking spaces.
  - Improvement to the public realm and amenity space.
  - Better use of land.
- The Stage 1 EQIA (December 2008) established that there was:
  - Need for a safer environment.
  - Need for improved physical access.
  - Need to ensure effective consultation
- Two stakeholder workshops were held in January and July 2008.
- Public consultation held for six weeks (February – April 2009) with public notices in local newspaper and widespread local and regional media coverage.
- 257 representations made via the Council's web-based consultation system, email and by letter.
- Draft SPD presented at Design and Conservation Panel, March 2009.
- Draft SPD taken to three committees during drafting and for adoption with responses to representations agreed by Councillors.
- Consultation and the Stage 2 EQIA (January 2010) informed further amendments to the SPD to ensure:

- The mix of development includes community facilities.
- Improved access arrangements and facilities particularly for disabled people – key issue for places of worship.
- Any negative impacts of new development upon existing occupiers are minimized.
- Opportunities for small-scale creative industries.
- Element of affordable housing within site.
- Next steps:
  - Masterplanning by the University of Cambridge.
  - Draft Masterplan subject to consultation with stakeholders prior to submission.
  - Tied legally to the 1<sup>st</sup> significant planning application for redevelopment.

Councillors were encouraged to ask if EQIAs have been undertaken when reports/proposals are presented to committees, to identify synergies between strategies at City and County level. The Performance Manager said that new council report templates would be specific if EQIAs had been undertaken. The templates will be introduced in future.

## **10/16/EP Local Nature Reserves and the Nature Strategy**

The Nature Conservation Projects Officer gave a presentation to the Equalities Panel on the Local Nature Reserves and Nature Strategy EQIA: -

- Key outcomes of Stage 1
  - Sites and opportunities for engagement may not be promoted appropriately to all audiences.
  - Current site users and event participants may not reflect the full community.
  - Some local nature reserves (LNRs) may be inaccessible or restrictive due to access.
  - Some sites may have anti social issues or safety concerns that currently exclude some users.
- Key outcomes of Stage 2:
  - Improve access and entrance points on all LNRs as part of a phased programme.
  - Update LNR Leaflet and website to include large print and review under the new translation service contract.

- Attended Disability Panel to present Nature Conservation Strategy and LNR information (Oct 2010). Positive feedback with panel keen to comment on all future LNR plans.
- An LNR site visit with disability panel to assess Disability Discrimination Act and other related aspects planned for Spring 2011.

Panel members suggested issues affecting LNRs:

- Black, minority and ethnic groups did not always associate natural spaces with areas for recreation.
- LNRs could be more widely publicised as recreation areas.
- Physical access can sometimes be difficult. Visitors maybe discouraged if they perceive access/egress issues.

The Nature Conservation Projects Officer said that a phased programme was in place to address issues.

The Operations and Resources Manager would welcome shared learning in future across all EQIAs.

### **10/17/EP Equality Act 2010 - Briefing Note on Provisions in Force From 1 October 2010**

The Panel received a report from the Performance Manager regarding Equality Act 2010 - briefing note on provisions in force from 1 October 2010. This set out the main provisions in place and how the Council were addressing these.

Councillors and Officers will be made aware of their responsibilities through the intranet, briefing notes, City Briefing, City Scene, Heads of Service, staff groups, plus job holder and line manager discussions.

The Act sets out requirements for conduct. Best practice on how to fulfil these is being developed.

The Panel unanimously recommended new Councillors are given mandatory equalities training in their induction, as per Officers. Committee Manager to advise Democratic Services Manager who is reviewing the Councillor induction process currently.

**Action Point: Committee Manager to advise Democratic Services Manager the Panel unanimously recommended new Councillors are given mandatory equalities training.**

**10/18/EP Diversity Peer Review**

The Panel received a verbal report from the HR Diversity Officer regarding the Diversity Peer Review.

The Council achieved level 3, which will be carried over from 2009 - 2011. A Diversity Peer Review assessment is planned to be undertaken in February 2011 to ascertain how the Council approaches equalities issues. Assessors will talk to Equality Panel members and front line staff to review how they engage customers.

**10/19/EP Up-dated Comprehensive Equalities and Diversity Policy and Value Statement October 2010**

The Panel reviewed a copy of the updated Comprehensive Equalities and Diversity Policy and Value Statement. This was updated due to the new Equalities Act and Peer Review.

The purpose of the document is to provide a framework for staff and customers by setting out expectations of good practice. The Panel were informed the policy documented what the Council had already been undertaking due to its aim of being a best practice employer.

The document has already been presented to Strategy and Resources Scrutiny Committee.

The Operations and Resources Manager suggested that the 'promoting diversity program' section could also include a reference to Disabled History Month.

**10/20/EP Annual Equalities Review 2010 and Equalities Action Plan 2010-2011**

The Panel reviewed a copy of the Annual Equalities Review 2010 and Equalities Action Plan 2010-2011. This plan sets out the strategic actions that the City Council will be undertaking over the coming year to advance its equalities agenda. It focussed on specific issues of common themes identified in EQIAs. The plan was approved at Strategy and Resources Scrutiny Committee.



Reports on progress will be sought through the Joint Equalities Group. The Equalities Panel asked to be regularly updated on Council equalities issues. The Strategy Officer signposted Customer and Community Services communication activity.

**Action Point: Operations & Resources Manager to add Equalities Panel members to Equalities Bulletin mail list.**

### **10/21/EP    Cambridgeshire Inequalities Charter**

The Cambridgeshire Inequalities Charter sets out 'Signposts for Success' that reflect the needs of different partner organisations.

A decision on adopting the document will be taken in future.

The Panel agreed to review the document at the next meeting.

### **10/22/EP    Date of Next Meeting**

Dates for 2011/2012 were approved as follows:  
20 June 2011 and 21 November 2011.

Indicative 2012/2013 meeting dates for information:  
18 June 2012 and 19 November 2012.

### **10/23/EP    HR Workforce Report**

The Panel received a report from the HR Diversity Officer regarding the half yearly update on diversity work and equality monitoring in employment as set out in the confidential 'HR Workforce Report'. This concerned:

- Workforce profile - employee numbers and targets.
- Recruitment and monitoring.
- Training.
- Disciplinary, capability, grievance and redundancy.
- Starters.
- Leavers.
- Pay profile.

The Panel agreed to review the annual report document at the next meeting.

**Action Point: Panel members to read Workforce Report document circulated in meeting, and comment at next meeting.**

**Action Point: HR Diversity Officer to report back to Equalities Panel concerning annual Workforce Report.**

The meeting ended at 5.45 pm

**CHAIR**

## CAMBRIDGE CITY COUNCIL

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REPORT OF: Andrew Limb, Head of Corporate Strategy

TO: Equality Panel

20/06/2011

WARDS: All

### **DRAFT SINGLE EQUALITY SCHEME 2012-15**

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#### **1. INTRODUCTION**

1.1 Cambridge City Council is reviewing its Single Equality Scheme, as the previous scheme expires in March 2012. The Council intends to publish this revised scheme by or before April 2012, and to include in it equality objectives, in compliance with the Equality Act 2010.

1.2 This draft is submitted to the Equalities Panel as a work in progress, on which we would very much welcome the Panel's early comments and contributions so we can develop the scheme further.

1.3 The draft Scheme would then be subject to public consultation before being submitted to the City Council's Strategy & Resources Scrutiny Committee for adoption.

#### **2. RECOMMENDATION**

2.1 That the Equality Panel:

- Comments on the draft Single Equality Scheme attached at Appendix A
- Suggests any amendments they feel would be appropriate to the Scheme.

#### **3. BACKGROUND**

3.1 Cambridge City Council developed and published its first Single Equality Scheme (SES), during 2009 in anticipation of the Equality Bill becoming law.

3.2 In April 2010 the Equality Act was passed by Parliament bringing with it some specific duties for public bodies, including local authorities and the NHS. On 5<sup>th</sup> April 2011 further parts of the Equality Act were implemented.

3.3 The specific duties in the Act require specific public bodies including Cambridge City Council to:

- Publish information annually to demonstrate how we meet the General Duty
- Prepare and publish one or more objectives to meet any of the aim of the General Duty at least every four years starting no later than 6<sup>th</sup> April 2012.

3.4 Producing and publishing specific Equality Schemes no longer form part of our public duties under law, however, Cambridge City Council believes that having a Single Equality Scheme will help it to ensure that it complies with the general and specific duties, assist in promoting community cohesion and improve its knowledge and awareness of equality and diversity issues.

3.5 The City Council's Single Equalities Scheme covers all the protected characteristics of Race, Disability, Gender, Gender Reassignment, Age, Sexual Orientation, Religion & Belief, Pregnancy & Maternity, Marriage and Civil Partnership.

3.6 This draft SES for 2012-15 builds on the previous scheme and all the achievements the Council has made in recent years on the equalities and diversity agenda.

3.7 The Scheme and the strategic plan incorporated within it do not attempt to capture everything we do on diversity and equalities, but set out our priority areas for action in the next three years. This draft has been developed building on our track record, our analysis of where we need to focus further effort, feedback from communities and residents and input from the recent peer review.

3.8 In February 2011, the Council invited Local Government Improvement & Development (LGID) to undertake a peer review of our equalities work. The review team made a number of recommendations for improvements, as shown in bold below, with our response underneath each recommendation:

- **Ensure that the Member Equality Lead is represented on the Equalities Panel.**

It is planned that the Leader will attend future meetings of the Panel.

- **Consider increasing the frequency of the meeting of the Equalities Panel from twice a year.**

The frequency of the Panel's meetings need to be driven by its work programme and the views of Panel members.

- **Consider reviewing the organisational structure for the delivery of equality (Equality Panel, JEG, Diversity Forum) to ensure that the reporting and monitoring mechanisms are aligned and duplication is avoided.**

We feel the structure is broadly right, and will reflect on how we use it to get the maximum benefit.

- **Review the progress of the Joint Equalities Officer Group to consider how the group could work together to ensure that there is a consistency of approach to equality planning and monitoring in departments.**

We agree that improvements could be made in this area and address this in the action plan.

- **Overhaul the Council Staff Groups to re-establish the confidence of the membership by developing mechanisms through which they can bring issues forward to deliver improvements.**

This is addressed in the action plan.

- **Revisit current equality training for managers to ensure that they have a range of tools to assist staff with**

**application of equality related issues, such as disability, discipline, sickness management, childcare and family friendly policies in a consistent manner.**

This is addressed in the action plan.

- **Use the forthcoming staff survey to probe the issues highlighted to the Peer Team.**

This is addressed in the action plan.

#### **4. CONCLUSION**

4.1 The draft Single Equality Scheme sets out the Council's approach to equality and diversity, and contains the strategic plan in which we set out the areas we will focus on over the next three years. We will need to add more detail to some of the actions in the action plan over the coming months, but Officers would very much welcome the Equality Panel's comments on this initial draft.

**Andrew Limb**  
Head of Corporate Strategy  
Cambridge City Council  
01223 457004  
June 2011

# **CAMBRIDGE CITY COUNCIL**

## **SINGLE EQUALITY SCHEME**

**2012 –2015**



**“Embracing diversity, committed to equality”**

## Single Equality Scheme 2012 - 2015



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## Introduction

Cambridge City Council developed and published its first Single Equality Scheme (SES), during 2009 in anticipation of the Equality Bill becoming law. In April 2010 the Equality Act was passed by Parliament bringing with it some specific duties for public bodies, including local authorities and the NHS. Implementation of the Act began in October 2010 with the introduction of the employment, equal pay, education, and services, public functions and associations elements. On 5<sup>th</sup> April 2011 further parts of the Equality Act were implemented under the General Duty which requires local authorities and other local authorities exercising public functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between those who share a protected characteristic and those who don't
- Foster good relations between those who share a relevant protected characteristic and those who don't

The specific duties support and aid compliance with the General Duty and require specific public bodies including Cambridge City Council to:

- Publish information annually to demonstrate how we meet the General Duty
- Prepare and publish one or more objectives to meet any of the aim of the General Duty at least every four years starting no later than 6<sup>th</sup> April 2012.

Producing and publishing specific Equality Schemes no longer form part of our public duties under law, however, Cambridge City Council believes that having a Single Equality Scheme will help it to ensure that it complies with

## INITIAL DRAFT FOR CONSULTATION WITH EQUALITIES PANEL

the general and specific duties, assist in promoting community cohesion and improve its knowledge and awareness of equality and diversity issues.

The City Council's Single Equalities Scheme covers all the protected characteristics of Race, Disability, Gender, Gender Reassignment, Age, Sexual Orientation, Religion & Belief, Pregnancy & Maternity, Marriage and Civil Partnership.

The Council values the strength that comes with difference and the positive contribution that diversity brings to the city. As an employer, service provider and community leader, the Council aims to eliminate prejudice and discrimination, and to promote good relations between different groups. The Council aims to deliver high quality services in a fair and equal way to *all* who live and work in our community. The Council's vision is for Cambridge to be a city that is vibrant, socially mixed, safe, convenient and an enjoyable place to live. The Council is committed to ensuring that citizens are encouraged to be involved in shaping its values and commitment to equality by:

- Influencing Council decision making processes
- Being involved in measuring Council performance
- Identifying and making suggestions on service improvement
- Working together in partnership

If you would like to comment on this document, or would like to know more about what the City Council is doing to take forward its equalities work, please contact:

✉ Strategy and Partnerships  
PO Box 700  
The Guildhall  
Cambridge  
CB2 3QJ



## What do we know about people in Cambridge City?

### Population estimate

An estimated 119,100 people live in Cambridge City (Cambridgeshire County Council Research Group (CCCRG) mid-2009 population estimate). In future, Cambridge City's population is forecast to increase by 36,000, from 119,100 in 2009 to about 155,000 in 2021, which makes the City's growth forecast the highest in Cambridgeshire. According to the last available Census in 2001, 50.1% Cambridge City residents were female and 49.9% male

### Age structure

Half of Cambridge City's population is in the 25-39 and 40-64 age bands. According to estimates produced by CCCRG the City's age structure is unlikely to change significantly over the next 13 years. Cambridge City's age structure differs from the other districts in Cambridgeshire. This is primarily due to its large student population, which has the effect of reducing other age groups as a proportion of the total district population. In consequence, Cambridge City has the highest proportion of 16-24 and 25-39 year olds in Cambridgeshire, and the lowest proportion of 0-15 and residents older than 40. However, although proportions of non-student age groups are comparably low, Cambridge City still has large numbers of children and older people.

### Migration

The 2001 Census showed that 10,370 people moved into Cambridge City from other parts of the UK in the year to April, and that 10,930 moved from Cambridge City to elsewhere in the UK. This means that 560 more people moved out than in. Since the 2001 Census the number of migrant workers has increased significantly, largely as a result of migration from the A8 countries who are entitled to work in the UK under the Workers Registration Scheme (WRS). WRS records for the period April 2004 to September 2009 show that approximately 4,300 migrant workers registered with the scheme. Just over two-thirds of these were from Poland with Hungary providing the next largest group.

National Insurance Number (NINo) data also provides a broad indication of the number of migrants arriving in an area. NINOs are required for employment or self-employment purposes or to claim benefits or tax credits. Overseas nationals who come to the UK for these purposes have to register, however, de-registration is not required, which means that NINo data only provides information on inflows of workers. Data from 2008/09 shows that of the NINOs issued to overseas nationals living in Cambridge City 11% were Polish, and 7% (each) were French, Spanish and German. This is the highest number of NINOs issued within the County.

However, neither WRS nor NINo registrations record migration outflows, hence these cannot provide a robust indication of numbers of migrants residing in an area. Recent ONS research shows high rates of re-migration – migrants leaving the UK – in 2008, especially amongst people from the A8 countries. Given the uncertainties involved it is difficult to estimate how many migrants have stayed in Cambridge City.

## **Ethnicity**

2001 Census<sup>1</sup> data showed that Cambridge City was proportionally more ethnically diverse than the national average, in the sense that a larger proportion of the population was made up of ethnic groups that are not white. 78.5% of the population was White British, 1.6% White Irish and 9.4% White Other – 89.5% in total. Almost 11,500

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<sup>1</sup> A chart showing the 2001 census profile of Cambridge City and the profiles of Cambridgeshire's Ethnic Groups is shown in Appendix 1

people identified themselves as belonging to other ethnic groups, the largest of which were Indian, Chinese and Bangladeshi, representing an aggregated proportion of 4.8% of the total population.

Travellers were not identified as an ethnic group in the 2001 Census though this changed in the 2011 Census. The Cambridge Area Travellers Needs Assessment 2005 estimated that in Cambridgeshire and Peterborough there were 6,080 Gypsy/Travellers, making them one of the largest minority ethnic groups in the area. Cambridge City's Traveller estimate was 264 in 2005, which equates to 0.2% of the 2005 total district population, the lowest proportion in Cambridgeshire and Peterborough. In Cambridge City, much of the traveller population is settled, with 67% of the households in housing rather than caravans.

### **Disability and Health**

PANSI (Projecting Adult Needs and Service Information System) includes data for people aged 18-64 predicted to have a moderate or serious physical disability. In 2010 PANSI predicted 5,515 people in Cambridge City aged 18-64 to have a moderate physical disability (approx 6.2%) and 1,434 to have a serious physical disability (approx 1.6%). This means that 6,949 people in Cambridge City aged 18-64 were predicted to have a moderate or serious physical disability (approx 7.7%).

The Place Survey 2008 indicator NI 119 asks people whether they consider their health to be 'very good', 'good', 'fair', 'bad' or 'very bad'. 82.9% of Cambridge City's population said that their health is good or very good. This therefore indicates that 17.1% of the population feels that they have some form of limitation on their health.

The report 'Physical and Sensory Impairment and Long-Term Condition' by Cambridgeshire Strategic Needs Assessment in January 2009 states that there were 2850 people in Cambridgeshire receiving any benefits in the grouping 'disability' in the benefits data and of these 2820 were receiving Disability Living Allowance. In Cambridge City the figure for people receiving disability benefits was 460.

The PANSI system predicts that in 2010 in Cambridge City 13,985 people aged 18-64 would have a common mental disorder. This is 17.6% of this section of the population.

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The Adults with a Learning Disability Joint Strategic Needs Assessment states that across the total population of the UK an estimate of 2% of adults have some form of learning disability. When applying this to the mid 2008 ONS population estimate for Cambridge City this would equate to around 2,500 people.

The National Autistic Society estimate that the prevalence rate for Autistic Spectrum Disorder (ASD) in the UK is 91 per 10,000 of the population. Based on that prevalence the estimated number of people of working age with ASD in Cambridge is 750 (applied to mid-2006 population estimates for Cambridge).

In their report September 2008, Cambridgeshire Learning Disability Partnership points out that at a national level there is considerable concern that the needs of people with learning disabilities from ethnic minority groups are inadequately considered. This is particularly relevant to Cambridge City as we have the largest ethnic minority population in the County. The report states that “there is evidence to suggest that the prevalence of learning disability is higher among Traveller communities and also some South Asian populations, probably because of higher levels of material and social deprivation and co-sanguineous marriages which are compounded by poor access to health care and negative practitioner attitudes”.

## Religion

According to the 2001 Census the total population of Cambridge at the time was 108,863 and the religious make up of Cambridge City was as follows:

<b>Total Population</b>	<b>108,863</b>	<b>Percentage</b>
Christian	62764	57.65%
Buddhist	1139	1.05%
Hindu	1293	1.19%
Jewish	850	0.78%
Muslim	2651	2.44%
Sikh	205	0.19%
Other	531	0.49%
No religion	28965	26.61%
Religion not stated	10465	9.61%

As shown above the religion with the highest proportion of followers in Cambridge is Christianity followed by Islam, Hinduism and Buddhism.

The Census reveals that Cambridge is among the districts with the highest proportions of people with no religion along with Norwich, Brighton and Hove, all with over one-quarter.

## Sexual Orientation

There are no statistically reliable data on the proportion of Cambridge City residents who declare themselves as LGBT (lesbian, gay, bi-sexual and transgender). However, Stonewall, the national charity working for equality for lesbians, gay men and bisexuals, states that a reasonable estimate for the UK's population of LGB people would be 5-7%. This would equate to approximately 4,500 – 6,000 people over the age of 18 in Cambridge.



## The Council

### Organisational structure

In common with local government in general the Council will continue to face financial pressures over the next few years and needs to find more efficient ways of doing things.

The Council carried out a departmental restructure during 2010, which led to 6 departments (Chief Executives, City Services, Community Services, Customer and Democratic Services, Environment and Planning, and Finance) being reduced to three departments (Customer and Community Services, Environment and Resources). There is also a small Corporate Strategy Unit that reports to the Chief Executive.

The number of Directors has been reduced from 5 to 3 and the number of Heads of Service from 24 to 20. This has been done to create a more flexible structure for the Council, which will make it better placed to respond to further challenges. The changes have made a contribution to efficiency savings by reducing management costs whilst protecting front line services.

Whilst the Council's structure has changed its objectives have not (see the Council's vision statement on page 17).



## Elected Councillors

Cambridge City Council is one of the five district councils in Cambridgeshire. It has 14 wards, with three councillors elected in each ward, making 42 city councillors in total. The current composition of the city council is:

- Liberal Democrat 25 seats
- Labour 14 seats
- Green 2 seats
- Independent 1 seat

Each councillor normally serves four years in office. A mayor and a deputy mayor are chosen each year from among the 42 councillors. Each of the 14 city council wards is also represented by a county councillor on Cambridgeshire County Council.

Councillor Sian Reid, the Leader of the Council and member Lead on equalities, has emphasised that the Council will work to ensure that vulnerable people are not affected disproportionately by the Council cuts. She points out that in assessing where the Council can find savings it will seek to:

- protect services for vulnerable individuals and communities
- protect the basic services that keep the city looking good and working well
- make sure the Council gets right the things it only has one chance to get right – such as planning new communities.

## Our approach to tackling inequalities - Equalities Policy and Value Statement

The Council has an Equalities Policy, originally developed 2006, which outlines its commitment to equality and diversity as an employer, as a service provider, and as a community leader. The Council also has a Value Statement, which sets out the responsibilities of staff. These were reviewed in October 2010 in light of the Equality Act 2010.

## Equalities Panel

The Council's Equalities Panel, established in 2003, has a membership of four elected Members, four members of the public, and four members of staff, two of these being managers. The Panel meets formally twice a year to oversee the Council's equalities work, and if required has further informal meetings for training and consultation purposes.

The terms of reference the Equality Panel are:

- a) To monitor the Council's progress against the implementation of the Council's Single Equality Scheme
- b) To monitor any relevant national and local performance indicators and the Council's progress against the Equality Framework for Local Government (EFLG)
- c) To monitor the Council's progress against the implementation of present and future equalities legislation
- d) To evaluate the equalities implications for the Council of the results of Council consultation
- e) To help communities directly affected by equalities issues become more fully engaged in the work of the Council through, for example, participation in Diversity Forum events.

The Council's Chief Executive chairs the Panel, which ensures senior level commitment to our equalities and diversity work internally and externally. Public and staff members are selected via an open recruitment process. Public members must live within the city of Cambridge, and they receive a small allowance to cover expenses such as travel and caring responsibilities.

## Joint Equalities Group JEG

Cambridge City Council's equality and diversity work, including the development of its annual Equalities Action Plan (EAP), is coordinated by an officer group called the Joint Equalities Group (JEG). JEG oversees equalities issues related to legal compliance, policies, service provision, organisational and cultural issues within the Council. The Group also oversee the progress of the Council's Single Equality Scheme and related action plan.

JEG has also recently taken on a new role of monitoring the annual programme of Equality Impact Assessments (EqIAs) and providing quality assurance to those EqIAs considered 'high risk'.

Membership of JEG includes staff from Strategy & Partnerships (policy development and service related), Community Development and Human Resources (employment) to coordinate the planning and delivery of the Council's equalities and diversity work.

### **Departmental Equalities Link Officers**

Each Department has a departmental link officer. Link Officers are staff from front-line services whose role is to co-ordinate and support the programme of EqIAs, as well as championing equalities at departmental level including encouraging participation in equalities events. In 2009/10 departmental Link Officers also became members of JEG.

### **Our Staff Groups**

The Council is committed to and facilitates four staff groups that support staff from minority or disadvantaged communities. The first staff group that was set up was the BAME staff group in 2003 followed by the Disabled Staff Group (DSG), the Women's Staff Network (WSN) and the Lesbian, Gay and Bi-Sexual and Transgender Staff Group (LGBT), which were set up a few years later. The aim of the staff groups is to provide a safe place where staff can raise issues of concern and have these addressed within the organisation. The groups all meet on average about six times a year with attendance being classed as work time for staff. Staff groups also have steering committees that identify the issues that the groups want to discuss and progress. The staff groups are supported and promoted via bulletin board messages, group meeting posters and pop-up messages on the intranet.

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Members of Strategic Leadership Team and one Head of Service have become links to the Council's staff groups, to ensure senior backing and support for the groups that help to identify issues for minority or disadvantaged people. The Chief Executive is also the Senior Leadership Team Equalities Champion. The links are:

- BAME (Black & Minority Ethnic) Link – Director of Environment
- WSN (Women's Staff Network) Link – Director of Customer and Community Services
- LGBT (Lesbian, Gay, Bisexual & Transgender) Link – Chief Executive
- Disability Link – Head of Human Resources



### **Black and Minority Ethnic (BAME) Staff Group**

**BAME@cambridge.gov.uk**

*Providing support, information, links and opportunities for BAME staff; tackling discrimination and prejudice; involvement in Black History Month*



### **Lesbian Gay Bisexual & Transgender (LGB&T) Group**

**lgbt@cambridge.gov.uk**

*Challenging homophobia and raising awareness, supporting LGB&T staff; involvement in LGBT History Month*



### **Disabled Staff Group (DSG)**

*Working to create a sensitive and supportive working environment for disabled staff.*



### **Women's Staff Network (WSN)**

**women@cambridge.gov.uk**

*Wide-ranging focus on gender specific issues and women's life experiences.*

## Equality Impact Assessments (EqIA)

Put simply, an EqIA is a process the Council goes through to systematically consider the equalities impacts of developing new projects, making changes to services, or developing policies. They should be completed for existing or proposed areas of work. Each department is challenged to think through the change (from a customer point of view); to identify any unintended discrimination or negative impact that customers or staff might experience as a result.

In August 2010 the Council amended its EqIA guidance and documentation to take into account all nine protected characteristics as well as socio-economic impacts, to ensure that the delivery of its public services is provided as fairly and equally as possible. This reflects the Council's commitment to and belief in the dignity of all people and their right to respect and equality of opportunity. Regular monitoring of EqIA progress is carried out to ensure EqIAs are completed on time.

The use of Equality Impact Assessments is important for the Council when monitoring progress in its work. They are a means of checking that equality and diversity is at the heart of everything the Council does.



## Our Vision and Objectives

### Vision Statement

Cambridge City Council has a clear vision for the future of our city, a vision which we share with Cambridge citizens and with partner organisations.

Our vision is for a city:

- which is diverse and tolerant, values activities which bring people together and where everyone feels they have a stake in the community
- which recognises and meets needs for housing of all kinds - close to jobs and neighbourhood facilities
- which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well designed buildings
- in the forefront of low carbon living and minimising its impact on the environment from waste and pollution
- whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives
- where people behave with consideration for others and where harm and nuisance are confronted wherever possible without constraining the lives of all
- where getting around is primarily by public transport, bike and on foot
- with a thriving knowledge-based economy that benefits the whole community and builds on its reputation as a global hub of ideas and learning.

## **Equalities Objectives**

The City Council has set 6 equalities objectives that it will be undertaking over the coming years to advance its equalities agenda (please see the Strategic Action Plan on page 22 for further details). These are:

1. To continue to work to improve access to and take-up of council services.
2. To develop an improved level of understanding of Cambridge's communities and their needs through research, data gathering and equality mapping
3. To improve community engagement in the development and delivery of services.
4. To ensure that people from different backgrounds living in the city continue to get on well together.
5. To ensure that the City Council's employment policies and practices are non-discriminatory and compliant with equalities legislation as a minimum standard.
6. To work towards a more representative workforce within the City Council

## **Equalities Data Collection**

In order to deliver a high level of service the Council needs to understand the needs of the community it serves. This makes regular and effective collection of data from service users and local residents essential. Equalities is embedded in service planning & service monitoring processes throughout the Council's services.

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Information is collected in a variety of ways e.g.:

From customers via:

- Customer comment cards available from the customer service centre
- Comment cards for most Corn Exchange venue shows
- Annual/bi-annual market research on the Folk Festival & Summer in the City events

From residents and the community via:

- The 2008 *Tenant Satisfaction Survey*, an in-depth survey of 1,100 Council tenants (then a government requirement)
- Smaller customer-satisfaction surveys, such as feedback forms that are returned after a customer has received a housing service
- The *Citizens' Survey*, where citywide residents are invited to give their views and ratings on public services and life in Cambridge city.
- Responses to various consultations e.g. regarding planning applications

Cost and comparison information comes from:

- The Audit Commission, which audits councils. This Commission is being abolished but the coalition Government's intention is to have new arrangements in place for auditing England's local public bodies by 2012/13.
- *Housemark*, who gather performance-information from social landlords for comparison



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- Benchmarking with comparable authorities, such as comparisons with other groups of social landlords suitable to compare with Cambridge and using the CIPFA benchmarking tool to compare HR data with other authorities

### Examples of Good Practice

The Council engages with its diverse community in various ways for example through celebrating a range of diversity events. An example is Black History Month events, which continue to raise the profile of race equality issues and the participation of different cultures in Cambridge. These events help the Council to maintain healthy, mutually beneficial relationships with different communities throughout the city.

With the aid of Local Public Service Agreement (LPSA) funding the Council has been able to organise or support additional events e.g.

- The provision of an Asian Mela within an existing summer event organised by the City Council more than doubled the number of people attending from not only the city's Asian communities but also from many other communities.
- The Bling Ya Ting Talent Show brought people from Black, White, Asian and migrant communities together both as participants and audience.

Cambridge City Council funds Cambridge Ethnic Community Forum (CECF) to carry out the Cambridge Refugee and Migrant Support Project. All the targets for the number of people to be helped through the project have been exceeded with over 1000 contacts received by CECF between April 2009 - March 2010. The support included immigration advice, counselling, English language tuition and welfare advocacy.

City Council officers were involved in a wide range of activities during the Cambridge Celebrates Age month, from wildlife walks to indoor bowls, from museum events to tea dances and from reminiscence storytelling events to multicultural events. The multicultural event 'Cultural Experiences of Cambridge Residents' at Buchan Street Neighbourhood Centre is hosted by a local over 50s group. The event brought together people from British,

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German, Punjabi, Goan, Bangladeshi, American, Caribbean and Chinese communities. One speaker from a Minority Ethnic community noted that when people arrive in a new country they usually mix with their own and the host community but that this event also gave people the opportunity to meet people from other ethnic groups. This event has become a regular fixture in the City Council's annual programme always held on the first Thursday of October. This year's programme has indicated which events continue throughout the year.

A range of facilities has been put in place across the Council to make our services more accessible to the public. In the Customer Service Centre (CSC) customer service staff use the JAWS (Job Access With Speech) browser. Information available on the Council's website has been mirrored in both CRM & Knowledge base systems. This means that information provided is now more consistent whether provided by services, online or through the CSC. Environment & Planning computers are available in the CSC to provide customers with access to plans, advice etc. A Duty Officer is available between 10.30am - 3pm.

The Council's internet equalities pages contain a range of information on Council policies, procedures and services available to the public. By installing Google Translate on the Council web sites customers have access to information in a wide range of languages.

A disability advisory panel made up of City residents, architects and representatives of local groups such as CAMTAD and 'Friends With Disabilities' meet monthly to evaluate planning applications in the context of disabled access and the needs of the blind or partially sighted. The Panel's comments are produced in the form of minutes that are then included by Planning Officers in their Committee reports. The Planning department has also consulted with Cam Sight on the design of signage for partially sighted people and have applied this to new recycling sites.



## **Committed to Action**

The City Council is committed to engaging groups and individuals in its consultation processes, and recognize that a wide range of methods are needed to ensure the voices of people who live and work in Cambridge are heard. The Council aims to use the most cost effective and efficient methods of consultation; including face to face meetings; focus groups; workshops; questionnaires; and community working groups. Cambridge City Council is actively working with diverse communities across the City, including individuals, voluntary and community groups, local business, schools, employees, health colleagues, the Police, and others, to ensure that those who are interested in its work can voice their opinion and help the Council deliver services to meet their needs.

A new Code of Best Practice on Community Engagement and Consultation is being developed by the Council in 2011 to ensure a more structured, proportionate and appropriate approach to consultation across Council services.

## **Strategic Action Plan 2012-2015**

The City Council's Strategic Action plan builds on its achievements in previous years, and sets out its strategic objectives for our equalities work and its aims for the next three years. The Council is building on a strong track record but recognises that further improvements are needed in its equalities work, in particular:

- To ensure the Council is fully mainstreaming the EqlA process throughout all Council service in a systematic way;
- To ensure we remain informed and engaged about community needs including those of the most vulnerable residents and groups; and
- To ensure we are providing appropriate leadership and support for staff

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These objectives do not aim to capture all of our activity on equality and diversity, but have been identified and agreed as the areas where we are most keen to make further progress. They have been informed by our own analysis, by community feedback and by peer review.

### Single Equality Scheme Strategic Plan 2012-2015

Strategic Objective	Aims / Activities	Lead Dept(s)	Timescale	Outcome
1. To continue to work to improve access to and take-up of council services.	<p>Improve the consistency and effectiveness of the Council's approach to Equality Impact Assessments</p> <ul style="list-style-type: none"> <li>i. Review the committee report template to give a stronger focus to EqlAs</li> <li>ii. Develop a forward plan of EqlAs with each Department and share this with the Equalities Panel</li> <li>iii. Undertake random sample of EqlAs to check quality and use JEG to promote consistency &amp; best practice</li> </ul> <p>Use Google translate in Customer Service Centre to improve service provision</p>	<ul style="list-style-type: none"> <li>i. Corporate Strategy (Democratic Services)</li> <li>ii. Corporate Strategy (Strategy &amp; Partnerships)</li> <li>iii. Strategy &amp; Partnerships</li> </ul>	<p>March 2013</p> <p>By April 2012</p> <p>July 2012</p>	All those who want or need council services know how and are able to request or access them. (Measured by user surveys and feedback).

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Strategic Objective	Aims / Activities	Lead Dept(s)	Timescale	Outcome
2.To develop an improved level of understanding of Cambridge's communities and their needs through research, data gathering and equality mapping	Assessment of sites for potential use as Gypsies and Travellers sites, as part of the local plan development process	Environment (Planning Services) & Customer Services & Community (Housing)	March 2013	The Council is able to provide appropriate and good quality services that meet the needs of the City's different communities.  Outcome will show if there is capacity for suitable sites in the City
	Undertake Mapping Poverty research biannually & update action plans in light of new issues emerging as appropriate	Strategy & Partnerships / All	October 2011 & 2013	
	Analyse outcomes of 2011 census to improve understanding of Cambridge population and to identify future actions required	Strategy & Partnerships / All	Spring 2013	
	Track impact of welfare reform changes on local residents and seek to mitigate any adverse impacts	Customer & Community Services	July 2012	
	Work with partners to develop a better understanding of mental health / learning disability issues and identify any gaps in council services	Strategy & Partnerships / All	March 2013	

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Strategic Objective	Aims / Activities	Lead Dept(s)	Timescale	Outcome
3.To improve community engagement in the development and delivery of services.	Development of role of Area Committees  Develop and adopt new code of practice on consultation and community engagement and develop our programme of resident consultation	Customer and Community / Environment / Corporate Strategy  Corporate Strategy	Pilot new arrangements from April 2011  Roll out improvements in 2012-13  July 2012	Communities are enabled to play a bigger part in the decisions that affect their lives and can choose to participate in the delivery of those services that are important to them.
4. To ensure that people from different backgrounds living in the city continue to get on well together.	Continue to support celebratory activities including Black History Month, LGBT Month, Disability Month, International Women's Day, and Holocaust Memorial Day  Support Asian Mela  Support Disability Sports & Arts Festival  Liaise with communities and partner agencies to improve community cohesion	Customer and Community/ Corporate Strategy	Annual  Annually  2012-13	Despite challenging economic times social cohesion remains strong within the city.

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Strategic Objective	Aims / Activities	Lead Dept(s)	Timescale	Outcome
5.To ensure that the City Council's employment policies and practices are non-discriminatory and compliant with equalities legislation as a minimum standard.	Implementation of actions arising from recently completed EqlAs of employment policies.	Resources (HR)	July 2012	Employment policies are compliant with equalities legislation and actively promote good relations between Council staff.
	Track any patterns in disciplinary cases / grievances, learn the lessons and take appropriate actions		July 2012	
	Implement action plan from staff survey to address key issues		March 2013	
	Review training for managers and staff and develop offers to address key gaps		2011-13	
	Review with staff groups how current system is working and where improvements are needed		July 2012	
6.To work towards a more representative workforce within the City Council	<p>Young people People with disabilities Black and Minority Ethnic Communities (especially the Chinese community)</p> <p>Work with Papworth Trust to promote partnership working with them</p>	Resources (HR)	April 2012	<p>To increase the representation of all three groups within the City Council's workforce.</p> <p>- Our target for BME as a percentage of the workforce for 2011/12 is 8.5% (6.85% in March 2011).</p> <p>- Our target for disabled staff as</p>

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Strategic Objective	Aims / Activities	Lead Dept(s)	Timescale	Outcome
				a percentage of the workforce 2011/12 is 4.5% (3.99% in March 2011).

## Progress and Review

### Annual Equality Review

The Council reviews its Single Equality Scheme annually which is done through our Annual Equalities Review. This Review ensures that the Council reviews its progress against its equalities agenda each year and it also presents an opportunity to celebrate our successes. The review is completed in September and is then scrutinised by Strategy and Resources Scrutiny Committee before being publicised on the intranet and the external website.

### Equalities Action Plan

This plan sets out the strategic actions that the City Council will be undertaking over the coming year to advance its equalities agenda. Much of the Council's equalities work is now embedded in its day-to-day service delivery and employment practice, and details of individual projects and actions will be contained within service's operational plans and team and individual objectives. Progress against this plan will be monitored and reviewed six monthly with a final progress update feeding into the Annual Equality Review.







*CAMBRIDGE CITY COUNCIL*

**EQUALITY VALUES STATEMENT**

**“Embracing diversity, committed to equality”**

Cambridge City Council believes in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our city.

As an employer, service provider and community leader, we aim to eliminate prejudice and discrimination, and to promote good relations between different groups.

We recognise that certain individuals and groups of people can experience significant disadvantage in society, including

- Black and Minority Ethnic communities
- Women (including pregnant women and nursing mothers)
- Disabled people
- Lesbian, gay, bisexual and transgendered people
- Older people, children and young people
- Religious and belief groups

and that people can be disadvantaged because of their marital or civil partnership status.

**As a service provider, we will ensure that:**

- service users receive fair, sensitive and equal treatment
- services are relevant and responsive to the changing and diverse needs of our local population
- services, buildings and information are fully accessible, particularly to those groups or individuals who face disadvantage or discrimination

**As an employer, we will ensure that:**

- employees do not discriminate against anyone, or influence another employee to discriminate, tolerate or condone discriminatory practices, harass or abuse other employees or members of the public
- we provide a safe, supportive and accessible working environment free from harassment and discrimination for existing and potential employees where individuals' values, beliefs, identities and cultures are respected
- we will develop inclusive initiatives to redress imbalances in our workforce at all levels, through recruitment, career development and training, and strong community links

It is the responsibility of every individual member of staff within Cambridge City Council to uphold these values and act accordingly. We expect our staff to be treated with the same respect and dignity that we offer our customers.

# INITIAL DRAFT FOR CONSULTATION WITH EQUALITIES PANEL

## Appendix 1

Ethnic Group	% of total population	Ward	Born in England <sup>1</sup>	Age structure <sup>1</sup>	Predominant Religion <sup>1</sup>
<b>White –Irish</b>	1.6%	Romsey, Coleridge, Castle	22% (62% Republic of Ireland, 12% Northern Ireland)	46% aged 20 to 40 (compared to 28% White British).	81% Christian
<b>White – Other</b>	9.4%	Newnham, Petersfield, Market, Castle	13% (35% 'other' in Western Europe, 25% North American)		63% Christian 2.5% Muslim 2% Jewish
<b>Mixed – White and Black African</b>	0.2%	Kings Hedges, Abbey	65% (20% born in Africa)	45% aged under 15 (compared to 18% of White population)	60% Christian 6% Muslim
<b>Mixed - White and Black Caribbean</b>	0.4%	Abbey, Kings Hedges	86% (6% born in the Caribbean)		60% Christian
<b>Mixed - White and Asian</b>	0.7%	Market, Newnham	70% (16% born in Asia and 9% the Far East)		43% Christian 9% Muslim 2% Buddhist
<b>Mixed - Other Mixed</b>	0.7%	Market, Castle	59% (15% North America, 10% Asia, 5% Africa)		47.5% Christian 8% Muslim
<b>Asian or Asian British – Indian</b>	1.8%	Market, Newnham, Queen Edith's	41% (37% South Asia – mainly India, 16% Africa incl. 7% born in Kenya)	73% aged between 15 and 60 (compared with only 60% of the White population). 6% aged over 60 (compared with 20% of the White population)	53% Hindu 17% Sikh 10% Christian
<b>Asian or Asian British – Pakistani</b>	0.5%	Arbury, Kings Hedges	55% (40% born in South Asia – mainly Pakistan)		83% Muslim 4% Christian

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<b>Asian or Asian British – Bangladeshi</b>	0.9%	Arbury, Coleridge, Romsey East Chesterton, Kings Hedges	44% (54% born in Bangladesh)		92.3% Muslim
<b>Asian or Asian British - Other Asian</b>	0.6%	Castle, Newnham, Queen Edith's	25% (61% born in Asia –incl. 24% born in the Middle East, 27% 'other Asian countries' excluding the Indian sub continent, 9% Africa)		29% Muslim 21% Christian 14% Hindu 12.5% Buddhist
<b>Black or Black British - Black African</b>	0.7%	Arbury, Kings Hedges, Market	22% (70% born in Africa, particularly Central, Southern and Eastern Africa)	76% aged between 15 and 60 (compared with 60% of the White population) and just 7% aged over 60  53% male, 47% female	73% Christian 14% Muslim
<b>Black or Black British - Black Caribbean</b>	0.5%	Kings Hedges, Romsey, Abbey	46% (44% born in the Caribbean)		70% Christian 1.5% Muslim
<b>Black or Black British - Other Black</b>	0.1%	Arbury, Abbey	43% (41% born in the USA – possibly US Armed Forces personnel)		67% Christian 5% Muslim
<b>Chinese</b>	2.1%	Newnham, Market, Castle	< 20% (30% born in China and 46% in other Far Eastern countries)	34% aged 15-24 (reflects high student population) and more males than females. Aged 45-54 more females than males	23% Christian 12% Buddhist 53% No religion
<b>Other Ethnic Group</b>	1.4%	Newnham, Queen Edith's, Market, Castle	9% (70% born in the Far East, 6% Middle East, 6% North America)	65% between 20 and 44 (compared to 35% of White British population) 47% male, 53% female	38% Christian 18% Buddhist 12% Muslim

Source: 2001 Census Profile of Cambridge City and Profiles of Cambridgeshire's Ethnic Groups – Cambridgeshire County Council Research Group.