

Cambridge City Council

Equality Impact Assessment – Action plan

What is this template for?

Completing this template will help you to think about what the impact of existing or new strategies, policies, plans, projects, contracts, major changes in services or decisions may be on service users, residents and staff. It will help you to deliver better services by making sure that, as far as possible, they reflect the needs of all our citizens, and of our staff.

When do I need to do an Equality Impact Assessment?

You only need to do an Equality Impact Assessment if your strategy, policy, plan, project, contract, major change in service or decision is **relevant** to equality. The 'relevance test' in the General Guidance notes will help you to decide whether your activity is relevant to equality. The assessment is now a single stage rather than a three stage process as previously.

How do I use the template?

The template is easy to use. You do not need to have specialist 'equalities' knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes to help you complete this template, which you can refer to. You can also get advice from Andrew Limb, Head of Corporate Strategy on 01223 457004 or email Andrew.limb@cambridge.gov.uk or from your departmental Equalities Link Officer.

Equality Impact Assessment

General Information		
1.	Title of strategy, policy, plan, project, contract, major change in service or decision:	Cambridge Olympic Torch Relay
2.	What is the objective or purpose of the strategy, policy, plan, project, contract, major change in service or decision?	This is an opportunity to showcase Cambridgeshire; this is a free community event bringing all communities together, sharing cultural elements within Cambridge City Council's Arts Strategy. A lifetime opportunity to be part of a recorded piece of world history.
3.	Who will be affected by this strategy, policy, plan, project, contract, major changes in services or decision? (Please tick those that apply)	<div> <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Staff </div> <div> A specific client group or groups (please state): Broad range of groups Wide reaching </div>
4.	What type of strategy, policy, plan, project, contract, major change in service or decision is this? (Please tick)	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Existing
5.	Responsible department, section, service manager and Head of Service.	Department: Community Services Section: Arts & Recreation Service Manager: Elaine Midgley Head of Service: Debbie Kaye

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>✓ Yes (please give details):</p> <p>Community Development Refuse & Environment Streets & Open Spaces Finance / Legal / Procurement Tourism & City Centre Management</p> <p>Police & emergency services LOCOG Cambridgeshire County Council Health Care Providers Cambridge & District Volunteers Centre Local Territorial Army (volunteers)</p>
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Gathering Performance Data

7.	<p>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></p>	<p><input type="checkbox"/> Performance indicators/targets</p> <p>✓ Benchmarking with other organisations (local authority contacts across region, Daily NRE reports of other relay events, visit to Cheltenham event & Uppingham dress rehearsal)</p> <p><input checked="" type="checkbox"/> User satisfaction survey results (Big Weekend survey monkey survey)</p> <p><input type="checkbox"/> Consultation results</p> <p>✓ Complaints information</p> <p><input type="checkbox"/> Freedom of Information requests</p> <p>✓ Service uptake data</p> <p>✓ External verification e.g. inspection results, views of organisations representing equalities groups</p> <p><input type="checkbox"/> Staff survey results</p> <p><input type="checkbox"/> Workforce monitoring data</p> <p><input checked="" type="checkbox"/> Partnership consultation (survey distributed to other agencies & groups)</p> <p><input checked="" type="checkbox"/> Other (please state:) Debrief meetings with stakeholders, partners & delivery groups e.g. Community Task Force, Volunteers Centre</p> <p><input type="checkbox"/> None</p>
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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 (inc gender re-assignment, pregnancy and maternity) <input type="checkbox"/> Marriage and Civil Partnership <input checked="" type="checkbox"/> Race <input checked="" 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 (please state):</p> <p>If you collect different monitoring data for different groups for different aspects of your service please give details here:</p> <p><i>As this is an area not seen before the use of monitoring will be required for future independent events.</i></p>
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Analysing Performance Data

			Same impact	Not same impact	Positive (P) / / Negative(N)	Insufficient evidence
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	Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (N)	<input type="checkbox"/>
		Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (N)	<input type="checkbox"/>
		Gender (Inc pregnancy and maternity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (N)	<input type="checkbox"/>
		Transgender (inc gender re-assignment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	whole.	Marriage and Civil Partnership	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Race	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Religion/belief	<input type="checkbox"/>	✓	✓ (N)	<input type="checkbox"/>
		Sexual orientation	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other factors that may lead to inequality (please state):				
		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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Equalities Group Affected	What the potential negative impact is	Evidence of potential negative impact if there is any.
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>If you have no evidence of the negative impact but believe it may exist, please say so.</p>	<p>Age Disability Pregnancy Religion/belief</p>	<p>Senior Citizens, disabled residents, pregnant women and children could have limited access due to mobility / facilities access.</p> <p>Publicity might not reach disability groups i.e.: visual / hearing impairments. Those with no access to web.</p> <p>Route may cause potential disruption to planned religious services.</p> <p>Access to properties may be restricted on route during event</p>	<p>No suitable viewing areas for these groups.</p> <p>Parking restrictions limit access.</p> <p>Lack of toilets on route.</p> <p>Majority of information if web based. Groups are not able to access route or road closure information or last minute changes if no web access.</p> <p>Route will take place last afternoon Sat & early Sun AM.</p>

11.	<p>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?</p> <p><i>(Please tick)</i></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Insufficient evidence</p>	<p>If no, please provide details....</p> <p>Groups may be unable to access information about the events and may not be able to view due to access restrictions. Please see above.</p>
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12.	<p>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?</p> <p><i>(Please tick)</i></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Insufficient evidence</p>	<p>If yes, please indicate which groups will be affected and what the impact will be...</p>
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Checking Delivery Arrangements						
			Yes	No	Insufficient evidence	Reason
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>If you answered no to any of the criteria, please explain why, giving details of any legal justification if there is one.....</p>	<p>Are any premises involved accessible to all?</p> <p>Is any ICT software and equipment accessible to all?</p> <p>Is consultation and participation inclusive of all?</p> <p>Are public events and meetings accessible to all?</p> <p>Do public meetings and events avoid conflict with religious events?</p> <p>Is electronic, web based and paper information accessible for all?</p> <p>Are images and text in documents and publicity campaigns representative of all?</p>	<input type="checkbox"/> NA ✓ ✓ <input type="checkbox"/> ✓ ✓	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Areas of the route not near welfare facilities & on street may be non-accessible to those with mobility restrictions.</p> <p>The event itself may conflict with services due to timings.</p>

Conclusions and Next Steps		
14.	a) The evidence has not identified any disadvantages or negative impacts.	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.
	b) The evidence indicates that there are no disadvantages or negative impacts that cannot be easily addressed.	Complete the Action Plan :
	c) It has not been possible to say whether or not there is a disadvantage or negative impact e.g. there is insufficient evidence.	Go to Question 15
	d) The evidence indicates potential disadvantages or negative impacts that cannot be easily addressed.	Complete Action Plan

Gathering additional information

15.	What additional evidence are you going to gather? <i>(Please tick any that apply)</i>	<input checked="" type="checkbox"/> Advice from experts <input type="checkbox"/> Demographic profile e.g. Census <input type="checkbox"/> Existing consultation results <input type="checkbox"/> Existing user data <input type="checkbox"/> External verification e.g. expert views of people/organisations representing equality group(s) <input type="checkbox"/> Local needs analysis e.g. Joint Strategic Needs Assessments <input type="checkbox"/> National best practice information e.g. Audit Commission reports <input checked="" type="checkbox"/> New consultation with a specific equality group(s) <input type="checkbox"/> Research reports <input type="checkbox"/> Relevant staff group expertise	Other <i>(please state)</i> : Consulted with: Cambridge Ethnic Community Forum Relevant City and County Council staff e.g. Tulat Raja and Mark Taylor
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16.	If you have any additional comments please add them here.	
Completion		
17.	Name and job title of assessment lead officer:	Elaine Midgley – Arts & Events Manager
	Date of completion:	23 rd November 2011. Updated 28 th May 2012.
	Names of other assessment team members and people consulted:	Neil Jones – Marketing Manager Abigail Cheverst – Event coordinator Trevor Woollams – Head of community Development Ariadne Henry – CDO (review)
	Date of next review of the EqIA <i>This should be within three years of the date of completion of the original EqIA.</i>	N/A

Note: when completed a copy of this form should be saved with the relevant strategy, plan, policy, project, contract, major change in service or decision and an electronic copy sent to Andrew Limb, Head of Corporate Strategy, Andrew.limb@cambridge.gov.uk who will arrange for publication on the Council's web pages and the Intranet.

ACTION PLAN

Equality Impact Assessment Title: Olympic Torch Relay

Date: 2/01/11 Updated 28.5.12.....

Equality Group	Details of possible disadvantage or negative impact	Action to be taken to address the disadvantage or negative impact	Officer responsible for progressing the action	Date action to be completed by
Age	Unable to view OTR Unable to access marketing for OTR	Last minute marketing to ensure access to those without Internet Disabled / elderly viewing points to be ensured	AC / NJ	June 2012 . Press & marketing team briefed to distribute info. Disabled viewing points advised on website
Disability	Unable to view OTR Unable to access marketing for OTR	Disabled / elderly viewing points to be ensured Sufficient toilets to be provided on the route Marketing to be made available in alternative formats if required Disabled parking to be ensured Consult with disability and ethnic community forums and relevant Council staff to discuss concerns and ways of reducing impacts	AC / NJ	June 2012. As above. Additional free disabled parking will be provided at Dept of Chemistry (Lensfield Rd) on Sat 7 th and Shire Hall on Sun

				8 th .
Gender/Transgender <i>Inc gender reassignment and Pregnancy and Maternity</i>				
Marriage and Civil Partnership				
Race/ethnicity	May not engage with event	Consult with disability and ethnic community forums and relevant Council staff to discuss concerns and ways of reducing impacts	AC	May 2012. AC visited CECF & met with Tulat Raja regularly through Mela planning process.
Religion or belief	Route times may conflict with planned religious services.	Inform religious groups./buildings on route	AC/TW	Community development spoken to Mill Rd businesses on route. Mill Rd Bridges Newsletter used. All premises given leaflet warning of details. No issues of

				concern raised to date.
Sexual orientation				
Other factors that may lead to inequality	General equality monitoring actions	Ask LOCOG recommendations for monitoring diversity of attendance, pro formas etc. Anyone / anything we can benchmark with? Analyze complaints and compliments after event Marketing to carry out monitoring survey Police to estimate numbers Staff to visually estimate diversity of audience	AC / NJ	July 2012

Name and Job Title of Officer completing the Action Plan: Abigail Cheverst Events Coordinator / Elaine Midgley, Arts & Events Manager

Department/Service: Arts and Recreation

This plan will next be updated (*Please give date*): 28th May 2011 / N/A