

Cambridge City Council Equality Impact Assessment



Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.

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 on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email david.kidston@cambridge.gov.uk, or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Consideration of the Living Wage

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

To consider the introduction of the Living Wage for staff, agency workers after 4 weeks and to encourage contractors to adopt the living wage through the Council's procurement processes.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Residents
- Visitors
- Staff

The proposals also include consideration of payment of the Living Wage to agency workers and to staff employed by the Council's Contractors engaged through relevant procurement processes to deliver Council services

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
- Revised
- Existing

5. Responsible directorate and service

Directorate: Resources
Service: Human Resources

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

No

Yes (please give details):

All services who employ staff or engage agency workers on rates currently below £7.45 per hour or who engage contractors through relevant Council procurement processes that use staff for the delivery of the contracted services on pay rates below £7.45.

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

(a) Age (any group of people of a particular age, including younger and older people)

The profile of agency workers engaged by the City Council for agency work at rates currently below £7.45 is predominantly 16-34. The proposed change would have a positive impact on their pay rates after 4 weeks. An increase in pay for relevant contractors paid less than £7.45 would have a positive impact for those people.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

The proposed changes would have a positive impact on the pay rates of disabled staff, agency workers and staff employed by relevant contractors currently earning less than £7.45.

(c) Gender

The agency worker profile is predominantly male. However adoption of a living wage would have a positive benefit for all staff, agency workers and relevant contractors currently paid less than £7.45.

(d) Pregnancy and maternity

Adoption of a living wage would have a positive benefit for all staff, agency workers and relevant contractors currently paid less than £7.45.

(e) Transgender (including gender re-assignment)

An increase in pay for staff, agency workers and relevant contractors paid less than £7.45 would have a positive impact for those people.

(f) Marriage and Civil Partnership

An increase in pay for staff, agency workers or staff employed by the Council's relevant contractors paid less than £7.45 would have a positive impact for those people.

(g) Race or ethnicity

An increase in pay for staff, agency workers or staff employed by the Council's relevant contractors paid less than £7.45 would have a positive impact for those people.

(h) Religion or belief

An increase in pay for staff, agency workers or staff employed by the Council's relevant contractors paid less than £7.45 would have a positive impact for those people.

(i) Sexual orientation

An increase in pay for staff, agency workers or staff employed by the Council's relevant contractors paid less than £7.45 would have a positive impact for those people.

(j) Other factor that may lead to inequality (please state):

The introduction of a Living Wage policy is intended to have a positive impact on those paid less than £7.45 per hour. It is not anticipated it will have a negative impact on any groups.

8. If you have any additional comments please add them here

The proposed changes to pay rates will have a positive impact on staff, agency workers and relevant contractors engaged through the Council's procurement processes.

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email david.kidston@cambridge.gov.uk.

10. Sign off

Name and job title of assessment lead officer: Deborah Simpson, Head of HR

Names and job titles of other assessment team members and people consulted:
Debbie Quincy, Strategic Procurement Manager, Simon Pugh, Head of Legal Services, Marie Mace, (agency worker contract manager).

Date of completion: November 2012

Date of next review of the assessment:

Action Plan

Equality Impact Assessment title: Living Wage

Date of completion: November 2012

Equality Group	Age
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Disability
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Gender
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Pregnancy and maternity
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	

Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Transgender
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Race or ethnicity
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Religion or belief
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Sexual orientation
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	None anticipated
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	