

# 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](mailto: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:

Cambridge Corn Exchange and Cambridge Folk Festival – consideration of an alternative operating model

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

To reduce the subsidy required to these services.  
To provide a sustainable financial and operational basis on which the services can thrive.  
To manage and mitigate the risks to the authority of continuing to provide the services directly

## 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

A specific client group or groups (please state):

## 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: Customer & Community Services

Service: Arts & Recreation

## 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):

Primarily Legal Services, Accountancy, Property Services, HR

## 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)

Concern has been expressed by some members of staff about how their pensions would be affected in any change.

**(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)

Opportunity to engage in the process if absent from work.

**(c) Gender**

None

**(d) Pregnancy and maternity**

Opportunity to engage in the process. Staff may be pregnant, or on maternity or adoption leave during transfer period.

**(e) Transgender** (including gender re-assignment)

None

**(f) Marriage and Civil Partnership**

None

**(g) Race or Ethnicity**

None

**(h) Religion or Belief**

None

**(i) Sexual Orientation**

None

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

The services currently run by the Council are tasked to be responsive and promote access to a broad section of the community. The new arrangements should continue this approach.

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

## 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](mailto:david.kidston@cambridge.gov.uk)

## 10. Sign off

Name and job title of assessment lead officer: Debbie Kaye

Names and job titles of other assessment team members and people consulted:  
Steve Bagnall, Cultural Facilities Manager,  
Deborah Simpson, Head of HR  
Karl Tattam, Support Services Manager

Date of completion: 3.1.2014

Date of next review of the assessment: 30.6.2014

## Action Plan

**Equality Impact Assessment title:**

**Date of completion: 3.1.2014**

<b>Equality Group</b>	<b>Age</b>
Details of possible disadvantage or negative impact	Fully explore impact on LGPS entitlement for employees transferring to any new entity.
Action to be taken to address the disadvantage or negative impact	Ensure members of staff are fully informed. Discuss proposals with Trade Unions
Officer responsible for progressing the action	Debbie Kaye, Karl Tattam and Deborah Simpson
Date action to be completed by	July 2014
<b>Equality Group</b>	<b>Disability</b>
Details of possible disadvantage or negative impact	Lack of opportunity to engage in the process if absent from work (also applies to other long term absence)
Action to be taken to address the disadvantage or negative impact	Members of staff are being kept informed by a mixture of briefings from the Head of Service, emails from the Head of Service, and updates from managers at team meetings. Paper copies of key pieces of communication will be posted to home addresses where necessary. Formal consultation will include measures to ensure anyone with a disability has appropriate opportunity and support to participate. Staff on long term absence or sick leave will be consulted and kept informed.
Officer responsible for progressing the action	Debbie Kaye
Date action to be completed by	Ongoing
<b>Equality Group</b>	<b>Gender</b>
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	

<b>Equality Group</b>	<b>Pregnancy and Maternity</b>
Details of possible disadvantage or negative impact	Lack of opportunity to engage in the process and or may be on maternity or adoption leave during transfer period
Action to be taken to address the disadvantage or negative impact	Members of staff are being kept informed by a mixture of briefings from the Head of Service, emails from the Head of Service, and updates from managers at team meetings. Paper copies of key pieces of communication will be posted to home addresses where necessary. Employees will be kept informed and offered opportunity to engage in the processes.
Officer responsible for progressing the action	Debbie Kaye
Date action to be completed by	Ongoing
<b>Equality Group</b>	<b>Transgender</b>
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	
<b>Equality Group</b>	<b>Marriage and Civil Partnership</b>
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	
<b>Equality Group</b>	<b>Race or Ethnicity</b>
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	

<b>Equality Group</b>	<b>Pregnancy and Maternity</b>
Date action to be completed by	
<b>Equality Group</b>	<b>Religion or Belief</b>
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	
<b>Equality Group</b>	<b>Sexual Orientation</b>
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	
<b>Other factors that may lead to inequality</b>	
Details of possible disadvantage or negative impact	Reduced access to services due to lack of diversity in programming or inaccessible pricing policies
Action to be taken to address the disadvantage or negative impact	In any legal agreement with a new entity, there should be an expectation that programming policy should continue to reflect the diversity of the city and that wherever feasible, options for pricing policy considered to promote access to services for people on lower incomes
Officer responsible for progressing the action	Debbie Kaye
Date action to be completed by	March 2015