

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:

Project to become a Living Wage Authority accredited by the Living Wage Foundation

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

The Living Wage is a commitment by an employer to pay the minimum hourly rate to its employees (and to certain contracted/sub-contracted employees working in Council occupied buildings) that provides for the basic cost of living. It is a voluntary commitment and is separate from the National Minimum Wage which employers are required to pay by law.

The UK Living Wage campaign is run by the Living Wage Foundation that determines the level of the Living Wage on an annual basis.

The Council is considering becoming an accredited Living Wage employer. This means that the Council:

- a. must pay its own employees at least the Living Wage which it has done since January 2013;
- b. to the extent permitted by law, must ensure that its contractors (and any sub-contractors) that supply staff which provide a service to or on behalf of the Council involving 2 or more hours of work in any given day in a week for 8 or more consecutive weeks in a year on the Council's premises or in property occupied by us (Relevant Employees) at least the Living Wage
- c. must pay any increase in the Living Wage (a review is undertaken in November each year) within 6 months of the publication of the revised rate.

If the Council becomes an accredited authority it will need to amend its Procurement Strategy and Contract Procedure Rules. If these documents are amended then the associated equalities impact assessments will be also need to be amended.

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):
Contractor and sub-contractor's Relevant Employees

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: Business Transformation

Service: Legal Services

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):

If the Council's becomes an accredited Living Wage authority, officers in departments that are responsible for the procurement of services/works will have to consider, on a case by case basis, whether or not requiring contractors (and their sub-contractors) to pay Relevant Employees the Living Wage can be justified in terms of Best Value and/or Social Value (as defined in the Social Value Act 2012) and seek approval from their Line Manager/Head of Service/Director and/or Executive Councillor and relevant opposition spokes (depending on the value of the proposed procurement) to the inclusion or exclusion of the requirement.

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 – in particular, please consider any safeguarding issues for children and vulnerable adults)

A significant number of young and older people work in part-time, low paid employment. If the Council becomes Accredited, Relevant Employees in these groups currently earning less than the Living Wage would be positively affected by receiving an increase in their pay.

(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)

There are no obvious differential impacts on disability groups arising from Accreditation

(c) Gender

Women are disproportionately represented in the lower paid sectors. If the Council becomes Accredited, female Relevant Employees currently earning less than the Living Wage would be positively affected by receiving an increase in their pay.

(d) Pregnancy and maternity

There are no obvious differential impacts on pregnancy and maternity groups arising from Accreditation

(e) Transgender (including gender re-assignment)

There are no obvious differential impacts on transgender groups arising from Accreditation

(f) Marriage and Civil Partnership

There are no obvious differential impacts on marriage and civil partnership groups arising from Accreditation

(g) Race or Ethnicity

People from black or minority ethnic backgrounds are heavily represented in some low paid employment sectors. If the Council becomes Accredited, Relevant Employees from outside these groups would be positively affected.

(h) Religion or Belief

There are no obvious differential impacts on groups of any particular religion or belief arising from Accreditation

(i) Sexual Orientation

There are no obvious differential impacts sexual orientation groups arising from Accreditation

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

Individuals that have no, or low levels of educational qualification are heavily represented in some low paid employment sectors. If the Council becomes Accredited, Relevant Employees in this group currently earning less than the Living Wage would be positively affected by receiving an increase in their pay.

8. If you have any additional comments please add them here - Impact on Poverty

Payment of the Living Wage, as required to achieve accredited Living Wage Employer status, will have a positive impact on the Council's staff, agency workers working for the Council and Relevant Employees. Insofar as the Living Wage is calculated to provide for a basic cost of living and to enable employees to provide for themselves and their families it will contribute in a tangible way to ameliorating the financial disadvantage and difficulties of those in the lowest paid jobs.

As recorded above low pay affects significantly more women than men, mainly due to the fact that women are more likely than men to work part time. According to a study in Scotland into child poverty, overall two thirds of low paid workers are female. As most single parent, low income households are headed by women, the prevalence of low pay amongst the female workforce is a major factor in child poverty. Payment of the living wage will contribute (as part of a wider strategy) toward alleviating child poverty.

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 Quincey, Strategic Procurement Advisor

Names and job titles of other assessment team members and people consulted:
Simon Pugh, Head of Legal Services, Deborah Simpson, Head of Human Resources, Andrew Limb, Head of Corporate Strategy

Date of completion: June 2014

Date of next review of the assessment: June 2015