

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:

Cash Collection Service for car parks and other council departments

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

Cambridge City Council Parking Services manages an existing cash collection contract which expires on 31st March 2016. The car park and all Council departments who currently utilise this contract still have a need for a cash collection service and therefore wish to commence a procurement process resulting in the appointment of a new cash collection contractor. The contract will effectively be a continuation of the existing service.

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: Environment

Service: Parking Services (Specialist 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):

Parking services are leading on this procurement in liaison with other Council departments who will be joining this contract.

Discussions are booked to take place with a neighbouring authority to see if a joint/shared procurement would be advantageous for both parties.

Advice and contract design by Legal Services.

Advice from Procurement dept.

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)

No specific issues have emerged

(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)

No specific issues have emerged

(c) Gender

No specific issues have emerged

(d) Pregnancy and maternity

No specific issues have emerged

(e) Transgender (including gender re-assignment)

No specific issues have emerged

(f) Marriage and Civil Partnership

No specific issues have emerged

(g) Race or Ethnicity

No specific issues have emerged

(h) Religion or Belief

No specific issues have emerged

(i) Sexual Orientation

No specific issues have emerged

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

No specific issues have emerged

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

10. Sign off

Name and job title of assessment lead officer:
Sean Cleary, Commercial Operations Manager

Names and job titles of other assessment team members and people consulted:
Parking Services
Kevin Blencowe - Exc Cllr , Planning Policy and Transport
John Bridgwater - Procurement department
Legal Department

Date of completion: 25/08/15

Date of next review of the assessment:

Action Plan

Equality Impact Assessment title:

Date of completion:

Equality Group	Age
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Disability
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Gender
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Pregnancy and Maternity
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Transgender
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Race or Ethnicity
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Religion or Belief
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Sexual Orientation
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a