

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 Suzanne Goff, Strategy Officer on 01223 457174 or email suzanne.goff@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:

The public sector has had, and continues to have, a very challenging time as the government implements austerity plans to reduce the national debt. Local government has seen its central government grant cut by around 40%, which has meant that many Councils have had to stop providing most, if not all, of their discretionary services such as community development, sports and arts services and voluntary sector support. Whilst there are signs that the national economic climate may be improving, there are clearly still many difficult years ahead for local government with further budget reductions from central government and increasing demands for statutory services.

Cambridge City Council has worked hard to try and reduce the costs of its services through efficiencies, sharing resources with partner authorities and outsourcing some services to private or not for profit organisations where this has proved cheaper and where quality can be maintained.

As part of this, Cambridge City Council is reviewed the following internal services – Building Control, Legal and Information Technology. An original EQIA was carried out for the three decisions to be considered at the [Council's Strategy and Resources Scrutiny Committee on 13 July](#).

1. The rationale for the establishment of a Building Control Shared Service (BCSS) between Cambridge City Council (CCC), South Cambridgeshire District Council (SCDC) and Huntingdonshire District Council (HDC) is that it will enable each local authority to undertake its statutory duty in implementing and enforcing the building regulations in their area, whilst providing a more sustainable and resilient business model for future service delivery and cost effectiveness. It will enable the development of a five year business plan to generate additional income and create efficiencies which will support enhanced competitiveness in a commercial market.
2. The rationale for the establishment of a shared legal service between CCC, SCDC and HDC is that it will enable a reduction in the externalisation of legal work through the broader sharing of legal capability, increase output from lawyers by managing non-lawyer work away from them, create a single point for commissioning legal services to improve value for money from the process of externalising legal work, increase the opportunity for income generation by offering legal services to public and voluntary sector bodies, and improve staff recruitment, retention and development.

3. The rationale for the establishment of an ICT Shared Service (ICTSS) between CCC, SCDC and HDC is that it will enable the creation of a shared Applications Systems and technical infrastructure to facilitate wider shared service delivery for all Council Services creation of a shared, reduce overall IT cost, increase resilience and capacity and improve staff recruitment, retention and development.

At the moment, it is intended to carry out one Equality Impact Assessment (EqIA) for the three decisions as, although the services themselves are quite different, the impact of the changes if approved, will be largely equivalent in equalities terms for the staff affected and for the community.

The 3 shared services were approved and the staff TUPE'd to the relevant council and the services went live on October 1st 2015.

Further reviews of the structures of each of the shared services are being carried out and are at varying degrees of completion. This is an updated EqIA as of 1 March 2106 as is being completed as shared services business plans are going to committee for approval.

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

- Create shared systems, infrastructure and ways of working to facilitate wider shared service delivery for all Council Services.
- Reduce overall costs to the Council and get better value for money.
- Provide a service that is user friendly but enables the development of innovative solutions to deliver services more efficiently.
- Provide increased resilience and capacity to enable the consistent and reliable service delivery required by the public.
- Align the shared service to Cambridge City Council office accommodation strategy..

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

X Residents – as users of Building Control services.

Visitors

X 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: Business Transformation, Environment

Service: Legal, ICT and Building Control

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):

Huntingdon District Council and South Cambridgeshire District Council will be partners in delivering the shared services.

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)

In the case of each service, the effects are primarily on staff rather than the community.

In terms of the staff group affected, neither a negative nor a positive impact is currently anticipated.

In terms of the public:

- For legal services there is unlikely to be any positive or negative effect
- For building control there is unlikely to be any positive or negative effect
- For ICT there may be a positive effect as the shared service will help deliver the digital access strategy which will reduce the need for people to access services in person

(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)

In the case of each service, the effects are primarily on staff rather than the community.

In terms of the staff group affected, neither a negative nor a positive impact is anticipated, although development of shared services may facilitate the ability for staff to work from a wider range of workplaces which may have some positive impacts for disabled people

In terms of the public:

- For legal services there is unlikely to be any positive or negative effect
- For building control there is unlikely to be any positive or negative effect
- For ICT there may be a positive effect as the shared service will help deliver the digital access strategy which will reduce the need for people to access services in person

(c) Gender

In the case of each service, the effects are primarily on staff rather than the community.

There is no effect, either negative or positive, expected as a result of these changes on members of staff or of the community who share this characteristic

(d) Pregnancy and maternity

In the case of each service, the effects are primarily on staff rather than the community.

There is no effect, either negative or positive, expected as a result of these changes on members of staff or of the community who share this characteristic. All staff that transferred under TUPE have their maternity rights protected.

(e) Transgender (including gender re-assignment)

In the case of each service, the effects are primarily on staff rather than the community.

There is no effect, either negative or positive, expected as a result of these changes on members of staff or of the community who share this characteristic

(f) Marriage and Civil Partnership

In the case of each service, the effects are primarily on staff rather than the community.

There is no effect, either negative or positive, expected as a result of these changes on members of staff or the community who share this characteristic

(g) Race or Ethnicity

In the case of each service, the effects are primarily on staff rather than the community.

There is no effect, either negative or positive, expected as a result of these changes on members of staff and the community who share this characteristic

(h) Religion or Belief

In the case of each service, the effects are primarily on staff rather than the community.

There is no effect, either negative or positive, expected as a result of these changes on members of staff or of the community who share this characteristic

(i) Sexual Orientation

In the case of each service, the effects are primarily on staff rather than the community.

There is no effect, either negative or positive, expected as a result of these changes on members of staff or of the community who share this characteristic

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty (please state):

In the case of each service, the effects are primarily on staff rather than the community.

However, the overall aim of creating shared services is to preserve or enhance the existing service and increase its resilience for the future while reducing unnecessary costs.

This focus on an improved service, with reduced costs, will enable the Council to ensure that its resources are preserved and diverted to those who need it most in line with its anti-poverty strategy.

In the case of legal shared services there may be an opportunity to offer low cost legal advice to public or voluntary sector bodies which may be of general benefit in this context.

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

The committee reports and business plans for shared ICT and Legal are going to Strategy and Resources on 21 March 2016 and the committee report and business plan for shared building control is going to Environment Scrutiny on 15th march 2016.

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 Suzanne Goff, Strategy Officer, who will arrange for it to be published on the City Council's website.
Email suzanne.goff@cambridge.gov.uk

10. Sign off

Name and job title of assessment lead officer:
Brian O'Sullivan - Transformation Programme Manager

Names and job titles of other assessment team members and people consulted:

Ray Ward – Director of Business Transformation
Suzanne Goff – Strategy Officer

Date of completion: 1 March 2016

Date of next review of the assessment: August 2016

Action Plan

Equality Impact Assessment title: ICT, Legal and Building Control Shared Service

Date of completion: 24/06/2015

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