Appendix 3

Cambridge City Council Equality Impact Assessment (EqIA)

This tool helps the Council ensure that we fulfil legal obligations of the Public Sector Equality Duty to have due regard to the need to –

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther Equality and Anti-Poverty Officer at equalities@cambridge.gov.uk or phone 01223 457046.

Once you have drafted the EqIA please send this to equalities@cambridge.gov.uk for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, (graham.saint@cambridge.gov.uk or 01223 457044).

1. Title of strategy, policy, plan, project, contract or major change to your service
Future approach to grant fund management options appraisal

2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)
https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=476&MId=4449&Ver=4

3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?
Stage 1 of this project will be the completion of a high-level options appraisal to assess a range of options for the council to consider in its approach to grant fund management, including: 1. No change 2. Implementing minor systems improvements 3. A digital grants management platform 4. Outsourcing some or all elements of grant fund management to a third-party organisation

The Stage 1 Project Objectives is to outline a recommendation for a preferred option to provide a clear direction for the council's approach to grant fund management.

Stage 2 will be procurement and the completion of a budget bid (if required) and implementation.

4. Responsible team
Grants Team

5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick all that apply)	☒ Residents ☐ Visitors ☒ Staff
Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here): Applicants for council grant funding	

6. What type of strategy, policy, plan, project, contract or major change to your service is this?	☐ New ☐ Major change ☒ Minor change

7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)	☒ Yes ☐ No
If 'Yes' please provide details below: Communities Group, OC Transformation Programme, other council grant fund managers including community development, active lifestyles, city services streets and open spaces delivery team	

8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?
No, but scheduled to go to ECSS Committee on 27.06.2024

9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?

The number of applicant groups who deliver activities for people with protected characteristics varies year on year and is difficult to ascertain due to the current manual systems in operation, but is usually at least 25. We know from experience of moving to an eform that some groups do find this challenging, whereas others are pleased to move away from paper-based systems. It will be our role to ensure staff are available to help groups move to a digital system. This will be done with support from the local voluntary and community sector infrastructure support groups.

As there are no immediate staffing implications associated with moving to a digital platform, there are no equalities issues for the staff who will be required to use the system. However, all staff will need to be involved in the development of the system and receive training to ensure they are confident to use it and can support applicants effectively.

10. Potential impacts

For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

(a) Age - Please also consider any safeguarding issues for children and adults at risk

Digital forms may be a barrier for some applicants, but the grants team will offer individual support to help complete.

Changing to a new digital process have a further negative impact for people who have become familiar and able to complete the current digital application form. Conversely there could also be a positive impact from implementing new digital systems and processes, as there will be an opportunity to look at whether any digital system could be simplified further for applicants or made more intuitive.

(b) Disability

Digital forms may be a barrier for some applicants, but the grants team will offer individual support to help complete.

Changing to a new digital process have a further negative impact for people who have become familiar and able to complete the current digital application form. Conversely there could also be a positive impact from implementing new digital systems and processes, as there will be an opportunity to look at whether any digital system could be simplified further for applicants or made more intuitive.

(c) Gender reassignment

Not applicable to this project

(d) Marriage and civil partnership

Not applicable to this project

(e) Pregnancy and maternity

Not applicable to this project

(f) Race – Note that the protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Digital processes may be a barrier for people where English is a second language. The team could support people experiencing this barrier directly, or by offering a translation service, or ensuring that any new digital systems or processes have built-in translation functionality. Any new systems could also assess the potential for integrating applications generated through Artificial Intelligence.

(g) Religion or belief

Not applicable to this project

(h) Sex
Not applicable to this project

(i) Sexual orientation
Not applicable to this project

(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** • **People of any age with care experience – this refers to individuals who spent part of their childhood in the care system due to situations beyond their control, primarily arising from abuse and neglect within their families. The term "Care experience" is a description of a definition in law, it includes anyone that had the state as its corporate parent by virtue of a care order in accordance with the Children Act 1989 and amendments.** • **Groups who have more than one protected characteristic that taken together create overlapping and interdependent systems of discrimination or disadvantage. (Here you are being asked to consider intersectionality, and for more information see: https://media.ed.ac.uk/media/1_l59kt25q).**
Not applicable to this project

11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqIA accordingly.)
A new EQIA will be developed for procurement and implementation of the project.

12. Do you have any additional comments?
None

Appendix 3

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<tr><td>**13. Sign off**</td></tr>
<tr><td>Name and job title of lead officer for this equality impact assessment: Allison Conder, Strategic Project Manager

Names and job titles of other assessment team members and people consulted: Julie Cornwell, Community Funding and Voluntary Sector Manager; Helen Crowther, Equality and Anti-Poverty Officer.

Date of EqIA sign off: 09/05/24

Date of next review of the equalities impact assessment: Click here to enter text.

Date to be published on Cambridge City Council website: 17th June 2024</td></tr>
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All EqIAs need to be sent to the Equality and Anti-Poverty Officer at equalities@cambridge.gov.uk