

**COMMUNITY IMPACT ASSESSMENTS (CIAs)**

<b><u>Service Committee</u></b>
Adults Committee
Children and Young People's Committee
Economy and Environment Committee
Highways and Community Infrastructure Committee
Health Committee
General Purposes Committee (Customer Service & Transformation and LGSS Managed

## Adults Committee CIAs

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
CFA - Adult Social Care		Name: Linda Mynott
Service / Document / Function being assessed		Job Title: Head of Disability Service
Reduction in expenditure on meeting the needs of people with physical disabilities and people on the autistic spectrum		Contact details: 01480 373220
Business Plan Proposal Number (if relevant)		Approved 14/10/15
A/R.6.101		
Aims and Objectives of Service / Document / Function		
<p>The Physical Disability Team and Adult and Autism Team in the context of the Transforming Lives model will focus on maintaining and increasing independence and the use of community resources and family networks where these are able to meet a persons needs. There will be an expectation that people access the Reablement service and Assistive Technology. Through this work we will reduce dependence on and provision of ongoing social care services. For those people who receive social care services, the Teams will ensure that eligible needs are met in the most cost effective way possible. This approach will include the expectation that people pay for chosen activities where the specific activity is a choice rather than the only way that eligible needs can be met. The Teams will continue to use a benchmark cost of what we would expect to pay for each type of care provision.</p>		

What is changing?
<p>The Physical Disability &amp; Autism &amp; Adults Teams will reduce expenditure on ongoing social care services through:</p> <ul style="list-style-type: none"> <li>• Ensuring people have access to information and advice to help them themselves</li> <li>• Ensuring people have access to support when they need it to assist them through unstable periods/crisis in order to maintain independence</li> <li>• Considering community resource before provision of statutory support</li> <li>• Using local resources to avoid the need for transport</li> <li>• Setting progressive goals to increase/regain independence to negate or reduce the need for ongoing support</li> <li>• Supporting carers through a new model of carers support</li> <li>• Increased use of mobile technology for practitioners, saving time and travel expense</li> <li>• Working with CYPS to improve preparation for independence - focussing on lifelong skills and employment skills for children with disabilities whilst still in education</li> <li>• Ensuring that eligible needs are met in the most cost effective way possible, with benchmarking of unit costs being used to inform this approach</li> <li>• An acceptance of greater levels of risk where services are meeting needs but not going beyond this to cover situations that might arise e.g. temporary changes in condition</li> <li>• Expectation that people pay for activities that are their choice rather than specifically required to meet assessed eligible needs.</li> <li>• Where there are a number of different ways to meet eligible needs, the most cost effective way will be adopted</li> </ul> <p>In addition practitioners will continue to:</p> <ul style="list-style-type: none"> <li>• Work closely with partners; health, voluntary orgs</li> <li>• Maximise the use the Reablement Service to promote independence</li> <li>• Maximise use of Housing Related Support Services</li> <li>• Maximise the use of sensory equipment</li> <li>• Maximise moving and handling reassessments to reduce the use of 'double of care'</li> <li>• Continue to maximise access to Visual Impairment Rehabilitation and Occupational Therapy</li> </ul>

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

All relevant Adult Social Care managers  
Council Officers**What will the impact be?**

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			X
Disability			x
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			X
Deprivation		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

The service is only provided to people with specific needs that meet the national eligibility criteria for social care and so the positive impact of the changes will be focused on people with those “characteristics”.

- People will have access to the information and advice they need to help themselves and will be well supported at all levels to maximise their independence and to increase inclusion in their local communities
- Young people will be supported to maximise the skills needed for adulthood before reaching the age of 18.

**Negative Impact**

The service is only provided to people with specific needs that meet the national eligibility criteria for social care and so the negative impact of the changes will be focused on people with those “characteristics”.

- Where it is possible to meet eligible needs and reduce the expenditure on the social care package, some people will have a change in their package and an associated reduction in their personal budget.
- Support/provision will be informed by the most cost effective way to meet assessed needs.
- Greater expectation on carers to continue to provide care and support may lead to more pressure on carers

**Neutral Impact**

- The characteristics where the impact is deemed as neutral are those which are not relevant as no distinction is made when delivering the service.

**Issues or Opportunities that may need to be addressed**

- Ensure adequate capacity of re-ablement and housing related support services
- Ensure practitioners across ASC have adequate knowledge of Sensory Services
- Availability of mobile technology for staff
- Work with partner agencies/organisations to increase local opportunities/activities for people with a disability
- Ensure that information, advice and guidance is accessible for all across the county
- Services in place that support progression/maximising independence
- Ensure that the service/personal budget offered is sufficient to meet eligible needs in the most cost effective way
- Ensure all practitioners across ASC have an up to date awareness of Assistive Technology
- Ensure practice is in line with the councils Transforming Lives approach

### **Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

The proposals are underpinned by the intention to reform adult social care which will mean that there is a much stronger focus on supporting people within their community and this will have a positive impact on community cohesion

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
CFA, Adult Social Care		Name: Tracy Gurney
Service / Document / Function being assessed		Job Title: Head of The Learning Disability Partnership
Reduction in expenditure on meeting the needs of people with Learning Disabilities		Contact details: 01223 714692
		Date completed: 16/10/15 .....
		Date approved: 16/10/15.....
Business Plan Proposal Number (if relevant)	A/R.6.102, 6.111	
Aims and Objectives of Service / Document / Function		
<p>The Learning Disability service in the context of the Transforming Lives model will focus on maintaining and increasing independence and the use of community resources and family networks where these are able to meet a persons needs. Through this work we will reduce dependence on and provision of ongoing social care services. For those people who receive social care services, the Teams will ensure that eligible needs are met in the most cost effective way possible. This approach will include the expectation that people will pay for chosen activities where the specific activity is a choice rather than the only way that eligible needs can be met, that where possible assistive technology will be used to promote independence and reduce demand on social care services, particularly staffing. Work will also focus on setting a benchmark cost of what we would expect to pay for each type of care provision.</p>		
What is changing?		
<p>Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.</p>		
<p>The funding for the LDP operates a pooled budget bringing together through a section 75 arrangement health and social care funding. Whilst the budget proposals relate to the CCC element of funding it is necessary to maintain the agreed financial contribution to the pool and therefore the LDP service needs to make an additional 20% saving (£1,042) to that outlined in the CCC financial tables.</p> <p>The integrated Learning Disability Teams and in-house providers services will reduce expenditure on ongoing health and social care services through:</p> <ul style="list-style-type: none"> <li>• Ensuring people have access to accessible information and advice to help them themselves</li> <li>• Ensuring people have access to support when they need it to assist them through unstable periods/crisis in order to maintain independence.</li> <li>• Considering community resource and family or social network support before provision of statutory support</li> <li>• Using local resources to avoid the need for transport</li> <li>• Setting progressive goals to increase/regain independence to negate or reduce the need for ongoing support</li> <li>• Supporting carers through a new model of carers support</li> <li>• Increased use of mobile technology for practitioners, saving time and travel expense</li> <li>• Increased use of Assistive Technology to increase independence and reduce the need for staffing</li> <li>• Working with CYPS to embed the principles of increasing independence in life skills alongside educational attainment in preparation for greater independence in adulthood therefore reducing need for services over a person's lifetime.</li> <li>• Ensuring that eligible needs are met in the most cost effective way possible, with benchmarking of unit costs being used in the same way it is used in other client groups to inform this approach</li> <li>• An acceptance of greater levels of risk where services are meeting needs but not going beyond this to cover situations that might arise e.g. temporary changes in condition</li> <li>• Expectation that people pay for activities that are their choice rather than specifically required to meet assessed eligible needs.</li> <li>• Reducing the number of activities in care packages that are related to social inclusion where a person</li> </ul>		

- already attends education / community groups or lives with others.
- Expectation that where 24 hour care and support is funded that providers will be expected to meet social inclusion and activity needs within that funding.
  - Where there are a number of different ways to meet eligible needs, the most cost effective way will be adopted
  - Accepting a higher degree of risk within care packages withdrawing that is currently in place to mitigate likelihood of a situation occurring rather than actual risk.
  - Identifying where people attend activities / services with one to one support and where possible commission shared support in these situations which will be more cost effective. This will include identifying opportunities for activities which meet assessed needs being provided more cost effectively in groups rather than individually.
  - Review of the current model of specialist health support including commissioned inpatient provision. This will involve market testing to ensure cost effectiveness of current provision.
  - Review of current performance delivery and capacity of in house services to ensure this is as cost effective as possible. This will include a review of staffing structure and use of agency and relief staff.
  - Consider any scope for rationalisation of in house services respite services with independent sector providers.

In addition practitioners will continue to:

- Work closely with partners; health, voluntary orgs
- Focus on people placed out of county and establish new more cost effective provisions within county.
- Use assistive technology to reduce the need for care staff particularly waking night staff.
- Meet the requirements of the winterbourne concordat and transforming care agenda.
- Only commission single person services where this is an assessed eligible need.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

All relevant Adult Social Care managers  
Council Officers

Further consultation is planned with service users, carers and partners from November onwards.

#### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			X
Disability			X
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			X
Deprivation		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

The service is only provided to people with specific needs that meet the national eligibility criteria for social care and so the positive impact of the changes will be focused on people with those “characteristics”.

- People will have access to the information and advice they need to help themselves and will be well supported at all levels to maximise their independence and to increase inclusion in their local communities
- Young people will be supported to maximise the skills needed for adulthood before reaching the age of 18.

**Negative Impact**

The service is only provided to people with specific needs that meet the national eligibility criteria for social care and so the negative impact of the changes will be focused on people with those “characteristics”.

- Where it is possible to meet only eligible needs within a reduced level of funding on the health and social care package this will be implemented and therefore most people will have a change in their package and an associated reduction in their personal budget to fund that package.
- Choice will be informed and limited by the most cost effective way to meet assessed needs.
- Greater expectation on carers to continue to provide care and support may lead to more pressure on carers
- Expectations on independent sector providers to meet needs around social inclusion and activity within their funding to a greater extent than is expected currently.
- Greater expectation on community resources to help meet the needs of those with a Learning Disability in their local area. Some areas of the county are currently in a better position than others to do this.

**Neutral Impact**

The characteristics where the impact is deemed as neutral are those which are not relevant as no distinction is made when delivering the service.

**Issues or Opportunities that may need to be addressed**

- Ensure resources in local communities are accessible to people with learning disabilities.
- Ensure practitioners have knowledge and promote the use of assistive technology
- Availability of mobile technology for staff
- Work with partner agencies/organisations to increase local opportunities/activities for people with a disability
- Ensure that information, advice and guidance is accessible for all across the county
- Services in place that support progression/maximising independence
- Ensure that the service/personal budget offered is sufficient to meet eligible needs in the most cost effective way

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

The proposals are underpinned by the intention to reform adult social care which will mean that there is a much stronger focus on supporting people within their community and this will have a positive impact on community cohesion



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment		
Children, Families and Adults Adult Social Care Services Service Development Housing Related Support		Name: Mike Hay .....		
Service / Document / Function being assessed		Job Title: Head of Practice and Safeguarding.....		
Housing related support - Accommodation based homeless hostels in Cambridge City, Huntingdonshire and South Cambridgeshire.		Contact details: 01223 703563 .....		
<table border="1"> <tr> <td><b>Business Plan Proposal Number (if relevant)</b></td> <td>6.103</td> </tr> </table>		<b>Business Plan Proposal Number (if relevant)</b>	6.103	Date completed: 13/10/15.....
<b>Business Plan Proposal Number (if relevant)</b>	6.103			
		Date approved: 13/10/15 .....		
Aims and Objectives of Service / Document / Function				
<p>To provide support to vulnerable households placed in temporary accommodation by local councils where a statutory homelessness duty exists. The support provided ensures that households in need of additional support are able to maintain their accommodation and link with other statutory and voluntary services. The intention is to reduce repeat homelessness, provide support to maintain accommodation and ensure residents maximise their income and benefit entitlement.</p> <p>The accommodation based support is linked to the accommodation and is paid to the landlord. The support cannot continue after the resident has left.</p>				
What is changing?				
<p>Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.</p> <p>The funding for the accommodation based support contracts with Cambridge City Council (30 units) and Sanctuary Housing (8 units) will end on 31<sup>st</sup> March 2016. The funding for the Metropolitan Housing scheme (30 units) in Huntingdonshire will end at the end of the contract period on 30<sup>th</sup> November 2016.</p> <p>This change follows a full review of the service involving stakeholders which identified that the support needs currently being met through these contracts can be met by linking in with the multi-disciplinary floating support providers in these areas.</p>				
Who is involved in this impact assessment?				
e.g. Council officers, partners, service users and community representatives.				
<p><b>Led by:</b> Mike Hay, Head of Practice and Safeguarding</p> <p><b>Supported by:</b> Trish Reed, Interim Service Development Manager – Housing related support</p> <p><b>Council officers involved:</b> Alison Bourne/Louise Tranham, Contracts Manager</p>				

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
None
<b>Neutral Impact</b>
The service user's needs continue to be met through the delivery of the service in a different way. So while the provider of the support is no longer the landlord, the implementation plan for the change will ensure that the floating support provider is closely linked in with the accommodation provider, and has appropriate referral and assessment procedures in place to ensure that the service can be delivered in an effective way.
<b>Issues or Opportunities that may need to be addressed</b>
An implementation plan will be agreed with the relevant service providers and stakeholders to ensure a smooth transition to the new way of working at the appropriate time.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Not applicable – the client group affected are homeless households living in temporary accommodation. This change does not impact on the wider community.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment												
Children, Families and Adults: Adult Social Care Services – Service Development Housing Related Support		Name: Mike Hay .....												
<b>Service / Document / Function being assessed</b>		Job Title: Head of Practice and Safeguarding .....												
Housing related support – Multi-disciplinary floating support service covering the whole of Cambridgeshire.		Contact details: 01223 703563 .....												
Date completed: 13/10/15 .....		Date approved: 13/10/15.....												
<b>Business Plan Proposal Number (if relevant)</b>	6.103													
Aims and Objectives of Service / Document / Function														
<p>To provide short term (up to two years) housing related support to vulnerable households across different tenures to enable them to maintain their accommodation. The support provided is a preventative service and ensures that households in need of low level support but not yet meeting statutory thresholds for care and support are able to maintain their independence, budget and live independently. It is also a homelessness prevention tool and aims to work with at risk households to avoid crises.</p> <p>The service while sitting within the ASC directorate is a multi-disciplinary one and provides support to a wide range of household types:</p> <ul style="list-style-type: none"> <li>Families with children (including teenage parents)</li> <li>Older people who have been homeless or have complex needs</li> <li>Young homeless people</li> <li>People with physical or low level learning disabilities</li> <li>People with drug and/or alcohol problems with chaotic lifestyles</li> <li>People who have been homeless</li> <li>People who are on the integrated offender management programme.</li> </ul> <p>Once someone has achieved a settled home and is managing their home independently the support then tapers and ends with the support is then 'floating' off to another client.</p> <p>The service is currently provided by two separate service providers and current funding supports the following numbers of clients:</p> <table> <tr> <td>Cambridge City:</td> <td>172</td> </tr> <tr> <td>South Cambs:</td> <td>62</td> </tr> <tr> <td>Huntingdonshire:</td> <td>134</td> </tr> <tr> <td>East Cambs:</td> <td>54</td> </tr> <tr> <td>Fenland:</td> <td>77</td> </tr> <tr> <td><b>Total</b></td> <td><b>499</b></td> </tr> </table>			Cambridge City:	172	South Cambs:	62	Huntingdonshire:	134	East Cambs:	54	Fenland:	77	<b>Total</b>	<b>499</b>
Cambridge City:	172													
South Cambs:	62													
Huntingdonshire:	134													
East Cambs:	54													
Fenland:	77													
<b>Total</b>	<b>499</b>													
What is changing?														
<p>Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.</p> <p>A comprehensive review of the service has been carried out of the level of service being delivered by the current providers. This involved consultation with stakeholders who had an opportunity to feed back on the impact if the service were to end. As the service is a preventative one it is difficult to quantify what might happen if it were to end. However, the review has highlighted that the contract provided by Centra in the Cambridge City, South Cambridgeshire and Fenland areas is not delivering a service to the number of clients contracted for. This has led to the decision to reduce the funding to match the number of clients (from 311 to 200) that the service is being delivered to in those areas.</p>														

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

**Led by:** Mike Hay, Head of Practice and Safeguarding

**Supported by:** Trish Reed, Interim Service Development Manager – Housing Related support

**Council officers involved:** Louise Tranham, Contracts Manager

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

None

**Negative Impact**

None

**Neutral Impact**

The funding is being reduced to match the number of clients being supported by the provider therefore there will be no negative or positive impact on the community.

**Issues or Opportunities that may need to be addressed**

None

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

There is no proposed reduction in service so there is no impact on community cohesion

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children Families and Adults Services Adult Social Care		Name: Linda Mynott
Service / Document / Function being assessed		Job Title: Head of Disability Services
Support for carers		Contact details: 01480 373220
<b>Business Plan Proposal Number (if relevant)</b>	A/R.6.108	Approved 14/10/15
Aims and Objectives of Service / Document / Function		
<p>To support carers to maintain their health and wellbeing and continue in their caring role through advice, information, general activities (e.g. interest groups) and specialist activities (e.g. carers of people with dementia) preventing, reducing or delaying the need for statutory support. To provide statutory assessments and meet eligible needs where these cannot be met through the other types of support described above.</p>		
What is changing?		
<p>In 2015/16 a new model of support for carers was introduced to meet the requirements and expectations of the Care Act 2014. The council now commissions information, advice and support for carers across the county through Carers Trust Cambridgeshire, this includes undertaking statutory assessments where the cared for is unknown to ASC.</p> <p>The Care Act 2014 which came into effect on 1st April 2015 gives carers, for the first time, the right to an assessment and personal budget to meet their eligible needs.</p> <p>The take up of assessments and personal budgets has been lower than expected and in 2015/16 this budget will overspend. A proposal has been put forward to reduce the budget by £300K for 2016/17 and 2017/18 and monitor the take up of assessments and personal budgets through the 2 year period.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p>All operational managers across ASC &amp; OPMH Directorates Carers Trust Cambridgeshire Carers Partnership Board Other partner organisations</p>		

**What will the impact be?**

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			X
Disability			x
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex			x
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
<p>The service to carers, and the change proposed would be applied across all characteristics, but as more people who care for a relative or friend are over 65 and female, these two characteristics may be impacted more negatively than other characteristics if the demand for assessments and personal budgets increases beyond the budget allocated for 2016/17 and 2017/18.</p> <p>It may be necessary to manage the personal budget allocations within the budget which could mean less provision for the 3000 carers currently supported by ASC.</p>
<b>Neutral Impact</b>
Carers who are not eligible for a personal budget or choose not to take up a personal budget would not be affected by this change.
<b>Issues or Opportunities that may need to be addressed</b>
If demand increases beyond the capacity of the reduced budget, the Council will need to review how it provides support through the allocation of personal budgets to carers.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

N/A

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children, Families and Adults: Adult Social Care Services – Safeguarding Adults and MCA/DoLS service		Name: Mike Hay .....
<b>Service / Document / Function being assessed</b>		Job Title: Head of Practice and Safeguarding .....
Deprivation Of Liberty		Contact details: 01223 703563 .....
<b>Business Plan Proposal Number (if relevant)</b>	6.110	Date completed: 16/10/2015 .....
		Date approved: .....
Aims and Objectives of Service / Document / Function		
<p>The Deprivation of Liberty Safeguards (DOLS) was implemented in April 2009 to protect a group of people who are not able to give valid consent to their placements either in hospital or care home and that their care regime amounting to a deprivation of their liberty. At that time, government only estimated it could be as many as 50,000 of those admitted to care homes and 22,000 hospital in-patients – it will be mainly people with dementia, autism and learning disabilities and brain injuries.</p> <p>In March 2014 the House of Lords post-legislative scrutiny committee on the Mental Capacity Act (the “House of Lords committee”) published a report, which, amongst other matters, concluded that the DOLS were not “fit for purpose” and proposed their replacement. Following this, we also have the Supreme Court handing down a landmark judgment in the cases of P v Cheshire West and Another and P and Q v Surrey County Council [2014].</p>		

**What is changing?**

Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.

The Supreme Court's judgment extended the definition of deprivation of liberty when determining whether arrangements made for the care and/or treatment of an individual lacking capacity to consent to those arrangements amounts to a deprivation of liberty.

The judgment also extended the application of Article 5 of the European Convention for Human Rights (ECHR) to those who live in their own homes (owned, rented, supported living or shared lives), and who lack the mental capacity to give valid consent as to where they should live or the level and type of care they need and are in receipt of publicly funded or publicly arranged care services. It also ruled that the person's compliance or lack of objection to their placement, the purpose of it or the extent to which it enables them to live a relatively normal life for someone with their level of disability were all considered irrelevant to whether they were deprived of their liberty or not.

This major change in the interpretation of the law has led to a very significant increase in the number of DOLS applications received by Local Authorities in England and Wales in their capacity as Supervisory Bodies. For example, Government figures show that there were a total of only 13, 000 DOLS applications in 2013/14. However, following the judgement, there have been 119,500 applications till the end of June this year, with the number of applications increasing each quarter.

**Over 1.2 million pounds was set aside to meet the expected upsurge in referrals however due to the following issues £540,000 have remained unspent:**

- Although we have seen a 10 fold increase in applications for DOLS, our ability to keep up with the demand for DOLS assessments has been hampered by an inability to recruit staff to carry out the assessments.
- With an increased number of Standard Authorisations being granted, there is an expectation that more cases will be challenged in the Court of Protection.
- The judgement has been extended to those people who live in their own homes (owned, rented, supported living or shared lives), and who lack the mental capacity to give valid consent as to where they should live



or the level and type of care they need and are in receipt of publicly funded or publicly arranged care services. The cost for Learning Disability alone is estimated at £900.000 although to date we have only submitted one case, with another in the process.

The service is monitored on a regular basis by the MCA/DOLS management and development group which reports to the Safeguarding Adults Board.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

**Led by:** Joseph Yow and Ivan Molyneux

**Supported by:** Mike Hay, Head of Practice and Safeguarding

All service users across Cambridgeshire who would be deemed not able to give valid consent to their placements and care arrangements in all settings including in their own home if the imputable to the state element is met.

#### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age	X		
Disability	X		
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

The positive impact of the legislation is that Article 5 of the Human Rights Act 1998 requires that no one should be deprived of their liberty except in certain, pre-defined, circumstances unless prescribed by law and also able to have access to speedy recourse to challenge their deprivation of liberty.

Article 5 of the Human Rights Act 1998 requires that no one should be deprived of their liberty except in certain, pre-defined, circumstances unless prescribed by law and also able to have access to speedy recourse to challenge their deprivation of liberty. As such, the DOLS are likely to provide protection to older people or people with learning disability people with acquired brain injuries.

**Negative Impact**

Prior to the Supreme Court's judgement, Cambridge County Council in its capacity as Supervisory Body ensured that the legal timescales to conduct DOLS' assessments were being adhered to. However, with the 10 folds increase in applications for DOLS following the Supreme Court 's judgment, we no longer are in this position and have a waiting list for applications on our waiting list

When a person dies with a Standard Authorisation in place, the death is considered to be a death in custody and as such an inquest will be needed to be convened by the Coroner. It has reported nationally that this procedure has impacted negatively on families in that funeral arrangements have been delayed and the contention that their relative was classified as death in custody.

**Neutral Impact**

N/A

**Issues or Opportunities that may need to be addressed**

If the local authority did not meet the requirements of the supreme court judgement it would be in breach of the law.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Not applicable – these changes only affect those service users that lack capacity and therefore does not impact on community cohesion.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Older people and mental health		Name: Jackie Galway.....	
Service / Document / Function being assessed		Job Title: Head of Service .....	
Care for older people – proposals to reduce cost of the care offer		Contact details: jackie.galwey@cambridgeshire.gov.uk	
Date completed: 16 October 2015 .....		Date approved: .....	
<b>Business Plan Proposal Number (if relevant)</b>	A6.201		
Aims and Objectives of Service / Document / Function			
To achieve budget savings (£1.184m) in the care commissioned by the Council for older people whose assessed needs meet national eligibility criteria.			
What is changing?			
Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.			
<p>At any given point in the year there are currently 7000 older people who have a personal budget that is fully or partially funded by the Council County. To achieve the required savings the number of people supported must remain close to this level and overall costs must reduce despite the known demographic projections, and actions taken to reduce the Council's contribution to meeting the person's needs. This means that every opportunity will be taken to prevent, delay and reduce the need for ongoing care and that the Older People's Teams will be operating within a closely monitored monthly allocation.</p> <p>The consequences of this will be that</p> <ul style="list-style-type: none"> <li>- Older people and their carers will be expected to seek more support from the families and wider community. They will be enabled to do this.</li> <li>- Older people should expect that their care and support plan and personal budget will be reviewed for any opportunity to reduce the Council's contribution to their care while aiming to meet their assessed need. For example any contingency in the person budget for events outside the usual level of care will be removed</li> <li>- Older people may not receive the care they think they need and/or may experience a delay in accessing care if the teams allocation for the month has been exceeded. This could have significant consequences for the health and wellbeing of the older person and their carers. For example this will mean that older people in their own homes could temporarily experience a much higher level of risk that could have serious or life threatening consequences. It could also result in older people staying longer in suboptimal care settings or being delayed in hospital increasing the risk of adverse events or deteriorating health</li> </ul>			
Who is involved in this impact assessment?			
e.g. Council officers, partners, service users and community representatives.			
<p>Council officers</p> <p>We will share the likely consequences of the budget proposals with the Older People's Partnership Board</p>			

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			
Deprivation			✓

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

There will be a positive impact from managing the Council's budget effectively and making sure that there is careful scrutiny of Council resources.

**Negative Impact**

These changes are likely to impact on outcomes for older people, their carers and their quality of life. These changes will have a direct impact on older people who through disability and frailty, are eligible for support. There may be a disproportionate impact on older people with low income who are unable or unwilling to seek and accept help and support from their families or wider community and are reliant on Council support. The worst case scenario is that older people's lives end sooner than they would have done or they die in a setting that they would not have chosen. Also that their quality of life is poorer than it would otherwise have been due to reductions in the amount of care provided.

**Neutral Impact**

We will share the likely consequences of the budget proposals with the Older People's Partnership Board

**Issues or Opportunities that may need to be addressed**

Encourage and enable older people to take up their benefit entitlement.  
Improve access to third sector support.  
Work with independent sector providers to mitigate and manage risk

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

There may be a positive impact on community cohesion for those communities that have the capacity to develop new solutions to support older people with complex needs

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children, Families & Adults Older People & Mental Health		Name: Lynne O'Brien .....
<b>Service / Document / Function being assessed</b>		Job Title: Service Development Manager .....
Housing Related Support		Contact details: 01223 507142 .....
<b>Business Plan Proposal Number (if relevant)</b>		Date completed: 8 <sup>th</sup> October 2015 .....
	6.202	Date approved: .....
Aims and Objectives of Service / Document / Function		
<p>Prior to 2013, the housing related support service for older people had only provided support to people living in sheltered housing. The funding also contributed towards the cost of the hardwired alarm service in those schemes. The new service provides housing related support to all older people, irrespective of whether they live in sheltered housing, to enable them to live as independently as possible in their own homes</p> <p>The main aims of the service are to:</p> <ul style="list-style-type: none"> <li>• Maximise people's household income</li> <li>• Minimise social isolation</li> <li>• Improve health and well-being</li> <li>• Signpost to other relevant services.</li> </ul>		
What is changing?		
<p>Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.</p> <p>As part of the transitional arrangement the County Council continued to make a contribution towards the cost of the hardwired alarm service in sheltered housing schemes. This transitional arrangement is due to end in March 2016.</p> <p>The remainder of the savings were achieved as a result of the tendering exercise for the Housing Related Support service and various tenders for extra care schemes.</p>		
Who is involved in this impact assessment?		
<p>e.g. Council officers, partners, service users and community representatives.</p> <p>The project Board to re-model the services was led by Richard O'Driscoll, Older People's Commissioner and Claire Bruin, Service Director, Adult Social Care.</p> <p>The original consultation was carried out in 2013 and involved:</p> <ul style="list-style-type: none"> <li>• Older People living in Cambridgeshire, their families / carers</li> <li>• sheltered housing tenants</li> <li>• Sheltered housing providers</li> <li>• District Councils</li> <li>• County Council Assistive Technology Commissioning Manager</li> <li>• CCC Portfolio Holder for Adult Social Care</li> <li>• Voluntary sector</li> <li>• Legal</li> <li>• Procurement</li> <li>• Elected members</li> </ul>		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			X
Disability			X
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
<p>Ceasing the transitional payment which was a contribution towards the cost of the alarm service may impact upon some households, however, the change was phased in over a two year period. Over this time, it is likely that some of these costs may have been absorbed by Registered Social Landlords. As part of the tendering exercise, bidders and landlords were informed that funding would cease after the two year transition. Households that are adversely affected by the ending of the transitional contribution can access support from the visiting support services that operate in each district that can help older people maximise their household income.</p> <p>As part of contract monitoring, providers of the visiting support services collate information on the support they have provided to older people.</p>
<b>Neutral Impact</b>
There is no impact from the savings accrued from the unallocated monies from the Housing Related Support funding.
<b>Issues or Opportunities that may need to be addressed</b>
No issues or opportunities identified

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

These changes will not directly impact community cohesion

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children, Families and Adults Services Older People and Mental Health		Name: Kim Dodd .....
Service / Document / Function being assessed		Job Title: Head of Mental Health .....
Reduction in expenditure on care for adults with mental health needs.		Contact details: 01223 729057 .....
<b>Business Plan Proposal Number (if relevant)</b>	AR.6.203	Date completed: 12.10.15 .....
		Date approved: 14/10/15.....
Aims and Objectives of Service / Document / Function		
Care packages for adults with mental health needs, these are most likely to be packages for residential care, home and community care, supported accommodation, and nursing placements.		
What is changing?		
Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.		
<p>Each package of care is planned according to the individual's eligibility and assessed needs and therefore will vary according to the individual. It is planned to reduce the amount of funding spent on packages through a range of improvements and efficiencies in planning, commissioning and providing care.</p> <p>The aim is to reduce the number of new care packages, proactively reviewing high cost packages, reducing the weekly cost of residential packages and reducing the number of weeks people spend in residential care before moving towards great independence and recovery.</p> <p>This will be achieved through several changes these are:</p> <ul style="list-style-type: none"> <li>- To improve training to staff and the rigour of routine review of care packages to enable to people to achieve their outcomes and move through the care system towards independence</li> <li>- Increasing the use of prevention, early help and increased community support</li> <li>- Improved understanding and application of health funded care and joint funding with social care</li> <li>- Review of micro-commissioning of transport to include improved commissioning approaches in line with council policy.</li> <li>- Review of accommodation and supported living strategy to improve commissioning efficiencies and service quality</li> <li>- Developing a reablement service for adults with mental health needs</li> </ul> <p>This work is developmental and will be revised as greater knowledge and feedback on impact is obtained. Therefore other changes may emerge as work commences.</p> <p>Although led and supported by the Council the majority of the work will be completed by staff delivering the Councils duties within the specialist mental health NHS Trust under the Section 75 Agreement. This work will be completed with partners within mental health provision including VCS providing services for care packages. Also continued links to the Service User Network (SUN) and Rethink to obtain service user and carer feedback on council provided mental health services.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Council Officers following discussion with Social Care Leads with the specialist mental health NHS trust delivering the Councils delegated duties.		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		√	
Disability		√	
Gender reassignment		√	
Marriage and civil partnership		√	
Pregnancy and maternity		√	
Race		√	

Impact	Positive	Neutral	Negative
Religion or belief		√	
Sex		√	
Sexual orientation		√	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			√
Deprivation			√

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
Overall and not characteristic specific there may be some positive impact in that a more recovery and progression to independence focused is taken through proactive reviews and better commissioning of some services.
<b>Negative Impact</b>
Rural isolation. Currently there is no specific evidence but it is possible that there will be some negative impact on rural areas where access to services are limited and may cost more to provide. Deprivation Also where people have less independent resources any reduction on these groups maybe more than others.
<b>Neutral Impact</b>
It is possible that with training of staff leading to improved practice, prevention, recovery and improved commissioning during 2016/17 the reduction in spend on care packages may have an overall neutral impact. However this may be more challenging if future years include further reduce budgets.
<b>Issues or Opportunities that may need to be addressed</b>
Being open to service user and carer feedback on impact of changes, staff training, review of related policies and building collaborative relationships with health and other partners.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.



There may be some impact on community cohesion in rural and deprived communities but there is no direct planned change to impact on the communities.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children, Families and Adults Services Older People and Mental Health		Name: David Frampton .....
Service / Document / Function being assessed		Job Title: Commissioning Manager Mental Health .....
Mental health third sector contracts and homelessness third sector contracts		Contact details: david.frampton@cambridgeshire.gov.uk
Date completed: 22.10.2015 .....		Date approved: .....
<b>Business Plan Proposal Number (if relevant)</b>	6.211	
Aims and Objectives of Service / Document / Function		
<p><b>This community impact assessment covers the following services.</b></p> <ol style="list-style-type: none"> <li>1. Mental Health Community support service ;Riverside ECHG</li> <li>2. The CRI Homelessness support and street outreach service.</li> <li>3. The Ferry Project Homelessness Service. Wisbech</li> <li>4. Metropolitan Housing. Mental Health Supported Accommodation Service.</li> <li>5. Choices counselling service</li> </ol> <p><b>Service 1: Mental Health Community support service: Riverside ECHG</b></p> <p>The contract is run by Riverside ECHG. This is a service that was retendered in February 2015 and replaced the previous service that was known as a floating support mental health service. The main change in the tender from the previous service was a shift in focus to specifically supporting people with mental health <b>and</b> accommodation difficulties as it was identified that gaining and maintaining accommodation is a key component in people's wellbeing and in reducing the need for other social care and mental health services. The contract was also designed to ensure the service is spread equitably across the County, specifically to ensure Fenland residents have access to the service.</p> <p><b>Background:</b></p> <p>The aim of the Service is to provide support to people with mental health issues who are not being supported by secondary mental health services and where they need support with maintaining, gaining and keeping accommodation. The primary aim of the Service is to prevent people with mental health needs deteriorating to the point where they are referred to secondary mental health services or social care. By actively supporting people to gain or maintain stable accommodation this will enable people to maintain their independence in the least restrictive setting.</p> <p><b>Service 2: The CRI Homelessness support and street outreach service.</b></p> <p>The service supports people in the Cambridge City area .CRI provides community based outreach support to single people aged over 18 who are homeless or at risk of becoming homeless .They may be at serious risk of becoming street homeless and require support to maintain this accommodation which cannot be provided by the usual mechanisms, because they are hard to engage due to their chaotic lifestyle. Such people will be vulnerable and may have mental health needs, a learning disability, and substance misuse issues and have physical ill health difficulties or disabilities.</p> <p>The service helps rough sleepers to access accommodation, Primary Care, Substance Misuse Services and a range of other Statutory Services. The CRI works closely with the City Council's Homelessness Service Development Manager.</p> <p><b>Service 3: The Ferry Project Homelessness Service. Wisbech</b></p> <p>The Ferry Project .The aim of the service is to provide support to people who are homeless to establish a more stable lifestyle and enable them to learn coping skills in order to gain settled accommodation.</p> <p>The people being supported in addition to homelessness may have a range of issues ranging from mental health, substance misuse and offending. The County Council fund 39 beds in the project.</p> <p>The breakdown of the 39 beds is as follows:</p> <ol style="list-style-type: none"> <li>1. 24 beds for homeless people at the main assessment centre of Octavia House where their needs can be assessed.</li> <li>2 Provision of group home supported accommodation for 15 people who have been through assessment and can be moved on as a way of encouraging independence and helping them to transition into independent</li> </ol>		

accommodation;

3. Of the above 8 beds are reserved for offenders. These are split equally (4 each) between the two service elements.

4 3 of the 15 move on beds are for people with mental health issues.

#### **Service 4: Metropolitan Housing. Mental Health Supported Accommodation Service.**

Metropolitan Housing run under contract to the County Council supported accommodation services for adults with mental health needs in Cambridgeshire. The provider supports a range of accommodation projects ranging from low level support to projects with higher staffing levels

Priority is given to people who:

1. Are most in need in terms of inability to function and are most at risk without this supported accommodation.
2. Individuals who are in residential care but have been assessed as being able return to the community, but need the level of support being offered by this Service.
3. To facilitate a timely discharge from hospital and to prevent hospital admission where possible.

#### **Service 5: Choices counselling service**

Choices is a third sector Counselling service based in Cambridge

The contract with Choices is held by the NHS Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) and the service is available to people 16 years and above registered with a GP practice within Cambridgeshire.

The client group for this service are individuals 16 years or over living within Cambridgeshire who have been victims of past/historic sexual abuse as children (16 years and under) whether this was a single isolated incident or ongoing abuse. The service offers counselling to adults suffering from depression and anxiety disorders due to historic sexual abuse.

The Choices organisation is not fully funded by the Council. The total funding from the CCG and Council is £46,937 with the Council contributing £26,937 of this figure

Referrals are accepted from primary care, secondary services, IAPT services and by self referral.

This is not a rape counselling service. That is a separate service funded by the National Commissioning Board. (The Oasis centre in Peterborough). The Choices contract specifically states that the service will not accept referrals from the Sexual Assault Referral Centre (SARC).

#### **What is changing?**

Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.

#### **Service 1. Mental Health Community support service: Riverside ECHG**

The change that is being assessed in this CIA is specifically a reduction in funding in the service because of the County Councils overall financial position of £41,000 in 2016-17 out of total funding of £178,000. In staffing terms this will mean there will be 1.5 fewer staff than would have been the case without this reduction in funding. In terms of caseload capacity (per week) the expected capacity was 50 -60 people and this will reduce to 37-44. The specific protected characteristic that is being affected is that of disability (mental health).

#### **Service 2. The CRI Homelessness support and street outreach service.**

The current level of funding is £104,000 from the County Council. Cambridge City Council also funds the service (£178,500). The funding from the County Council (but not Cambridge City Council) will be reduced when the service is retendered in April 2016. The funding from the financial year 2016-17 will be reduced by £5,000.

#### **Service 3. The Ferry Project Homelessness Service. Wisbech**

The change that is being assessed in this CIA is specifically a reduction in funding in the service because of the County Councils overall financial position of £5,000 in 2016-17 out of total funding per annum of £ 202,500. The new contract for the service will start on the 1<sup>st</sup> April 2016. It intended that this will be the new funding level (£197,500) as the County Council has to achieve savings. There has however, been positive work undertaken when reviewing the contract to increase the degree of joint working with the Mental Health Services in Wisbech (Cambridgeshire and Peterborough Foundation Trust). Three additional beds in the service have been made available in the service for the specific use of people being supported by the mental health services.

The funding reduction is a small percentage reduction but it will have accumulative effect on the contract as the service will face inflationary pressures and the impact of the living wage. Over the lifetime of the contract (up to 6 years from April 2016).

**Service 4. Metropolitan Housing. Mental Health Supported Accommodation Service.**

Funding for in 2015-16 will reduce by £37,000. Discussions are taking place with the provider as to the best way to achieve this level of savings. The plan is to achieve this by reducing the number of beds at one service (Vicarage Terrace) by 6 beds i.e a reduction from the current 18. The service however has been running with this level of voids for all of financial year 2015-16. The reason is the service is based on the group home model and it is difficult to accommodate people with mental health issues in group homes with shared facilities as one person's ill health and behaviour affects the other tenants. Resources are therefore not being used effectively by the County Council.

**Service 5. Choices counselling service**

The Council has the intention of reducing its funding contribution from April 2015. The reduction would be spread over 2 financial years.

During the Council's business planning process for 2014/15, which required significant savings all contracts were reviewed including Choices. It was not possible to apply a standard reduction across all services as the unit cost of some services cannot be significantly reduced, for example residential care. Therefore an overall approach was taken that gave consideration to several factors such as;

- Was this service a statutory responsibility and delivering a legal duty of the council?
- Was it providing a core service for example supported accommodation?
- Was it a service that delivered against the Health Wellbeing Strategy, Priority Four - Create a safe environment and helping to build strong communities, wellbeing and mental health?
- Had the service already been subject to recent reductions in funding?
- Was the service of good quality delivering recognised outcomes and an effective use of Council resources?

This has meant that reductions have fallen on non core service areas.

The funding of counselling is not a core social care responsibility

The intention now is to reduce the funding over a 2 year period as follows :

April 2015-16 to reduce Council funding by £3925 to £23,147. Note: this has now occurred. April 2016-17 a further reduction of £3925. to £19,222.

It is recognised that this will have a significant impact on the organisation. Giving the early notice to the organisation starting in 2015 and the continuing reduction in 2016 regarding funding reduction gives time to work with the Choices to help manage the impact

**Who is involved in this impact assessment?**

E.g. Council officers, partners, service users and community representatives.

Cambridgeshire CC Commissioning and Contract Managers. Cambridge City Housing Advice Manager, Riverside ECHG Area Manager. Cambridge City Housing Advice Manager. Director Ferry Project. Metropolitan Housing. Cambridgeshire and Peterborough NHS Foundation Trust. The NHS Clinical Commissioning Group commissioning managers, Choices Trustees and Manager.

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability			x
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	

Race		x	
Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex			X ( For Choices service)
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

##### Service 3: The Ferry Project Homelessness Service. Wisbech

There is some positive impact from reviewing the contract and funding. The work reviewing this contract has identified some opportunities to increase the joint working between the Ferry project and CPFT. An additional 3 beds (additional to the contract) have been allocated for the use of people being supported by CPFT and there will be greater liaison between the two services to support people with mental health issues in the rest of the Ferry project. This will have a positive impact on the 'disability' protected characteristic as it increases the support offered to the mental health service user group.

##### Other services covered in this CIA

No positive impact for other services in this CIA

#### Negative Impact

##### Service 1 : Mental Health Community support service ;Riverside ECHG

There is a negative impact for disability as described earlier in terms of a reduction in capacity of the service from supporting 50-60 people to supporting 37-44 people at any one time. This will mean fewer people can benefit from the support.

In terms of mitigating this impact :

1. The service was not yet up to capacity at the time of this reduction so no individuals have been directly affected as all current service users will continue to be supported.
2. The service will still have enough capacity to work with those people most at risk of losing their accommodation as the first priority of the service is to work with homelessness providers and District Councils to help people gain accommodation and be supported to maintain it. This is the target group that has been identified as being most at risk if support is not given and may be admitted to hospital, require further support from psychiatric services or require social care services. This was the priority for this service as set out in the contract for year one 2015-16. There is sufficient capacity for this main role.
3. The part of the service that will be more affected is the year 2015-16 plan of working with primary care. This will be scaled back as a result of this funding reduction although some pilot work can still be undertaken to guide future service development.

##### Service 2: The CRI Homelessness support and street outreach service.

There is a potential negative impact on the protected characteristic of disability as this may lead to fewer staffing hours being available to support users of the service. It also is in addition to a reduction of £10,000 in funding for the service that has already happened in budget year 2015-16.

There are however 2 considerations that will mitigate this and keep the impact low.

1. The service is due to be retendered in 1<sup>st</sup> April 2016. There is potential that the bidders will be able to tender so that direct support hours are unaffected. This cannot be guaranteed but is a realistic possibility.
2. The strongest mitigating factor is that service supports a number of people with mental health issue who have moved into settled accommodation. A new mental health community support service has been commissioned to support people with mental health issue. The CRI service (or the new service provider from April 2016) will be able to transfer people in this category requiring such support to this new service. This will enable CRI to match staff capacity to demand.

### **Service 3: The Ferry Project Homelessness Service. Wisbech**

This is a potential/longer term issue rather than immediate issue. There is no immediate negative impact but this reduction in funding will make it more difficult for the provider to cover staffing costs over the lifetime of the contract. This could affect staffing levels and this will have an impact on the level of support.

Mitigation: The County Council Commissioning Manager will have regular contract review meetings to review the impact. There will continue to be regular meetings with the provider to identify issues.

### **Service 4: Metropolitan Housing. Mental Health Supported Accommodation Service.**

As the affected accommodation beds are vacant then no individuals are directly affected. There will be some negative impact at a County operational level as overall this will represent a reduction in the number of beds available. However there were in reality, vacancies in the service because of its long term unsuitability as people do not wish to live in shared group homes and ill health in one person affects the other tenants sharing the group home. This means that vacancies can be difficult to fill despite the overall accommodation system being under pressure. As the affected accommodation beds are vacant then no individuals are directly affected.

There is a difficult housing supply problem particularly in Cambridge City. There is a risk that as mental health services as a whole are under pressure this could feed through to increased demand for supported accommodation.

If the reduction in funding was available to be recycled within the accommodation service then it could be used to fund more modernised services or increase staffing levels. There is then, an opportunity cost to the reduction in funding, as it reduces the flexibility to redesign other accommodation services.

There are regular meetings with the support provider with the aim of making best use of existing resources. The main challenge will be to match the staffing levels to the lower level of funding as this reduction will have an impact on staffing levels. The provider does however pool the staffing resources across several projects and this gives some flexibility. Vicarage Terrace will be refocused to support people with lower level needs which will be a more appropriate use for the group homes.

### **Service 5: Choices counselling service**

The impact is negative as there will be a reduction in the number of people accessing the service (in particular women) and they will not receive treatment from the service for anxiety/depression and stress brought on by their experiences. There is a negative impact on the sex protected characteristic as the service reduction affects more women than men (of the total of 47 people treated, 41 were women). The service runs a waiting list so this will increase.

The following points are relevant in seeking to mitigate the immediate impact.

1. The reduction is spread over 2 years.
2. The Choices organisation has built up reserves so that continuity of treatment can be made to all people currently in counselling (the timescale is for 2 years of counselling).

**Neutral Impact**

There should not be a specific impact for the other protected characteristics as this is a reduction in capacity .The aims of the service remain the same.

**Issues or Opportunities that may need to be addressed**

Work will be undertaken with the service providers to ensure there is a clear process of prioritising people in most need of the service. There will continue to be regular meetings with the provider to work with them to in order to use remaining resources effectively.

In the case of the CRI contract, how well the service meets demand for support from April 2016 with reduced resources will depend on the quality of the working relationship with the Mental health community support service contract, run by Riverside ( ECHG) as support for some people will be transferred between the services. The County Council Commissioning Manager will work with both services to ensure this is robust.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

The services will continue to have a positive impact on community cohesion as it supports those who are most in danger of being excluded.



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
CFA, Strategy & Commissioning		Name: Chris Rundell, Rebecca Hudson, Judith Davies, Dee Revens  Job Title: Head of Information Management Systems Service, Head of Strategy for Children, Families and Adults Services, Head of Commissioning Enhanced Services, Executive Officer (CFA)  Contact details: 01223 699010
Service / Document / Function being assessed		
Information Management Systems functions, Strategy functions, Commissioning and Procuring functions for Children, Families and Adults Services, SEND cross-directorate savings and Business Support.		
Business Plan Proposal Number (if relevant)	6.401, 6.402, 6.404 6.701, 6.702, 6.703, 6.704, 6.705 (6.618, 6.504)	
Aims and Objectives of Service / Document / Function		
<p>The Information Management Systems Function, Strategy function and Procurement and Commissioning functions support all teams within the children, families and adults directorate.</p> <p>Commissioning Enhanced Services deliver : Assessment, allocation , placement , advice , guidance , training , case management, review and monitoring of provision/contracts children and young people , and adults with LD, who are vulnerable and /or have complex needs</p>		
What is changing?		
<p>Information Management Systems Service - The Business Plan proposes a reduction of £100,000 in the budget of £124,315 for IT Systems development.</p> <p>Strategy Service – The Business Plan proposes a reduction of £126,000 in the budget for the Strategy Service. In 2016/17 this saving will be achieved through and a reduced staffing levels in the Strategy Team and through a restructure of the Information Team, including the Welfare Benefits Advice Team. It will also be achieved through a reduction in funding for Child Poverty.</p> <p>The Business Plan proposes £40k reduction in the budget for Commissioning Enhanced Services - significant reduction in budget will decrease the capacity of the teams to deliver statutory duties and activity detailed above. Monitoring and review will be reduced to emergency/safeguarding issues only and support for other CFAS commissioning will need to cease</p> <p>The Business Plan also proposes savings are realised through bringing together the strategic functions across CFA - £150k, procurement and commissioning functions - £200k, information function - £150k and cross directorate savings to SEND services £250k.</p> <p>Business Support – it is proposed to review business support functions across CFA to standardise systems and processes to build greater flexibility across this workforce - £300k. In addition Business Support savings are proposed in Learning -£30k and Enhanced and Preventative Services -£50k.</p>		



**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Council Officers

The following will be involved in discussing proposed savings

Service Users including children and young people with disabilities and their families, LAC

Parents/Carers

Schools and Governing Bodies

Other SEND Services, Pin point and other parent groups,

Partners i.e. health, districts, providers, Localities, CSC units, LDP, Speaking Out ,Corporate Parenting Board

**What will the impact be?**

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			X
Disability			X
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation			X

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

The bringing together of similar functions across CFA is likely to have a positive impact through closer working arrangements and single direction of work.

**Negative Impact**

The Child Poverty Working Group will continue to drive forward the actions within the Strategy and to work together, aligning resource to improve outcomes for children and families living in poverty.

SEND Cross Directorate savings will have a negative impact on the quantity of free after school time available to children with disabilities at a special school. The proposal is to reduce the Council funded hours from 4 days to 3 days.

Business Support – No direct impact on communities, but the proposals will see support mechanisms change in line with CFA business and with a more centralised approach to business support.

#### Neutral Impact

Information Management Systems Service - There is no foreseeable impact within the timescale of the change. There is a project to identify Information Management System requirements which will seek separate funding depending on the solutions identified.

Strategy Service – The proposed reductions to staffing levels in the Service will not impact on communities but may have impact on transformational change in CFA and thus impact delivery of changed services and provision to service users.

SEND Cross-directorate savings are being made due to the successful delivery of SEND reforms and therefore a reduced need for the SEND Reform Grant that offers financial support for these changes. In addition SEND teams are including income targets in their work by selling services to FE Colleges, schools and other authorities.

#### Issues or Opportunities that may need to be addressed

Information Management Systems function - If there are new requirements for reporting or service delivery affecting people with the defined characteristics which emerge in the course of the year, and which require system development, this reduction may affect our ability to respond.

Commissioning Enhanced Services – There will be a review of how teams deliver functions and innovate to reduce administration time and provide as much focus directly on children and young people

Strategy Service – changes and reduction may impact on support for transformational change. Bringing together all strategy roles will help reduce duplicated effort and streamline processes.

Business Support – there will be a review of functions as a whole for business support, but specialisms will still need to be maintained within services were required.

#### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

These savings will not directly impact community cohesion

## **Children and Young People's Committee CIAs**

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children Families and Adults		Name: Rebecca Wilshire
Service / Document / Function being assessed		Job Title: Head of Service – Access and SFSS
Children's Social Care - Family Support Service's		Contact details: 01480 379794
Business Plan Proposal Number	A/R.6.303	Approved 16/10/15
Aims and Objectives of Service / Document / Function		
<ul style="list-style-type: none"> <li>- To bring together, Supervised Contact (SC) and Specialist Family Support Services (SFSS)</li> <li>- To make the necessary savings of 100K over next two years</li> <li>- To strengthen the services and maximise effectiveness following resource reductions</li> <li>- To ensure delivery of these services remain at the forefront for children services.</li> </ul>		
What is changing?		
<p>Currently within Children's Social Care (CSC) we had two separate family services:</p> <ul style="list-style-type: none"> <li>- SFSS – which provides outreach, parenting support, crisis support edge of care services to enable children to remain at home with their families when intensive support is needed</li> <li>- SC – who provides a structured and safe contact for children to have with their families when they are no longer able to live with them.</li> </ul> <p>The two services work across all CSC functions; each service has a separate manager and each was overseen by a separate Head of Service (HoS). The change proposed is to achieve efficiencies by bringing together the individual SFSS and SC services to form one new service, with one manager and one Head of Service managing and overseeing the service. Aligning the services in this way will enable workers with the opportunity to work across the functions and in doing so, will allow them to develop their skills further. For example, each service had a bank of relief workers, by combining the service we strengthen our relief pool further and allow them the opportunity to strengthen and widen their skills also.</p> <p>This did require changing the current management structure and roles and has led to a change in title to ensure the role fit the job undertaken.</p> <p>The SFSS service will retain the same level of functionality and will support children and their families as they do now. This service is the only service in Cambridgeshire that works 8-10pm, weekends and will support families in an emergency/crisis. Therefore we have to retain this service in its entirety to ensure children are safeguarded. Without this support, the number of looked after children would increase and children would be more at risk.</p> <p>The savings being proposed would have had an impact on service delivery within Supervised Contact, the integration of the SC and SFS, if to strengthen the functionality and make the service as effective and still meet the savings.</p> <p>As the Team Manager and a Duty Worker had already resigned before the consultation around service integration, these posts will not be recruited to and therefore meet the savings requested</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		

SC Manager and SFSS Manager – involved around Budgetary targets prior to consultation  
 SFSS Manager  
 Head of Service in LAC  
 York Consultancy completed a Budget Analysis Evaluation on SFSS  
 All staff in children social care as part of the Consultation to integrate SFSS and SCT

### What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

The proposed change will make the transition of children, adults and families more seamless and work more effectively.

Bringing together services under 'one umbrella' will mean there will be one referral point and all referrals will be managed within the SFSS existing allocation. This means that they can ensure all areas are considered and strengthen when allocating a case to a service.

Children who are looked after but have a rehabilitation home plan will be worked with more effectively within one service

Working more closely, the families which can often cross over all three services will have a more consistent approach and potential for the same worker to provide continuity. Again this will ensure all the above positives are present and strengthen further.

#### Negative Impact

No negative impact

#### Neutral Impact

Access to services on the basis of disability, gender reassignment, marriage, civil partnerships, pregnancy, maternity, race, sex, sexual orientation, rural isolation, deprivation and religion or belief would not change as a result of the proposals.

**Issues or Opportunities that may need to be addressed**

There is an opportunity for the workforce within these two services to strengthen; the skills and experience of the workforce will be enhanced as they would be working potentially across services when this is required. There may be a need for training (in house) to ensure development of workforce.

There was a reduction in the number of management posts. However, this was due to resignation and tis post will form part of the savings

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

This proposal does not impact community cohesion.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
CFA - Children's Social Care		Name: Tracy Collins .....
Service / Document / Function being assessed		Job Title: Head of LAC .....
Fostering and Adoption – Allowances for : Special Guardianship orders Child Assessment orders Adoption Allowances		Contact details: tracy.collins@Cambridgeshire.gov.uk.  Date completed: 10 October 2015 .....  Date approved: 15/10/15.....
<b>Business Plan Proposal Number (if relevant)</b>	<b>6.305</b>	
Aims and Objectives of Service / Document / Function		
<ul style="list-style-type: none"> <li>As a LA clarifying the guidance and governance of the process by which the council exercises its discretion in determining requests for financial support for Special Guardianship Order's (SGO'S), Child Assessment Orders (CAO's) and Adoption represent a significant way in which the long term permanent future for children and young people can be supported without the child remaining looked after.</li> <li>The Council does make payments under certain circumstances. It has been identified that a more consistent decision making process is required. This will make the available financial support much clearer to family members considering taking up of SGO or CAO.</li> <li>It is also likely to achieve funding reductions for the authority and better financial planning</li> <li>This will be associated with a much clearer understanding of those families that may require additional longer term financial support.</li> </ul>		
What is changing?		
Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.		
<u>Special Guardianship Orders</u>		
<p>Subject to final advice from the Legal department, the payment of SGO allowances following the making of an order by the court in respect of the child will be for a maximum period of two years. The payment is made to support the permanent carers in making the transitional arrangements for taking on the care of the child. It is intended to provide the carer with sufficient time to make any financial adjustments necessary in becoming the permanent carers for the child.</p> <p>The payment will be reviewed on a regular basis, this may result in a gradual reduction or a continuation of payment at the existing rate. After the maximum period of two years it is the expectation of the council that the child will be financially supported in the same way as any other child living with their family or permanent carer- namely through employment supplemented by benefits including child tax credits, child benefits, housing benefits, disability living allowance or through the benefits system during any time of unemployment.</p> <p>Payment of an allowance will only continue beyond a two year period in exceptional circumstance where an assessment by children services has established that the child will be likely to suffer significant harm unless eligibility to receive the allowance is extended for a further limited period.</p>		
<u>Child Assessment Orders</u>		
<p>These orders came into force in 2014 replacing Residence Orders. The Council is now clarifying its position on financial support.</p> <p>Where a child's foster carer applies successfully for a Child Arrangement Order with the support of the County Council, the County Council will provide a Child Arrangements Order Allowance for up to two years. As with the SGO payment the allowance will be kept under review. After a maximum period for two years the allowance would cease completely unless there were exceptional arrangements that required continuation of the payment for a</p>		

further defined period of time.

Where a Child Arrangements Order is made in favour of a relative in private law proceedings, it will be unusual for an allowance to be paid unless the order has been applied for with the County Council's support as a clear alternative to Care Proceedings.

### **Adoption Allowances**

The adoption support regulations provide clear guidance on the circumstances under which the council should consider adoption support. They do not carry time limits but the conditions must continue to apply. The council will rigorously implement procedures that reflect the monitoring and implementation of the regulations.

However, where the adoptive parent previously fostered the child they are adopting, and they received an element of remuneration in the financial support paid to them as the child's foster parent, the local authority may continue to pay that element of remuneration for a transitional period of up to two years from the date of the adoption order. These payments can continue for longer than two years if the local authority considers the case to be exceptional. The purpose of the transitional provision is to enable local authorities to maintain payments to foster parents who go on to adopt, at the same rate as they received when they were fostering the child. This is intended to give the family time to adjust to their new circumstances

The procedures will be updated and embedded. These arrangements will be published in an accessible form on the public facing website of the council.

### **Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

- Council Officers including Members.
- LGSS – legal advice have been sort regarding legal Statute and Regulation

### **What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.



**Positive Impact**

For permanent carers who may be eligible for financial support from the council there will be a transparent process by which they can understand and receive appropriate payment.

The Council will reduce its expenditure on this area of activity through providing more certainty and ensuring that any allowances are appropriate and are only provided for eligible beneficiaries.

**Negative Impact**

The rigorous implementation of the recommendations may deter some potential carers. However, from a child centred perspective this may be appropriate if financial reward is the overriding motivational factor for the some carers.

The changes will require a review of the cases in receipt of allowances for more than two years to ensure that the need for the payment is still required. The changes will be communicated to all those in receipt of allowances.

**Neutral Impact**

For those carers who currently receive an allowance payment this will be reviewed and decisions will be made both on need and clarification and what undertakings were made by the council at the time of the order.

**Issues or Opportunities that may need to be addressed**

Communication will be key as this approach will create additional anxieties for some carers in receipt of an allowance and could potentially impact on placement instability.

There may be a decline in the number of Special Guardianship Order being applied for if the financial support is not guaranteed beyond the two years.

Policy changes may attract local media coverage.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

This change will be associated with a much clearer understanding of those families that may require additional longer term financial support. It supports our intent to support children wherever possible in their community and family.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children, Families and Adults Services		Name: Richard Holland .....
Service / Document / Function being assessed		
Disabled Children's Service , Children's Social Care		Job Title: Head of Service (Disabled Children) .....
Business Plan Proposal Number (if relevant)	6.306	Contact details: 01223 706344 ..... Approved 16/10/15
Aims and Objectives of Service / Document / Function		
To provide statutory Social Care and Short Break Services for Disabled Children and Young People		
What is changing?		
<p>For 2015/16 the overall budget for the Children's Disability Social Care Service is £5,711,000. As part of a planned reduction in budgets there is a saving of £200,000 to be achieved in 2016/17 for the Disabled Children's Social Care Service. This follows on from a reduction of £250,000, 2013/14 £270,000 in 2014/15 and £183,000 in 2015/16.</p> <p>Reductions in budget to date have been achieved alongside the implementation of Personal Budgets within a Self-Directed Support Framework. There has been a move away from a reliance on expensive specialist services to an imaginative use of Direct Payments and activities. Flexibility of budget use has also been facilitated wherever possible by a move away from block contracts to spot purchase frameworks. Overall a continued increase in the demand for services has been achieved with reducing budgets by reducing the average cost of supporting individual disabled children in the community. The budget reduction for 2016/17 will be achieved through a continuation of this process.</p> <p>It should be noted that because of previous success in implementing this approach this has become increasingly difficult to achieve and a limit to this form of saving may have been reached. For example, over 60% of the children and young people supported receive a Direct Payment for either all or part of their service. Similarly, at the end of September 2015 for the 628 children supported through the Short Break Local Offer the average annual cost was down to £856 per child.</p>		

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

This impact assessment has been led by officers. Pinpoint the parents' forum for disabled children and young people is aware of the reductions. They have previously voiced concerns about the continued process of reducing budgets year on year for this service.

Their challenge now is that the reductions represent a decision by the Council to breach its responsibilities in respect of implementing the Short Break Duty Regulations.

<http://www.legislation.gov.uk/ukxi/2011/707/made>

During October 2015 parents will be aware of savings having to be made without any detail through 5 network meetings that are taking place across the County. Staff attending the meetings will have the following brief that has been shared in advance with pinpoint:

We are exploring all options and if we can make savings whilst maintaining the level of support to families then we will, but it is becoming increasingly difficult to do so given the scale of savings required.

If parents and pinpoint can see areas where savings could/should be made then we'd really welcome their views as they will have views on which aspects of service they particularly value and which are perhaps considered to be less essential.

**What will the impact be?**

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability			X
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			X
Deprivation		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

Budget reductions in 2013/14, 2014/15 and 2015/16 have been successfully achieved through the flexible support arrangements that have been developed and implemented for disabled children and young people in Cambridgeshire.

The funding reduction for 2016/17 will build upon this work.

**Negative Impact**

There is a continued increase in demand for the number of families of disabled children seeking support from the service. No additional funding has been made available to support demographic growth in respect of this client group. A point will be reached where it is not possible to continue reducing the unit cost of support to counterbalance the increased numbers of children and reducing budget.

It is probable that the reduction will be followed by complaint and legal challenge that the Council is breaching its

legal duties under Government Regulations in respect of the Short Break Duty for Disabled Children.

The reductions are also likely to focus on disabled children receiving the Early Help Short Break Duty Offer. This is a group identified in the draft CFA Commissioning Strategy as a 'preventative' group that should be prioritised for support to avoid further escalation of need.

The reductions in community based support for disabled children will also make it more likely that needs will escalate and a proportion of those children affected will go on to need more expensive provision.

In terms of rural isolation the continuing reduction in budgets make it harder to be flexible in counteracting the impact for families living in less well served areas.

#### **Neutral Impact**

This proposal specifically impacts on disabled children and their families but it has only neutral impacts on the following: age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, deprivation.

#### **Issues or Opportunities that may need to be addressed**

The service provides statutory social care and short break services and has published access and eligibility criteria. With the implementation of the Children and Families Act 2014 in September 2014 and the greater requirement to facilitate access to support for children and young people with SEND the demand for support is likely to increase.

The year on year reductions to the service makes it increasingly difficult to respond to this challenge.

### **Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

The Children's Disability Service supports approximately 1,000 disabled children and young people in Cambridgeshire at any one time. The emphasis of support in recent years has enhanced the level of community presence and community engagement for disabled children and young people. Many of these disabled children and young people would not share the community experience of their disabled peers without the support that is provided by the Children's Disability Social Care Service.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children, Families and Adults Services		Name: Sarah-Jane Smedmor
Service / Document / Function being assessed		Job Title: Head of Service Safeguarding and Standards
Safeguarding and Standards Children Social Care		Contact details: 01223 699920
Date completed: 19/10/15		
Business Plan Proposal Number (if relevant)	6.307	
Aims and Objectives of Service / Document / Function		
To provide statutory Social Care Services to review, scrutinise and challenge the plans for vulnerable children and Looked After Children.		
What is changing?		
Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.		
<p>Between July 2014 and July 2015 the Safeguarding and Standards Unit convened 840 child protection conferences across Cambridgeshire. This is on average 70 meetings a month but has peaked at 82 meetings. These conferences need to accommodate parents and sometimes children and up to twenty multi agency professionals. The purpose of the meeting is to consider if a child is at risk of or likely to be at risk of significant harm in the care of their parents or immediate care provider.</p> <p>As there is currently no priority booking for child protection conferences within County Council offices, conferences have been booked in multiple non council venues across the County. These venues have not always provided the required levels of space and confidentiality for children and their families and professionals for these highly sensitive meetings. Being located away from County Council Offices can also leave staff vulnerable as these meetings are often fraught as they are anxiety provoking for parents.</p> <p>There are two sets of costs implicit in the current arrangement- that of venue hire £25,000 per annum and travel time for child protection conference chairs and minute takers- £54,350 per annum, in total nearly £80,000 per annum.</p> <p>Senior Management Team have agreed in principle for all child protection conferences, where possible, to be held in the main County Council Offices. This will ensure a safe and confidential meeting for families and professionals and significantly reduce the cost implications, as venue hire and travel and mileage time will significantly decrease. This would result in significant savings of nearly 50% of the allocated budget, £40,000 per annum.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p>This impact assessment has been led by officers. Children and their families who attend child protection conferences have offered feedback and chairs of child protection conferences and minute takers have been consulted.</p> <p>Cambridgeshire County Council Senior Management Team agreed the proposal on 12<sup>th</sup> October 2015.</p>		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation	X		
Deprivation	X		

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

Child protection conferences will be held in safe and secure environment, which will be beneficial for staff as they are based in these venues, cutting their travel time and mileage costs. Venues will meet the needs of the children and families as their confidentiality will be safeguarded and the meeting rooms will be spacious enough for a large conference.

This model will generate saving of £40,000 per annum.

**Negative Impact**

There are no identified negative impacts.

**Neutral Impact**

Continuous feedback is sought from children and young people and their families as to how the child protection conference process can be improved.

**Issues or Opportunities that may need to be addressed**

The Local Safeguarding Children Board is fully supporting the plan to bring all conferences where possible, into CCC venues. It is widely recognised that these sensitive meetings may pose potential risks for multi-agency professionals if families become distressed. This plan will safeguard as much as possible against these risks. This may require partner agencies to travel further for conferences which has been acknowledged by the Local Safeguarding Children Board.

A review of the new venues arrangement will be continuously reviewed through the Local Safeguarding Children Board.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

There are on average 350 children and young people in Cambridgeshire subject of a child protection plan at any one time. The emphasis must be on these children being offered the safeguards they should expect, as with their peers in the community.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
CFA, Strategy & Commissioning		Name: Chris Rundell, Rebecca Hudson, Judith Davies, Dee Revens  Job Title: Head of Information Management Systems Service, Head of Strategy for Children, Families and Adults Services, Head of Commissioning Enhanced Services, Executive Officer (CFA)  Contact details: 01223 699010
Service / Document / Function being assessed		
Information Management Systems functions, Strategy functions, Commissioning and Procuring functions for Children, Families and Adults Services, SEND cross-directorate savings and Business Support.		
Business Plan Proposal Number (if relevant)	6.401, 6.402, 6.404 6.701, 6.702, 6.703, 6.704, 6.705 (6.618, 6.504)	
Aims and Objectives of Service / Document / Function		
<p>The Information Management Systems Function, Strategy function and Procurement and Commissioning functions support all teams within the children, families and adults directorate.</p> <p>Commissioning Enhanced Services deliver : Assessment, allocation , placement , advice , guidance , training , case management, review and monitoring of provision/contracts children and young people , and adults with LD, who are vulnerable and /or have complex needs</p>		
What is changing?		
<p>Information Management Systems Service - The Business Plan proposes a reduction of £100,000 in the budget of £124,315 for IT Systems development.</p> <p>Strategy Service – The Business Plan proposes a reduction of £126,000 in the budget for the Strategy Service. In 2016/17 this saving will be achieved through and a reduced staffing levels in the Strategy Team and through a restructure of the Information Team, including the Welfare Benefits Advice Team. It will also be achieved through a reduction in funding for Child Poverty.</p> <p>The Business Plan proposes £40k reduction in the budget for Commissioning Enhanced Services - significant reduction in budget will decrease the capacity of the teams to deliver statutory duties and activity detailed above. Monitoring and review will be reduced to emergency/safeguarding issues only and support for other CFAS commissioning will need to cease</p> <p>The Business Plan also proposes savings are realised through bringing together the strategic functions across CFA - £150k, procurement and commissioning functions - £200k, information function - £150k and cross directorate savings to SEND services £250k.</p> <p>Business Support – it is proposed to review business support functions across CFA to standardise systems and processes to build greater flexibility across this workforce - £300k. In addition Business Support savings are proposed in Learning -£30k and Enhanced and Preventative Services -£50k.</p>		



**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Council Officers

The following will be involved in discussing proposed savings

Service Users including children and young people with disabilities and their families, LAC

Parents/Carers

Schools and Governing Bodies

Other SEND Services, Pin point and other parent groups,

Partners i.e. health, districts, providers, Localities, CSC units, LDP, Speaking Out ,Corporate Parenting Board

**What will the impact be?**

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			X
Disability			X
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation			X

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

The bringing together of similar functions across CFA is likely to have a positive impact through closer working arrangements and single direction of work.

**Negative Impact**

The Child Poverty Working Group will continue to drive forward the actions within the Strategy and to work together, aligning resource to improve outcomes for children and families living in poverty.

SEND Cross Directorate savings will have a negative impact on the quantity of free after school time available to children with disabilities at a special school. The proposal is to reduce the Council funded hours from 4 days to 3 days.

Business Support – No direct impact on communities, but the proposals will see support mechanisms change in line with CFA business and with a more centralised approach to business support.

**Neutral Impact**

Information Management Systems Service - There is no foreseeable impact within the timescale of the change. There is a project to identify Information Management System requirements which will seek separate funding depending on the solutions identified.

Strategy Service – The proposed reductions to staffing levels in the Service will not impact on communities but may have impact on transformational change in CFA and thus impact delivery of changed services and provision to service users.

SEND Cross-directorate savings are being made due to the successful delivery of SEND reforms and therefore a reduced need for the SEND Reform Grant that offers financial support for these changes. In addition SEND teams are including income targets in their work by selling services to FE Colleges, schools and other authorities.

**Issues or Opportunities that may need to be addressed**

Information Management Systems function - If there are new requirements for reporting or service delivery affecting people with the defined characteristics which emerge in the course of the year, and which require system development, this reduction may affect our ability to respond.

Commissioning Enhanced Services – There will be a review of how teams deliver functions and innovate to reduce administration time and provide as much focus directly on children and young people

Strategy Service – changes and reduction may impact on support for transformational change. Bringing together all strategy roles will help reduce duplicated effort and streamline processes.

Business Support – there will be a review of functions as a whole for business support, but specialisms will still need to be maintained within services were required.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

These savings will not directly impact community cohesion

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
CFA Learning/0-19 Place Planning & Organisation Strategy & Commissioning /Commissioning Enhanced Services		Name: Hazel Belchamber, Judith Davies  Job Title: Head of 0-19 Place Planning & Organisation, Head of Commissioning Enhanced Services
Service / Document / Function being assessed		Contact details: 01223 699775, 01223 729150
Mainstream Home to School/College Transport Policy  SEND Transport		Date completed: 7 October 2015  Date approved:
Business Plan Proposal Number (if relevant)	6.403, 6.410 , 6.611	
Aims and Objectives of Service / Document / Function		
<ul style="list-style-type: none"> <li>To ensure that children and young people of statutory school age are able to get to school on time and safely</li> <li>To ensure that the County Council meets its statutory duty to provide free transport for children aged 5-8 living more than two miles from their designated school and for those aged 8-16 living more than three miles from their designated school</li> <li>To ensure young people of secondary school age living in low-income families know about their entitlement to free transport to one of their three nearest qualifying secondary schools, where they live between 2 and 6 miles of that school</li> <li>To ensure young people of secondary school age living in low-income families know about their entitlement to their nearest denominational school where their parents have expressed a preference for such a school based on their religion or belief</li> <li>To provide parents and young people with the opportunity to appeal against a decision not to grant them assistance with transport to school or college</li> <li>To ensure access to further education and learning for students aged 16-19 (s509AB of the Education Act 1996) and to apprenticeships and traineeships including travel to and from the place of learning or work placement</li> </ul> <p>In exercising its duties the Council must have regard to the following:</p> <ul style="list-style-type: none"> <li>The needs of the most vulnerable or socially excluded.</li> <li>The needs of young people with learning difficulties and/or disabilities (these must be documented in the Council's transport policy statement in accordance with s509AB of the Education Act 1996)</li> <li>Those vulnerable to becoming NEET (Not in Education, Employment or Training).</li> <li>Young parents – Care to Learn</li> <li>Those in particularly rural areas</li> </ul> <p>In addition, under the Public Sector Equality Duty (PSED) contained in s149(1) of the Equality Act 2010 the Council must ensure that it has demonstrated due regard to the following:</p> <ul style="list-style-type: none"> <li>The need to <b>eliminate unlawful discrimination</b>, harassment, victimisation and any conduct prohibited in the Act.</li> <li>The need to <b>advance equality of opportunity</b> between persons who share a relevant protected characteristic and those who do not.</li> <li>The need to <b>foster good relations</b> between persons who share a protected characteristic and those who do not.</li> </ul>		

SEND Transport - The Local Authority must adhere to the legislation requiring the Local Authority to make suitable arrangements to transport children and young people with EHC Plans and Statements to Local Authority identified schools and colleges. However, there is also a requirement within the Business Plan to achieve a savings target of £399K.

#### **What is changing?**

Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.

It is proposed to cease to provide financial support to any new student over the age of 16 (the statutory school leaving age), including those living in low income households, but not those with special educational needs and/or disabilities who qualify for assistance under the Council's policy, beginning a course of study effective from 1 September 2016.

Unlike the duty to provide free transport for those children aged 5-16 who meet eligibility criteria, the Council, is not required under s509AA of the Education Act 1996 to provide free transport to students once they reach age 16 and are no longer, therefore, of statutory school age. However, it must exercise its power to provide transport or financial support reasonably, taking into account all relevant factors.

A wide-ranging consultation process will need to be undertaken to ensure that all those who would be affected by the proposed change have the opportunity to express their views. In particular, the Council will need to ensure that views are sought and taken into account from those young people living in low income households ( identified through entitlement to free school meals and pupil premium) and by schools or through the Council's RONI as being vulnerable to becoming NEET, are made aware of the proposed changes.

#### **SEND Transport - A number of changes are being proposed to achieve savings of £399K**

- The LA will consult on ending free post 16 SEN transport for those on low income and introduce a contribution to travel costs. This will be at a lower rate than that for other post 16 SEND students and will deliver savings. This will mean that all students' post 16 who are eligible for SEN transport will make a contribution to the cost of the transport the LA arranges on their behalf.
- The LA will seek savings through the introduction of personal budgets (PB) to replace mileage payments but extend the take up across a wider cohort with a target of take up of 15 % ( of single occupancy taxis ) in the first year and then 5% in subsequent years for 5 years. The aim of the PB will be to introduce a flexible scheme that ensures that parents and young people are incentivised to make more cost effective arrangements
- 300 current SEN routes will be retendered over 2015/16 with the aim that new contractors are encouraged into the market and deliver better value for money but provide the level of quality and safety required by the LA.

#### **Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Council officers, Local Members, parents/carers and students who would be affected (those currently in Year 11 and below) transport operators and post-16 providers, some of whom organise and manage their own transport contracts.

Children and young people with disabilities and their families, Schools, Other SEND Services, Pin point, Partners i.e. health

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			x
Disability			x
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			x
Deprivation			x

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

- The changes may prompt more independent travel and improve better outcomes for young people.
- PBs may appeal to some parents to have a lump sum to transport children themselves.
- A benefit of PBs could be that parents feel more involved in their child's learning and school life when they bring their child to the school
- Parents from other LAs operating PBs report that transporting their own children to school has led to meetings with other parents that have children with similar needs and this has led to opportunities for peer support and socialising
- Children may be supported to develop independent travel skills which prepare them for life outside school and adulthood if parents choose to take them to school by methods such as public transport or cycling
- Community resilience may be encouraged in situations where parents cooperate and pool their children's PBs e.g. Cooperation with a local community transport or community car scheme.
- Parents and young people are empowered to make decisions about their child through increased choice

**Negative Impact**

This change of policy would affect all new post-16 students except those with special educational needs and/or disabilities who meet the Council's eligibility criteria for assistance. In addition, in cases where a young person has reached the age of 16 before they start Year 11 (the final year of statutory education), for example as a result of time lost due to illness, or where a decision was made earlier in their education to delay their transfer from one year group to the next, free transport will continue to be provided to enable them to complete their statutory education provided they meet the eligibility criteria for transport.

As the Council was providing free transport for post-16 students living in low income families\* up until September 2015, a decision to withdraw all financial support only a year later could be expected to have the greatest affect on these most vulnerable students. It could prove to be a significant disincentive to them taking a decision to continue their education and learning once they are no longer of statutory school age, leading to a potential increase in the number Not in Employment of Education (NEET). This could be compounded by the Business Plan proposal to reduce funding for schools' support for Key Stage 4 pupils at risk of not participating in post-16 provision.

In mitigation, the change would only affect new students, not those who have already commenced a course of study. In addition, the most vulnerable students (those in care, care leavers and those who qualify for income

support in their own right) are eligible for a post-16 bursary of £1,200 a year. Discretionary bursaries for those facing genuine financial barriers including with the cost of transport can expect to receive around £800 per year. Such bursaries are administered by schools and colleges directly, and they can be used to pay for transport costs.

The change could have a disproportionate impact on students living in rural areas of the county which are less well served by public/commercial bus services and routes. This could be compounded by Business Plan proposals being developed by the Environment and Economy Directorate to reduce financial support for contracted bus services.

It could also have a disproportionate impact on students living in low income households in rural areas who also have a diagnosed long-term medical condition which prevents them walking to their nearest designated pick up/drop off point for transport or to their nearest appropriate centre.

This change in policy would also affect post-16 providers. It could reduce the number of young people taking the decision to continue to study full-time on completion of their statutory schooling. This could lead providers to reduce the number and type of courses on offer and adversely affect the financial and educational viability of some of them, particularly school sixth forms.

There would also be a negative impact on those post-16 providers who organise and manage their own transport contractors who receive reimbursement from the Council for those students using their transport who qualify for assistance under the Council's policy. The Council could face claims for compensation for lost revenue.

\*Defined as those who qualify for Income Support, Income-based Jobseeker's Allowance, Income Related Employment and Support Allowance, Support under Part VI of the Immigration & Asylum Act 1999, Guarantee element of State Pension Credit or holds the NHS Tax Credit Exemption Certificate.

SEND Transport - Some low income families may find that they are unable to afford to pay termly fees in one off payment for post-16 transport. To mitigate this officers will explore flexible payments e.g. monthly. Officers will ensure that they have details of all the bursaries available from post 16 colleges / schools to help with travel costs. This information will be published in the local Offer.

There needs to be close monitoring of attendance to be sure that changes are not leading to more young people being NEET or an increase in non-attendance at post 16 settings.

#### **Neutral Impact**

There is no foreseeable impact

#### **Issues or Opportunities that may need to be addressed**

The Department for Education has confirmed that post-16 transport legislation gives local authorities the discretion to determine what transport and financial support is necessary to facilitate young people's access to education or training and apprenticeships and traineeships. Those arrangements do not have to include free or subsidised transport but they must be reasonable, and take all relevant factors into account - because the availability and cost of transport can have an impact on whether young people continue to participate post-16 learning.

Should the Council adopt a policy that it would no longer provide any form of financial assistance for post-16 students there would no longer be a need to offer a right of appeal and for those appeals to be heard by a member service appeal panel as the panel would have no longer have a mandate from full Council to consider the individual circumstances of a case and, where they felt appropriate, agree transport support.

However, it would be both necessary and appropriate to regularly review and assess the impact of such a change in policy to determine whether the number of young people who are NEET is increasing as a result.

Such a change would also be expected to reduce operational demands on both the 0-19 Planning & Organisation Service within Children's, Families and Adults and on the Social Education Transport Team (SETT) within Passenger Transport as staff currently have to assess and determine eligibility for assistance based on the criterion of students attending their nearest appropriate centre. Officers also have to respond to requests for appeals, prepare for and present cases at appeal hearings.

SEND Transport - There is a possibility of the inappropriate use by families of a Personal Budget and therefore

there needs to be close monitoring of the use of the budget. There needs to be sufficient interest in PBs to ensure savings are realised. Therefore good communication and marketing of the scheme needs to be in place. The LA will coproduce the scheme with parents and young people

Explore within the EHCP meeting the opportunity for a Personal Budget.

### **Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

There is no impact upon community cohesion



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area	Officer undertaking the assessment
Children, Families and Adults Services	Name: Judith Davies
Service / Document / Function being assessed	Job Title: Head of Commissioning Enhanced Services
<b>Keeping Families Together: The Placements Strategy for Looked After Children (LAC)</b>  The Placements Strategy provides the strategic framework for planned changes and activity across Children's Services relating to our arrangements for children looked after. The scope covers a large number of individual work streams and projects, some of which already have their own impact assessments and some which may require a specific assessment as plans are refined.  <b>Business Plan Proposal Number 6.406, 6.407</b>	Contact details: 01223 729150  Approved 22/10/15
Aims and Objectives of Service / Document / Function	
The scope of the strategy covers the following outcomes: <ol style="list-style-type: none"> <li><b>Families are supported to stay together</b></li> <li><b>Risk is managed confidently and support is provided for families at the edge of care</b></li> <li><b>Children remain in education</b></li> <li><b>Placements for children are in county and with a family</b></li> <li><b>Children are moved through the care system quickly</b></li> </ol>	
What is changing?	
<p>This strategy is about supporting families to stay together to reduce the number of children becoming looked after in Cambridgeshire over the next 5 years, on minimising the time children spend in care and therefore reduce the expenditure on care arrangements for children and young people. As corporate parents our first duty is to prevent children from being harmed. We retain our commitment to providing children who do become looked after with care arrangements and placements which fully meet their needs.</p> <p>The decreasing availability of resources means we must reduce both numbers of children in care and the expenditure on the support we provide. This strategy is part of the long term strategic business planning work being undertaken across all areas of the County Council to ensure our finances are sustainable and requires a fundamental shift in meeting the needs of children and families at risk.</p> <p>The overarching vision for services in 2020 is that "children, families and adults in Cambridgeshire live independently and safely within strong and inclusive networks of support. Where people need our most specialist and intensive services, we will support them."</p> <p>For children at risk of harm the network of support will include schools, emergency services, health partners, community groups and families working together to make plans that keep children safe and independent.</p> <p>Within the context of this overarching framework for CFA, this Strategy sets out in detail how we will support families to stay together in the interests of children and how we will provide care most cost-effectively where children cannot live safely with their families.</p>	



**Proposed budget and savings targets**

Total budget requirement in 16/17 will reduce by £2,774,402

The 15/16 forecast outturn is:

	2015/16		2016/17	
	Number of service users	Total budget requirement	Number of service users	Total budget requirement
Residential - disability	3	319,035	3	307,316
Residential schools	9	860,382	8	833,383
Residential homes	27	3,953,810	25	3,740,570
Independent fostering	244	9,801,239	166	6,704,372
Supported Accommodation	20	1,022,893	19	991,269
16+	7	155,906	6	151,086
In house fostering	111	1,076,662	175	1,701,488
Kinship	32	347,723	31	336,972
In house residential	14	1,587,888	16	1,587,888
Concurrent adoption	6	103,769	5	100,561
<b>TOTAL</b>	<b>472</b>	<b>19,229,308</b>	<b>455</b>	<b>16,454,906</b>

A LAC population of 535 by the end of 15/16 will need to be achieved. A further reduction to 516 on average for 16/17 is needed. LAC rate at October 2015 is 573.

FY	0-18	LAC			Previous prediction
	Population	Population	LAC Rate	Placements	
2015/16	140,900	535	38.0	472	554
2016/17	143,300	516	36.0	455	578
2017/18	145,900	487	33.4	430	604
2018/19	148,800	482	32.4	426	630
2019/20	151,700	464	30.6	410	658
2020/21	154,700	453	29.3	400	687

By 2021 a target LAC population of 453 is expected. This is an overall a reduction of 15.32%

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

When the project was first established, the following groups were involved in analysing the impact on the community:

**Council Officers:**

- LAC Commissioning Board – includes project leads for each activity of the programme.
- Children, Families and Adults Management Team (CFA MT)- strategic oversight of the project

**Service Users:**

- Young People

**Service Providers:**

- Voluntary and Community Sector Organisations
- Schools
- Carers
- Providers

**Other Stakeholders:**

- Members

This update was written by the Project Manager managing the strategy, and approved by the Head of Commissioning Enhanced Services in Children, Families and Adults.

**WHAT WILL THE IMPACT BE?**

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			x
Disability			x
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive or negative impact please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored.

**Positive Impact**

The strategy's purpose is to improve the lives of children, either through supporting them to stay with their families or in cases where this isn't possible by ensuring all children have positive experiences in care.

Disability: The intention is that the new strategy will include the development of new in-county provision for children with both physical and learning disabilities. This will have a positive impact by reducing the need to find placements for such children a long way from their families and communities.

**Neutral Impact**

There will not be a significant or specific impact on these characteristics as a result of the strategy.

### Negative Impact

The LA will be managing higher levels of risk with children expected to remain in dysfunctional homes for longer periods of time with exposure to greater risk than previously considered acceptable. Our workforce will need to develop to better manage these risks and become more resilient.

Greater reliance will be placed on early help services, to harness community and extended family resources and on specialist services offering targeted intervention in order to enable children to remain in their homes. This will place considerable strain on the system requiring us to offer help to only the most vulnerable.

The expectation will be that children with disabilities remain at home and in local schools and this may result in family breakdown. We will need to ensure we enhance our support offer to these families to reduce the risk of this happening.

More 16+ young people will be expected to remain within their families with the possibility of more NEET and sofa surfing. Specialist services will need to ensure that extended family and community solutions are brokered to mitigate this

### Issues or Opportunities that may need to be addressed

#### Groups affected:

1. Children & Young People between ages of 0 and 19, in particular:
  - LAC
  - Children in need or with a child protection plan
  - Vulnerable children with additional needs which mean they are at an increased risk of coming into care
  - Children with disabilities
  - Children at risk of exclusion from school
  - Children between the ages of 16 and 18 presenting to Social Care as homeless
  - Care leavers
  - Relinquished babies
2. Parents and Families in need
3. Staff across Children, Families and Adult Services, in particular those working in the following areas:
  - Children's Social Care (especially the Looked After Children's Service)
  - Enhanced & Preventative Services (especially those involved in parent and family support)
  - Access to Resources Team
4. Existing service providers – particularly IFA's will home significantly fewer children as a result of the revised targets for fostering placements, requiring 70% of all placements to be made through the in-house fostering service.
  - There will need to be fewer children in care
  - More children in care will be placed in Cambridgeshire rather than out of county or at a distance from their community and this may not deliver the provision that best meets their needs
  - A greater proportion of children in care will need to have placements with in-house services rather than with private providers and these may not offer stability or be forthcoming
  - LAC will be given clearly planned journeys through care with no drift in care planning and fewer changes of placement.
  - Children leaving care will need to be able to live more independently and will need the skills to allow them to cope when they reach adulthood.
  - The Council will need children coming into care to be planned and not through emergencies which are expensive and often out of authority
  - We need fewer vulnerable children excluded from school and this needs services to monitor that may be facing significant reductions.
  - Without greater early support children and families identified as at risk will still need access to care
  - Disengagement and disaffection amongst vulnerable children and young people will be a challenge in school and the Council will have to rely on excellent teaching and learning and an engaging curriculum.

Key impacts on Parents and Families are

- Clear pathway and working practices for parents/carers with mental health difficulties.
- Where there is substance misuse support by parents assessments of need will include contingency planning for when parents are struggling. We will establish clear links between CSC and DAAT including the sharing of information.
- There will be a more coherent range of support for parents including a clearly defined mix of generic support and more specialist programmes.
- The emphasis will be on building capacity and 'upskilling' parents so they can help themselves rather than relying on professionals to provide direct support.
- Expectations that the extended family will be the preferable solution to dependence on services or children coming into care.
- Enhanced family support offer to families with children who have disabilities including ensuring that we are using extended family to provide on-going support.
- Sexual health advice and contraception to the right women and families at the right time will support our strategy to reduce the number of children becoming looked after.

Key impacts on Council Officers are

- Children and Young People's Services residential home workers will be required to support children and young people with greater levels of need (e.g. challenging or sexualised behaviour) in future.
- Social Workers will need to manage greater levels of assessed risk.
- The work of preventative services will be more targeted and will involve meeting higher levels of need and more complex and difficult situations than previously.
- Workforce will need to further develop skills to promote parenting capacity, to understand assessments and plans and actions required.

Key impacts on external providers are

- There will be a decrease in the use of external providers with the expansion in numbers of in house foster carers. This will have an impact on their workforce and probably lead to a reduction in activity and jobs

### **Evidence**

The strategy and anticipated impacts outlined above have been developed based on the following evidence;

- Data and needs analysis of the current cohort of LAC.
- Reviews of key services and processes for LAC – Fostering & Adoption, High Cost Residential Placements, S.20 panel.
- Internal consultation with Extended Children's Leadership Group.
- Input from Members.
- Development of funding and savings model based on analysis of current and proposed areas of spend.
- Research into national best practice and that of neighbouring local authorities.

### **Plans to mitigate impact**

An action plan has been developed to support the development of the activity and support needed if the aims of the strategy are to be realized.

### **Review**

Service Director: Strategy and Commissioning, Children, Families and Adults  
 Head of Commissioning Enhanced Services, Children, Families and Adults  
 Annually as required

### **Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

This strategy requires community groups to develop a vision of a shared with a role for volunteers and community figures in supporting families

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Enhanced & Preventative Services, Family Work (Early Help)		Jo Sollars Name: ..... Head of Family Work (Early Help) Job Title: ..... 01353 612836/07785 337400 Jo.sollars@cambridgeshire.gov.uk Contact details: ..... 13 <sup>th</sup> October 2015 Date completed: ..... Date approved: 22/10/15.....
Service / Document / Function being assessed		
Cambridgeshire Children's Centres services		
<b>Business Plan Proposal Number (if relevant)</b>	6.503	
Aims and Objectives of Service / Document / Function		
<p>The Local Authority is required to make provision for Children's Centres by means of a requirement set out in the Childcare Act 2006. Children's Centres provide services, with health and other statutory partners, for families with children under 5.</p> <p>The core purpose of CCs is to improve outcomes for young children and their families, with a particular focus on the most disadvantaged and those who find it hardest to access universal services, so children are equipped for life and ready for school, no matter what their background or family circumstances. CCs offer the chance for families to have fun, play, learn and grow together. Parents and carers, and parents-to-be can find information, support and access to services.</p> <p>Services are made available very locally to families, at Children's Centres, clinics, pre-school settings, community facilities including libraries, etc. Services are both universal – available to all – and targeted – specifically made available to families seeking additional support, frequently through 1:1 family work following a CAF Assessment. Targeted services include evidence based parenting programmes or specialist activity groups – e.g. for those with anxiety of confidence difficulties, those with children with language and communication delay.</p> <p>Over 70% of families with young children are registered with Children's Centres in Cambridgeshire, receiving support from a centre, a health provider or a pre-school provider.</p> <p>Funding is distributed to Children's Centres according to a formula based on the total number of children under 5 in the immediate area of the Centre, and the relative deprivation of that area based on the IDACI index.</p>		
What is changing?		
<p>Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.</p> <p>Children's Centres - (6.503); A reduction of £250,000 will be made through the funding formula allocation for all Children's Centres, which will be an effective reduction to each of the budgets for centres reducing their allocation by 5% - a net amount ranging between £480 and £29,000 depending on the location of the centre and scale of budget.</p> <p>Children's Centres were reconfigured during 2013-14 in an earlier business planning period. Centres are grouped for delivery purposes and have made an effective adaptation to their service delivery in the intervening time. Management arrangements have been reduced and streamlined, and the work of Centres is now more targeted as planned in that reconfiguration. During this period the role of the Children's Centre Worker has evolved to be fully effective working alongside Family Workers creating an effective early intervention workforce for families encouraging a greater degree of self-help, access to other groups, activities and information for families; there is greater collaboration with volunteers participating in service delivery, and families are encouraged to be as self-sustaining as possible at lower levels of need. The changes brought about by the reconfiguration have been absorbed and resulted in improvements and the work of Children's Centres is very well understood with robust performance monitoring measures in place, and outcomes reported to E&amp;P Performance Board.</p> <p>A further reduction will affect all Children's Centres. It is hoped that a proportion be taken up through non-renewal</p>		

of fixed-term staff contracts, and where feasible vacancies will not be filled. It is anticipated that this saving will affect Centres' non-staff budgets, their ability to invest in resources and/or or small scale local commissioning undertaken by Centres.

There is a potential modest impact on all service users where some universal activities may be further reduced. It is hoped this can be mitigated by ongoing development of partnership working with Health Visitors, further development of joint working with libraries, an extended development of apprenticeship and volunteer opportunities.

The proposed changes will be consulted on informally with Children's Centre staff and Centre users.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

Council officers in CFA and staff across the 32 CCs managed by the County Council.

The providers and the staff of the 8 CCs managed by other agencies; schools, nurseries and voluntary organisations.

Partner organisations providing services through CCs.

Council officers in other parts of CCC working in collaboration with CCs

Families and children accessing services through CCs.

Advisory Boards and Parent Forums set up to support CCs.

#### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity			X
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			X
Deprivation			X

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

--

**Negative Impact**

It is possible that a further reduction in opening hours may take place in Children's Centres in rural areas where there is less overall deprivation. This could lead to rural isolation for some CC service users. However, an overall objective continues to be to provide more targeted services for families in greatest need.

**Neutral Impact**

There will be a neutral impact across the wider community.

**Issues or Opportunities that may need to be addressed**

The reduction in budget may impact on the most generic/earliest help service delivery from CCs, and reduce the number of opportunities for delivering earlier, preventative, supportive work with families.

Opportunities which need addressing are:

- Further developing income generation by CCs and the technical processes for generating income. This has been set up, and requires further development.
- Consider how to ensure opportunities for integrated service delivery with partners are effectively developed and in a timely way to minimise gaps and risk
- Further build the volunteer work force in CCs

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

CC services work to promote community cohesion for all families with young children; there is potential for improved community cohesion into the longer term.



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Enhanced and Preventative Services Youth Support		Name: Tom Jefford.....
Service / Document / Function being assessed		Job Title: Head of Youth Support .....
Early Help		Contact details: <a href="mailto:Tom.jefford@cambridgeshire.gov.uk">Tom.jefford@cambridgeshire.gov.uk</a> .
Date completed: 16/10/15 .....		Date approved: 22/10/15.....
<b>Business Plan Proposal Number (if relevant)</b>	6.506, 6.507, 6.511	
Aims and Objectives of Service / Document / Function		
Employer Services, Information Advice and Guidance, Family Intervention Partnership (FIP), Youth Offending Service, Youth Support, MST and support for Young Carers		
What is changing?		
Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.		
<p>The County Council has a statutory responsibility to promote participation in learning post 16 and to support vulnerable young people who are at risk of non- participation including those who are NEET, enabling them to make a positive transition to post 16 learning. The County Council no longer has a responsibility to provide Careers Guidance; this now lies with learning providers. We are intending to retain a core service which is focused on delivering IAG to our most vulnerable young people. In the response to the Early Help consultation published in March 2015 it was stated that the Guidance Adviser and Information Adviser roles would be removed from the new structure and proposed the introduction of the new roles of Senior Participation Worker and Participation Worker effective from April 2016.</p> <p>The reduction in the Central Youth Support Service budget of 60% has been phased in over two years. The support to the Gauntlet Project (motorcycles) has been reduced from £10k to £6k. Support for the sexual health charity Sexuality service has been reduced by £7k and so reducing of core budget support to £15.5K, with expected match funding from public health) Dedicated Outward Bound support for LAC young people is being closed with a £3k saving. All additional or targeted LAC support by the Youth Services will be coordinated by the Locality Teams. £23k will be withdrawn from for backfill for Young People Workers (YPW) attending college/university (currently provide funding to enable localities to backfill 1 day per week where YPW attends college)</p> <p>The current 2015/16 proposal outlined that the whole budget is removed from and funding money is no longer given to the Locality Budgets for Rural Youth Work or Strategy and Commissioning for Small Grants. In respect of Small Grants they will no longer be available in area partnerships and community groups representing 0-19 year olds will be able to apply for funding from the Youth Community Coordinators.</p> <p>In respect of Rural Youth Work this will impact upon the Connections Bus, particularly in the Burwell, Bassingbourn and Benwick wards where the Council funded sessions are run. Huntingdonshire voluntary youth groups will have to apply for and access non LA Funding with assistance from the new Youth and Community Coordinators.</p> <p>A £19k saving is made by the full trading of the Duke of Edinburgh scheme which moves to fully traded model following a period of transition. The full year effect of changes to the online application process and Information Advice and Guidance saves £10k. The full year effect of the reduction in one Youth Service Manager post in Youth Support saves £35k coupled with additional HQ savings from the Youth Support budget.</p> <p>There is an £8k re-investment for the budget for a full time Children and Young People's voice coordinator</p> <p>In the response to the Early Help consultation published in March 2015 we stated our intention to review the</p>		



Employer Services Team and Apprenticeship and Skills Development Manager post and that proposed changes would be subject to formal consultation during 2015 - 2016, with the intention to implement by 1 April 2016. The Employer Services team reduction is part of the savings to be made in year two. Managers will be discussing with the team the implication of these reductions prior to the formal consultation in November 2015. The key outcome of these services is the reduction in those young people who are not in formal education training or employment (NEET). This is an important target for the County and will remain so, therefore options for the retention of part of this service are being considered. Whilst the majority of 16 – 19 year olds remain in learning (including apprenticeships), over 10% of this age group are currently in employment. The team engages with local employers, advertising 200 vacancies each week on the young people's website, Youthoria and liaise with locality staff to raise awareness of developments in the labour market. The vacancy section of Youthoria receives over 250,000 visits each year. The team also provide a brokerage role to employers for young people in our most vulnerable groups. This includes young people who are looked after and care leavers. The employer services team reduction is part of the savings to be made in year 2.

The Youth Offending Service has reallocated staff cover and have used turnover to deliver the required savings of £60k to date. One YOS Officer post has been deleted and the sessional work budget of £25k has been removed. Further staff reductions may require a consultation in order to rework the structure of the staffing and management of the service with an additional £20k reduction. The shift to early preventative work via conditional cautions continues. The active caseload of young people on Court Orders show increasing complexity. The pressure to maintain and manage young people in the community and to reduce remands places a pressure on the service to hold risk dynamically.

The ending of the £58K teenage pregnancy strategy and dedicated commissioning work saves £58k for a Coordinator and an admin post.

The new Young Carer contract was let in October with a start date of December 1<sup>st</sup> for the new contractor. New statutory assessments are required and so the enhanced service offer is being made with additional investment by CFA. Although the amount of funding is reducing from the original budget the new contract should be unaffected and be delivered as proposed.

The MST Child Abuse and Neglect Service ended on the 30<sup>th</sup> September as the service was not recommissioned at the end of the pilot funding stage. The cross cover provided by the Supervisor is now no longer required so this has been taken as a saving. The two remaining MST Teams are being considered for spinning out into a community interest company limited by shares, subject to Member approval. A £50k saving against the MST budget has been affected.

The FIP service has been reduced by natural wastage to absorb the £115 k savings required. Agreement has been reached with Together for Families steering group to use project unspent budget from Payments by results over next five years to offset further reductions to frontline staff delivering core services which contribute to the TFF programme. The net effect of this is a removal of £250K in the core council budget. By retaining the full complement of FIP staff (reduced by 115k) and extending their role to work with support schools in developing a Think Family approach especially with pupils at risk of exclusion in primary school.

#### **Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

The representative teams have been involved in the discussion of the changes proposed.

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			x
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

The Apprenticeship & Skills Manager has now embedded the Apprenticeship Strategy with partners and in practice. This should be sustainable without this post holder in the future. Sustaining the 2 Adviser post will help us to continue to advertise appropriate vacancies for young people 16-19 years. Currently approximately 10% of this cohort is in employment with training. The Employers Serviced Team advertises 200 vacancies per week on the Youthoria Website. The vacancy section of the website receives 250,000 hits per year and this team provide a vacancy matching service for children looked after and those with a Special Educational Need.

Removal of Rural Youth Work and Small Grants will allow a more strategic overview and allocation of funding through the Youth Community Coordinators (YCC) that will be allocated in respect of need. The YCC posts will also seek to promote the creation of sustainable community partnerships with 3rd sector organisations that can achieve independent funding.

**Negative Impact**

Changes to the IAG and employer services will mean a less flexible service offer and reduced capacity.

The Youth Offending Service reductions will also reduce capacity although highest risk cases will be prioritised. The reconfiguration of the Youth Support Services budget has removed discretionary funding which supported targeted activity for young people.

The use of Troubled Family Grant to top up core Council services means that the future delivery of those services could be at risk if a full 100% payment by results is not delivered, or the grant comes to an end.

**Neutral Impact**

The young carer contract sees an expanded offer to this group in line with new statutory duties.

By removing the strategy lead and sustaining 2 Adviser posts we are continuing to promote and advertise apprenticeships to young people, including vulnerable groups, across the county.

**Issues or Opportunities that may need to be addressed**

**Issues**

The level of service intervention provided directly by the local authority and other public services will reduce and become targeted to the most in need. There is therefore a risk that we do not meet the challenge of rising need and demand for services and that vulnerable children, young people and families are not provided with the standard and quality of support they need. We will work to ensure the direct offer has greatest impact, is evidenced based and outcome focused.

Changes may impact on our ability to reach the same standards in external measures e.g. HMIP inspections/ NEET (YOS/ Youth Support)

There will be a reduction in our intensive family support provided through the FIP team, which could have an impact on our capacity to deliver against the LAC Strategy

**Opportunities**

Increased integration and partnership working

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

There is no immediate direct effect upon community cohesion although the loss of support services may well be felt by communities over time

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children, Families and Adults Services Enhanced & Preventative Services		Name: Amanda Phillips .....
		Job Title: Project Manager .....
Service / Document / Function being assessed		Contact details: 01480 373509 .....
Recommissioning of Early Help – SEND		Date completed: 14/10/15 .....
		Date approved: 21/10/15.....
<b>Business Plan Proposal Number (if relevant)</b>	6.509	
Aims and Objectives of Service / Document / Function		
<p>Early Help is preventative and early intervention support provided to families which is aimed at stopping problems deepening, avoiding crises and ultimately reducing the demand for specialist and statutory intervention services. The intention is to help families when problems are first emerging, to help them to thrive within their communities and reduce the demand for longer term and intensive support.</p> <p>The key outcomes for Enhanced and Preventative Services:</p> <ul style="list-style-type: none"> <li>• Children are ready for and attend school, and make expected progress</li> <li>• Young people have the skills, qualifications and opportunities to succeed in the employment market</li> <li>• The number of families who need intervention from specialist or higher threshold services is minimised.</li> </ul> <p>The key outcomes for SEND Specialist Service:</p> <ul style="list-style-type: none"> <li>• Improving the attainment of children and young people with SEND</li> <li>• Reducing the need for children placed in an out of county specialist provision</li> <li>• Support settings and schools to meet the needs of children and young people in their local community</li> <li>• Reduce the requests for Education, Health and Care Plans</li> <li>• Increase parental confidence in local provision.</li> <li>• Ensure that primary aged children stay in school and are not permanently excluded</li> </ul>		
What is changing?		

Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.

Part of the review of our Early Help services includes the redesign and rationalisation of SEND Specialist Service and management structure. Integrating Specialist SEND services will ensure a more coordinated response to need, provide a seamless interface with specialist services with excellent pathways between early help and child protection services when needed.

SEND Specialist Services have come together as seven multidisciplinary teams grouped in three areas made up of practitioners from Specialist Teaching, Early Years and Educational Psychologists. The Sensory Support Team has remained a Countywide team, due to the low incidence and high needs of the children and young people they work with. Close links between the Sensory Support Team and the other teams in SEND Specialist Services are maintained through the link teachers from Sensory Support.

Within SEND Specialist Services, the management arrangements have been rationalised with three strategic leadership manager posts to lead on priority areas of SEN across CFA (Autism and Communication; SEN Cognition and Learning; Social, Emotional and Mental Health) and have oversight of the SEND Specialist Service multi-disciplinary teams.

The process to redesign the service continues with the review of roles, functions and staff terms and conditions, this will be subject to further consultation during November 2015 – January 2016.

Opportunities for increasing the incoming generation of SEND Specialist Services through their work with schools, settings and other Local Authorities continue to be sought.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

Service Director Enhanced and Preventative Services  
Head of SEND Specialist Services/Principal Educational Psychologist

#### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability	X		
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

The offer to children and families affected by SEND will be targeted on those who most need it, with a stronger focus on making a difference in the areas of greatest difficulty – Autism, Cognition and Learning and social and emotional health and wellbeing.

The changes will lead to a more focussed approach where there will be a greater degree of specialism offered to families, schools and settings. The new multi-disciplinary teams will have strong links to schools and early help services through the Locality Teams

We will increase focus on and strengthen our arrangements for children and young people with SEND who will be a target user group for Enhanced & Preventative Services. We will integrate our specialist SEND services to ensure a more coordinated response to need. Workers in more generic roles across E&PS will be expected to have a level of understanding and skill in meeting the needs of children, young people and families affected by SEND. They will be supported by specialist services who will also provide direct support where needs are more complex or where a statutory intervention is required.

**Negative Impact**

There will be a reduction in the number of children and young people we will be able to work with as our services become more targeted.

**Neutral Impact**

The changes are designed to build on the strengths of the existing services, and focus around using our resources more effectively. Core skills of the service currently will be retained.

**Issues or Opportunities that may need to be addressed**

There will be further development of the Enhanced/Traded offer from SEND Specialist Services, providing schools and settings with the opportunity to purchase high quality, evidence based training and input from the Service.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Families and community are seen as the foundation of the proposed model for early help. Support will always begin with the family and community as the base on which other support is built were needed. Work is now taking place across the council and with partners to look at how we work together to build community resilience and capacity.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Enhanced & Preventative Services, Family Work (Early Help)		Name: ..... Jo Sollars Head of Family Work (Early Help)
Service / Document / Function being assessed		Job Title: ..... 01353 612836/07785 337400 Jo.sollars@cambridgeshire.gov.uk
Cambridgeshire Children's Centres services - Speech & Language Therapy - Volunteers in Children's Centres		Contact details: ..... 13 <sup>th</sup> October 2015 Date completed: .....
<b>Business Plan Proposal Number (if relevant)</b>	6.512 , 6.513	Date approved: .....
Aims and Objectives of Service / Document / Function		
<p>The Local Authority is required to make provision for Children's Centres by means of a requirement set out in the Childcare Act, 2006. Children's Centres provide services, with health and other statutory partners, for families with children under 5. Children's Centres (CCs) provide a place for families with children under five to have fun, play, learn and grow together. Parents, carers and parent-to-be can access information, resources and support in one place.</p> <p>Services are made available very locally to families, at Children's Centres, clinics, pre-school settings, community facilities including libraries, etc. Services are both universal – available to all – and targeted – specifically made available to families seeking additional support, frequently through 1:1 family work following a CAF Assessment. Targeted services include evidence based parenting programmes or specialist activity groups – e.g. for those with anxiety of confidence difficulties, those with children with language and communication delay.</p> <p>Over 70% of families with young children are registered with Children's Centres in Cambridgeshire, receiving support from a centre, a health provider or a pre-school provider.</p> <p>Funding is distributed to Children's Centres according to a formula based on the total number of children under 5 in the immediate area of the Centre, and the relative deprivation of that area based on the IDACI index.</p> <p>Many services in CCs are delivered in partnership with colleagues from Health Visiting and Maternity services. This includes clinics, parenting courses, joint support for families, and targeted activities. A contract to deliver Speech and Language Therapy (SALT) in CCs has provided for very localised and target support to be available for families, supporting them with pre-assessment support for speech and language development issues, targeted drop ins for parents of vulnerable children and training for CC staff.</p>		
What is changing?		
Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.		
Speech & Language Therapy (6.512)		
Savings will be achieved by disinvesting from the SALT contract currently providing additional support for targeted families in CCs. This will result in the ending of drop in sessions currently run in CCs, the availability of specific expertise within the wider CC teams,		
Volunteers in Children's Centres (6.513)		
Funding has been made available for Children's Centres (CCs) to further develop ways in which centres recruit and develop volunteers to specifically work alongside staff to support the work of the centre supporting families with young children. CCs work with volunteers across Cambridgeshire to build staffing capacity, to create opportunities for centre users to support service delivery in their own centre, to support adults seeking to return to work to develop skills and expertise. Work with volunteers has developed over several years to a point where it is now a recognised part of a CC profile. This funding was identified in 2014/15 and has provided resources for volunteer projects including start-up funds, materials and training. Withdrawing the funding after only a short period of it		

being earmarked will not create a significant problem for CCs.

There is a clear commitment to working closely with volunteers in CCs, and a particular desire not to duplicate effort, activity and purpose across the wider voluntary sector. In order to do this a project has got underway to evaluate a current contract with a voluntary sector organisation and consider how to more closely define what a family focussed volunteering offer could look like -based on community resilience principles and how this could build further cohesion in communities.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

Council officers in CFA and staff across the 32 CCs managed by the County Council.

The providers and the staff of the 8 CCs managed by other agencies; schools, nurseries and voluntary organisations.

Partner organisations providing services through CCs.

Council officers in other parts of CCC working in collaboration with CCs

Families and children accessing services through CCs.

Advisory Boards and Parent Forums set up to support CCs.

Voluntary sector partners working in the field of CCs

#### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			X
Disability			X
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity			X
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			X
Deprivation			X

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

--



**Negative Impact****Speech & Language Therapy**

The changes could have a potential negative impact on some users of CCs, particularly those who are rurally isolated and find it harder to access centres for services. Additionally there could be an impact on those families where until now it has been possible to identify possible speech delay or developmental delay at a stage – prior to the time when routine assessments are undertaken for families.

In the 6 months between December 2014 and May 2015, 316 families had specific queries for the speech and language therapist present at groups and 296 families attended a dedicated speech and language drop in at a children's centre. Of these 612 families, 161 families were referred on to further Speech and language support (155 of these from the drop ins, just 6 from the groups), and an additional 36 were referred to audiology. The drop in's in particular have been a very well used gateway into speech and language services.

**Neutral Impact**

SALT 6.512 - the proposal will have a neutral impact across the wider community

Volunteering 6.513 - this change will have a neutral impact across CCs.

**Issues or Opportunities that may need to be addressed**

If this contract comes to an end then the most visible impact will be the end of speech and language drop ins at CCs, and therapists' attendance at universal groups in CCs. We will work with the provider of the main SALT contract (CCS) to ensure that CC facilities are considered as venues for service deliver within their core contract.

Over the length of time that this contract has been in place with Children's Centres, there has also been a considerable upskilling of centre staff in knowledge and practice in supporting young children's early speech and language development. This way of working is now embedded in our practice. Some examples of these are below:

- Staff are trained in communication programmes - Elkan and Ecat. All CC universal activities promote a language rich environment, and parents are provided with tips, skills and tools to support this at home. There is a high level of awareness and expertise within the staff cohort in promoting activities to parents to develop good speech development, and ensuring information about pathways to support for families from the wider SALT service are well understood and promoted.
- Centre Managers report a wide range of opportunities for families including talking boxes, dedicated book corners, visual timetables, chattersacks, etc.
- The Bookstart programme is embedded in all centres across Cambridgeshire and CCs particularly support engagement of target groups within the Bookstart plus scheme.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

SALT 6.512- Not relevant

Volunteering 6.513 - CC services work to promote community cohesion for all families with young children in all aspects of the work; this change will not impact on that work, and there is potential for streamlining activity to improve planning and use of resources.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Children, Families and Adults Services Learning / Early Years		Name: Graham Arnold  Job Title: Sector Development Manager
Service / Document / Function being assessed		Contact details: 01223 699774 <a href="mailto:graham.arnold@cambridgeshire.gov.uk">graham.arnold@cambridgeshire.gov.uk</a>
Workforce Development and Training		Date completed: 09 October 2015
Business Plan Proposal Number (if relevant)	A/R.6.601	Date approved: 15.10.15.....
Aims and Objectives of Service / Document / Function		
<p>The Early Years Workforce Development function supports the quality improvement of early years and childcare provision through securing effective continuing professional development and qualifications training.</p> <p>This Community Impact Assessment is in support of the savings requirement in 2016-17, which will require reductions to the training and qualifications support offered.</p>		
What is changing?		
<p>Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.</p> <p>Reduction in financial support to contribute to cost of qualifications</p> <p>Reduction in scope of the continuing professional development (CPD) programme, saving trainer time and venue hire costs.</p> <p>The impact is likely to be: fewer early years practitioners and qualification courses supported, requiring additional learner loans and/or higher levels of investment from early years and childcare providers. There is a risk that the sector in Cambridgeshire will have an insufficient number of qualified staff, e.g. if turnover is greater than anticipated.</p> <p><b>The EY Service will be consulting with providers on the package of savings required for 2016-17 as part of a wider sector development consultation, which will include subscription services. This will generate additional income that will contribute to savings. We will be exploring charging mechanisms that reflect provider size/turnover so that the impact is proportionate.</b></p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p>This document has been developed by Council officers. Service users and partners will be involved in more detailed discussions of how the changes will be implemented.</p>		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex			X
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact****Negative Impact**

The workforce is predominately female. Support will be targeted at those least able to support their own training, to mitigate this risk. Our implementation strategy for these savings will involve more detailed consideration of our criteria to ensure that remaining support and scheduling is appropriately prioritised to groups with protected characteristics, especially rural isolation, deprivation, age and pregnancy/maternity.

**Neutral Impact**

The proposed change does not impact on these protected characteristics.

**Issues or Opportunities that may need to be addressed**

The opportunities for longer-term structural change will be considered as part of the sector development process and will be consulted on with providers. This includes making the most of sector-led support through teaching schools, fully funded early years training and support services and opportunities to partner with existing training providers to deliver these functions.

If it is relevant to your area you should also consider the impact on community cohesion.

Childcare provision is an integral part of its local community. Where significant reductions to services are implemented or perceived, this can have an impact on the capacity of the community to respond.

This includes the individuals who may hold key positions of responsibility in the management of pre-schools and out of school clubs in particular. It could also impact individuals employed in settings if they are required to full self-fund their qualifications. These factors can undermine provision, threatening its viability and leading to closure and sufficiency issues, especially in rural communities.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Service Development Service, Children's, Innovation and Development Services, Learning Directorate		Name: Amanda Askham
<b>Service / Document / Function being assessed</b>		Job Title: Head of Service, Children's, Innovation and Development Service .....
Service Development		Contact details: amanda.askham@cambridgeshire.gov.uk .....
<b>Business Plan Proposal Number (if relevant)</b>	<b>A/R.6.604</b>	Date completed: 05/10/2015 .....
		Date approved: 14/10/15 .....
Aims and Objectives of Service / Document / Function		
<p>The Service Development team supports product and service development to meet Learning Directorate and CFA priorities.</p> <p>The service provides: business and marketplace expertise; a range of tools and processes and professional development for service managers - all with a particular focus on traded activity and schools facing services.</p> <p>The team also supports internal systems and infrastructure for the Learning Directorate including: Professional Centre Services; the Learn Together Cambridgeshire website with associated course booking system and deployment and development of business support staff.</p>		
What is changing?		
<p>Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.</p> <p>There are currently three advisers in the team, a Lead Adviser, a Resources Adviser, a Marketing and Communications Adviser, and one Systems Project Officer. It is proposed that the team reduces to two advisers and one Systems Project Officer to make a saving of £50,000.</p> <p>In order to achieve this saving, it has been assumed that:</p> <ul style="list-style-type: none"> <li>As service managers across the Learning Directorate become more commercially aware and systems and processes become embedded, the need for direct support from the Service Development team will reduce.</li> </ul> <p>There will be a reduction in the number of Business Support Staff across the Learning Directorate and appropriate procedures and systems will have been embedded to manage their efficient and effective deployment across the Directorate.</p> <p>Support for systems procurement and development will be provided Corporately for booking and customer relationship management.</p> <p>Learning Directorate teams adopt and embed a 'digital first' approach to using current systems, supported by the Digital enabler.</p> <ul style="list-style-type: none"> <li>Support for development of traded activity and commercial services will be provided corporately through the Commercialisation enabler.</li> <li>The Learning Directorate will have reduced capacity to become involved with procurement of corporate systems (for example Booking Bug, CRM and ONE re-procurement) and to contribute to cross CFA service development and planning.</li> </ul>		

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Members of the Service Development team, Heads of Service and service managers within the Learning Directorate, schools and other customers, business support staff and representatives of our schools facing services.

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**
**Negative Impact**
**Neutral Impact**

The proposed changes do not impact particularly on any of the protected characteristics.

The team is internally focused and does not provide services to members of the public.

**Issues or Opportunities that may need to be addressed**

The Service Development team may be better placed to support traded activity and associated systems as part of a cross CFA/ CCC service.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

There is no impact on community cohesion

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Learning Directorate/Schools Intervention Service		Name: Rosemarie Sadler .....
Service / Document / Function being assessed		Job Title: Head of Schools Intervention Service .....
School Improvement		Contact details: rosemarie.sadler@cambridgeshire.gov.uk .....
<b>Business Plan Proposal Number (if relevant)</b>	A/R.6.607	Date completed: 14/10/15 .....
		Date approved: 14/10/15.....
Aims and Objectives of Service / Document / Function		
<p>Improve outcomes for all pupils in the primary phase, particularly those in underperforming and vulnerable schools</p> <p>Accelerating Achievement for identified vulnerable groups</p> <p>Rapidly improve schools that are identified as failing or at risk of failure</p> <p>Develop school to school partnerships in order to transfer practice and improve outcomes</p> <p>Support and develop improved leadership and pedagogy in Mathematics and Literacy</p> <p>Support school leadership and governance for improved outcomes</p>		
What is changing?		
<p>Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.</p>		
<p>It is proposed that:</p> <ul style="list-style-type: none"> <li>Maths, English and Improvement Advisers are fully traded from 16/17 (they are currently part traded); that Primary Advisers become 50% traded in 17/18 and fully traded in 18/19 (they are currently core funded); that Area Senior Advisers become part traded from 16/17 and reduced to 2 fte (or become further traded) in 17/18 (there are currently 2.6 fte posts, core funded).</li> <li>In addition, there will be a reduction in intervention funding to maintained schools, (£100k in 16/17, £102k in 17/18; reducing the budget to £50k) supporting only where we have a statutory responsibility to intervene, and/or early intervention would be cost-effective and funding allows.</li> </ul> <p>Should the number of schools requiring intervention increase, it will not be possible to make these savings.</p> <p>Should schools not buy back these services it will be necessary to close them, putting schools in need of support at further risk.</p>		



**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

The move to a smaller, more traded service has been discussed with Members, schools and a wide range of partners, including the Teaching Unions.

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			x
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			x
Deprivation			x

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact****Negative Impact**

These savings affect school aged children by its nature (**age**); those living in rural areas because rural isolation makes it more difficult for schools to network, and to support each other (**rural deprivation**); and vulnerable groups, because these are the most at risk of under-achievement, which affects negatively, life chances (**deprivation**).

The following actions will be taken to mitigate the impact of these savings:

The LA will work with the school's governing body and senior leadership team to ensure that the funds the school has available for raising standards are targeted appropriately and used / managed effectively.

The LA will help broker support from Teaching School Alliances and other schools.

The LA will continue to lead a county wide strategy to accelerate the achievement of vulnerable groups, marshalling support across the education system.

In addition, we will work with the Commercialisation Enabler to develop robust trading practices, to be as efficient and effective as possible.

**Neutral Impact**

The proposed change does not impact on these protected characteristics.

**Issues or Opportunities that may need to be addressed**

There is the opportunity to trade outside of the county boundary for a proportion of time to earn additional income to secure the service for Cambridgeshire schools.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Schools are an important part of their local community. Any decline in the quality of provision / outcomes will have a negative consequence for the community as a whole, e.g. parents wanting their children to attend an out of community school.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Learning/ Early Years		Name: Gill Harrison .....
Service / Document / Function being assessed		Job Title: Head of Service: early Years and Childcare .
Forest Schools adviser 0.5 fte		Contact details: 01223 728542 .....
Date completed: 15 October 2015 .....		Date approved: 15.10.15.....
<b>Business Plan Proposal Number (if relevant)</b>	A/R.6.623	
Aims and Objectives of Service / Document / Function		
The Forest School adviser function supports the development of outdoor learning in schools and early years and childcare settings. The post generates income but is partially funded through core budget.		
What is changing?		
Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.		
<p>It is proposed that this function continues but at full cost recovery. Feedback from schools and settings suggests that there is sufficient demand for this to be a realistic ambition. The impact on the sector will mean that the new business model will require an increase in sales, an increase in cost per sale or a blend of both. The universal pedagogical support for outdoor learning will continue to feature, at a lesser degree in the universal offer.</p> <p>This CIA will be informed by the relevant consultation processes and business case 2016/2017 and is reflective of the 2016/2017 savings proposals.</p> <p>Primary stakeholders include children, schools, private and voluntary early years providers including child-minders</p>		
Who is involved in this impact assessment?		
E.g. Council officers, partners, service users and community representatives.		
Council officers		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
<b>Negative Impact</b>
<b>Neutral Impact</b>
Forest Schools training packages and networking opportunities will continue to be available at cost to all current stakeholders, therefore the impact will remain neutral.
<b>Issues or Opportunities that may need to be addressed</b>
Affordability for stakeholders with an identified action from Ofsted regarding the use of outdoor learning opportunities, who also face financial hardship.

If it is relevant to your area you should also consider the impact on community cohesion.

There is no impact on community cohesion

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
<ul style="list-style-type: none"> <li>Learning Directorate/ EY Service</li> <li>Enhanced and Preventative Services/ SEND Specialist Services</li> </ul>		Name: Gill Harrison ..... Job Title: Head of Service: Early Years and Childcare Contact details: 01223 728542 .....
Service / Document / Function being assessed		Date completed: 15 October 2015 .....
Support , guidance and advice to Early Years Providers in the Private, Voluntary and Independent sector		Date approved: 15.10.15.....
Business Plan Proposal Number (if relevant)	A/R.6.707	
Aims and Objectives of Service / Document / Function		
<p>The Early Years Service and Specialist SEND team support early year's providers in schools and the private and voluntary sector to improve children's achievement in early year's provision. This work includes a focus to accelerate the achievement of vulnerable groups. The SEND specialist team support all levels of SEND and the development of inclusive practice. Universal support, linked to funded places and intervention when providers are deemed to require support is managed through the Early Years Service. The improvement and development of out of school provision and play work, through providing advice, guidance and training is also provided by the Early Years Service.</p> <p>This work is delivered principally by Early Years and Childcare Advisers, Area SenCo's, Sector Support Worker, Specialist EY's Teachers.</p>		
What is changing?		
Where relevant, consider including: how the service/document/function will be implemented; what factors could contribute to or detract from this; how many people with protected characteristics are potentially impacted upon; who the main stakeholders are; and, details of any previous or planned consultation/engagement to inform the CIA.		
<p>This CIA will be informed by the relevant consultation processes and business case 2016/2017 and is reflective of the 2016/2017 savings proposals.</p> <p>Primary stakeholders include children, schools, private and voluntary early year's providers including childminders.</p> <p>It is proposed that new thresholds for specialist provision will create a reduction in services. There will be a reduction in the amount of preventative work; sector-led improvement will be developed; and e-systems will be used to share information, advice and guidance. Traded work to support out of school provision and play work that is non-statutory and economically unviable will be stopped.</p> <p>Specialist support for children with identified need will continue in line with the local authorities statutory function alongside ongoing support to develop inclusive practice and compliance with the DDA will continue to be available either through signposting or direct advice, information and guidance.</p>		

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Council Officers

Relevant service users in the private, voluntary and maintained sector will be consulted throughout the process.

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			X
Disability			X
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact****Negative Impact**

This proposal affects 0-5 year olds. In particular, it has a potential negative impact on children with disability as specialist support will be available at a higher threshold. Mitigation against this will require clear thresholds, analysis of provider need and deployment of services accordingly.

**Neutral Impact**

The proposed changes do not impact particularly on any of the remaining protected characteristics.

**Issues or Opportunities that may need to be addressed**

There is opportunity for stronger collaboration and workforce development between the services in scope of this proposal.

There is an opportunity for us to engage with associates or voluntary sector groups to provide support for the out of schools sector.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Childcare and early year's provision is an integral part of its local community. Reductions in support may lead to a drop in standards, a reduction in opportunities for children and families.



## **Economy and Environment Committee CIAs**

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE Cross-Directorate		Name: Celia Melville
Service / Document / Function being assessed		Job Title: Head of Policy and Business Development
Centralise Business support posts across Economy Transport and Environment (ETE)		Contact Details: (01223) 715659
Date completed:		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.002	Date approved: 6 November 2015
Aims and Objectives of Service / Document / Function		
<p>Business support roles are present in all Services in ETE. They provide support to the Services on a range of tasks, some generic and others more specialised to the Service within which they are based.</p>		
What is changing?		
<p>Since the move of all services out of Castle Court into Shire Hall, the majority of ETE Services are located in close proximity on the top floor of the building. This presents an opportunity to review the current business support arrangements, with a view to considering how support is provided to Services. The work to develop this proposal is at an early information gathering stage, however it is anticipated that options will be devised where roles are brought together into a central resource. This might be based on consolidating functions into certain roles, such as finance, although this is far from definite.</p> <p>The savings figures for the business plan proposal are £25k in 2016/17 and £20k in 2017/18. The allocation across two financial years is based on the changes being brought in part way through 2016/17, with the remainder of the savings being secured the follow year.</p> <p>There will be changes to job descriptions and roles, line management arrangements and structure. The Council's human resource procedures will be followed in order to mitigate the impact of these changes on individuals. A restructure consultation will be launched outlining the proposed changes.</p> <p>This is a simple efficiency measure and so there will be no impact on any of the protected characteristics.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p>Celia Melville, Head of Policy and Business Development Tamar Oviatt-Ham, Business Development Manager</p>		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
N/A
<b>Negative Impact</b>
N/A
<b>Neutral Impact</b>
N/A
<b>Issues or Opportunities that may need to be addressed</b>
<p>It will be important to align with the implementation of other business plan proposals to ensure options do not contradict one another.</p> <p>Also, the opportunity presented by posts becoming vacant and then not be replaced should also be taken into account.</p>

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

N/A

## Version Control

Version no.	Date	Updates / amendments	Author(s)
1	06.11.2015	Version for E&E Committee on 17.11.2015	Celia Melville

**COMMUNITY IMPACT ASSESSMENT**

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)		Name: Juliet Richardson
Growth & Economy (G&E)		Job Title: Acting Head of Growth & Economy
Service / Document / Function being assessed		Contact Details: (01223) 699868
Remove final Economic Development Officer post		<a href="mailto:Juliet.Richardson@cambridgeshire.gov.uk">Juliet.Richardson@cambridgeshire.gov.uk</a>
Date completed: 3 November 2015		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.203	Date approved: 6 November 2015
Aims and Objectives of Service / Document / Function		
<p>The aim of the Economic Development Officer post is to maximize the potential for job growth by facilitating programmes of economic growth and development across the county through policy development, attracting external resources and inward investment, the promotion of skills, and influencing the conditions for development through the planning process.</p>		
What is changing?		
<p>Currently, Economic Development posts exist in the County Council, some of the District Councils and the Local Enterprise Partnership (LEP). There are also external similar posts in for example, the Cambridge Promotion Agency. The role and function of these posts are not the same, however there is some overlap. There is therefore some potential for part of the County Council's Economic Development functions to be covered by the LEP, such as the handling of inward investment enquiries, the management of the Agri-tech programme and European Union (EU) application advice, or the District Councils for input into major development sites and bidding for funding. The LEP and Children, Families &amp; Adults (CFA) liaison activities are likely to be lost.</p> <p>It was already planned to reduce the service to one post in 2016/17 and to make a saving of £50k. It is now proposed that the County Council withdraws completely from an Economic Development function and the remaining post is also withdrawn. County Council HR policies and procedures will be followed to mitigate the impact of any structural changes.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p>Service Director: Strategy and Development, Cambridgeshire County Council Acting Head of Growth &amp; Economy, Cambridgeshire County Council</p>		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
Not Applicable.
<b>Negative Impact</b>
The proposal will rationalise the provision of economic development services across the county; however, the overall reduction in resource will mean a reduction in economic development activity which could have an adverse impact on the level of external funding and investment (both public and private) secured for the county and for job growth. This could impact disproportionately on the less economically buoyant areas of the county due to the greater effort needed to secure investment for these areas.
<b>Neutral Impact</b>
Not Applicable.
<b>Issues or Opportunities that may need to be addressed</b>
<p><u>Risk of impact on the Agri-tech programme</u></p> <p>The risk of impact on the Agri-tech programme, which these posts help administer, is uncertain but likely to be limited. It is unknown at the moment whether the Agri-tech funding will be extended beyond the current year. If it is not, the LEP and other partners such as Norfolk County Council should be able to handle the residual claim checking and project monitoring requirements in 2016/17; if funding is extended the LEP may need to tender the project appraisal, claim checking and monitoring work associated with newly approved projects.</p> <p>Capacity to seek grant funding and other support for development of businesses and industry in</p>

Fenland and other less well-off areas is uncertain as Fenland District Council, as part of their savings for 2016/17, are currently considering whether this type of activity could be provided for them through a service-level agreement (SLA) with Opportunity Peterborough. Huntingdonshire District Council and East Cambridgeshire District Council still have some economic development capacity for this area of work.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

It is unlikely that there will be an impact on community cohesion as a result of the characteristic of deprivation being negatively impacted.

### Version Control

Version no.	Date	Updates / amendments	Author(s)
1	06.11.2015	Version for E&E Committee on 17.11.2015	Juliet Richardson

**COMMUNITY IMPACT ASSESSMENT**

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE)		Name: Paul Nelson
Passenger Transport (PT)		Job Title: Acting Head of Passenger Transport
Service / Document / Function being assessed		Contact Details: (01223) 715608 Paul.Nelson@cambridgeshire.gov.uk
Remove non-statutory concessionary fares		Date completed: 17 October 2015
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.204	Date approved: 6 November 2015
Aims and Objectives of Service / Document / Function		
<p>To provide an equitable English National Concessionary Travel Scheme (ENCTS) to all operators, in line with the Department for Transport's (DfT's) principle that operators should be no better or no worse off as a result of being reimbursed for concessionary passengers using passes on their services.</p>		
What is changing?		
<p>Under Central Government rules, concessionary pass holders are entitled to travel free of charge anywhere in England, on off-peak local bus services only. The national scheme, the ENCTS, provides free travel after 09:30 on weekdays and all day on weekend days and Bank Holidays. The scheme allows Local Authorities to fund and provide additional discretionary benefits for their own residents. These additional benefits only apply locally when travelling in the area where the pass was issued and are not valid for travel in other areas.</p> <p>In Cambridgeshire, additional funding has been given to allow bus pass holders to use their passes on community transport Dial-a-Ride services. Currently, Cambridgeshire County Council funds half the fare. For all but two of the Dial-a-Ride services, the pass holders have to pay for the other half of the fare. For two of the Dial-a-Ride services, (Huntingdonshire Association for Community Transport (HACT) and Fenland Association for Community Transport (FACT)), the relevant District Council (Huntingdonshire District Council and Fenland District Council respectively) pays the other half of the fare. The proposal is to remove this concession, requiring users of community transport to pay the full cost of travelling if they live in Cambridge City, East Cambridgeshire or South Cambs and to pay half the fare if they live in Huntingdonshire or Fenland, subject to continued funding from these two District Councils.</p> <p>The proposal also includes removing the provision for pass holders with visual impairment to travel before 09:30. Although there are other categories of disabled pass holders, blind and partially sighted pass holders are the only ones who currently have an exception to travel free before 09:30.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		



Acting Head of Passenger Transport, Cambridgeshire County Council  
 Public Transport Business Manager, Cambridgeshire County Council  
 Passenger Transport Performance Officer, Cambridgeshire County Council  
 Community Transport Officer, Cambridgeshire County Council  
 Adult Services, Cambridgeshire County Council  
 Community Transport Operators  
 Fenland District Council  
 Huntingdonshire District Council  
 Cambridgeshire Future Transport

### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

Positive Impact
N/A

**Negative Impact**

Reducing the concessionary reimbursement element could cause community transport providers to increase fares; the costs would be passed onto the user.

Alternatively, the loss of revenue could impact on the viability of schemes. Reducing the potential of the various community transport services to be an alternative provision, especially in more rural and isolated areas, could restrict the offer of alternative Cambridgeshire Future Transport solutions. This could lead to reduced ability to travel, with impacts on mobility and access to essential services for service users, increased cost for users and the potential to transfer pressure and costs into other Cambridgeshire County Council service areas, such as Children, Family and Adults.

Where users cannot afford increased cost, there will be an impact on the Council's key outcome of 'Older people live well independently', since older people may not be able to travel to essential services such as shopping and health appointments. The outcome 'People with disabilities live well independently' will also be impacted as people with disabilities may not be able to travel to essential services such as health appointments and shopping and their opportunity to work could be removed. The outcome 'People lead a healthy lifestyle' will be impacted as older people in particular will become more housebound. There is a risk of impact on public health and wellbeing as a result of people's inability to travel. There is a risk to organisational reputation as a result of the Council withdrawing this ability to travel. There is a risk of impact on other services and/or external partners, such as Health and Social Care, where there could be a need to travel to residents rather than residents travelling to services, as well as the social care implications of increased isolation.

The removal of free pre-09:30 travel for passengers who are blind or visually impaired will impact on when these passengers are able to travel, subject to their financial means. They will continue to be able to travel for free after 09:30 but will have to either change their travel times or pay if they wish to continue to travel before 09:30.

**Neutral Impact**

The protected characteristics shown in neutral are not, in themselves, determining factors about whether an individual needs to or will travel. Similarly, they are not characteristics that will determine the mode choice of travel.

Therefore the proposals are estimated as having a neutral impact on the travel choices and options for these characteristics.

**Issues or Opportunities that may need to be addressed**

- There are risks of moving costs to other Cambridgeshire County Council services and to partner organisations.
- There are risks to the ongoing sustainability of community transport services, with potential impacts on the most isolated, deprived and vulnerable transport users.
- Loss of community transport as a viable transport alternative may have impact on wider Passenger Transport agendas by reducing offers available for Education and Special Educational Needs Transport and Cambridgeshire Future Transport.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Reduced opportunity to be involved in community activities for those upon which there will be a negative impact as a result of this proposal.

### Version Control

Version no.	Date	Updates / amendments	Author(s)
1	06.11.2015	Version for E&E Committee on 17.11.2015	Paul Nelson

**COMMUNITY IMPACT ASSESSMENT**

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE)		Name: Juliet Richardson
Growth and Economy (G&E)		Job Title: Acting Head of Growth & Economy
Service / Document / Function being assessed		Contact Details: (01223) 699868
Reduce level of flood risk management		Date completed: 3 November 2015
Date approved: 6 November 2015		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.206	
Aims and Objectives of Service / Document / Function		
<p>Cambridgeshire County Council is a Lead Local Flood Authority (under the Flood and Water Management Act 2010). The Council's main responsibilities as a Lead Local Flood Authority are investigating and reporting on significant flood events in the county, establishing and maintaining a register for all significant flood risk assets in the county and producing a local flood risk management strategy to manage surface water, ordinary watercourses and groundwater flooding in partnership with other risk management authorities in the county.</p>		
What is changing?		
<p>As a result of the budget, there will be a reduction of £13k to the amount available in 2016/17 for spending on flood risk projects. The effects of this reduction can be mitigated in part by maintaining and strengthening joint working and resources with partners, including the Environment Agency, Internal Drainage Boards and District Councils.</p> <p>There is no staffing impact as a result of this proposal.</p> <p>As a Lead Local Flood Authority, the Council has many statutory responsibilities to fulfil. The cut will not prevent the Council being able to fulfil its responsibilities in this respect. It is possible however that the timescales and scales of delivery of flood risk management improvements may need to be adapted with community expectations managed accordingly.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Flood and Water Business Manager, Cambridgeshire County Council		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
Not applicable.
<b>Negative Impact</b>
Worst case is that the delivery of flood schemes may need to be deferred until a later time when funding is available.
<b>Neutral Impact</b>
Not applicable.
<b>Issues or Opportunities that may need to be addressed</b>
Closer working with partner organisations, especially the Environment Agency and Internal Drainage Boards.

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

Not applicable.

**Version Control**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>
1	06.11.2015	Version for E&E Committee on 17.11.2015	Juliet Richardson

**COMMUNITY IMPACT ASSESSMENT**

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)		Name: Paul Nelson
Passenger Transport (PT)		Job Title: Interim Head of Passenger Transport
Service / Document / Function being assessed		Contact Details: (01223) 715608 Paul.Nelson@cambridgeshire.gov.uk
Reduce support for local bus services; Reduce or remove grant towards dial-a-ride services; Reduce or remove reimbursement for community car schemes; Reduce or remove support for taxicard scheme		Date completed: 19 October 2015  Date approved: 6 November 2015
<b>Business Plan Proposal Number (if relevant)</b>	B/R 6.208	
Aims and Objectives of Service / Document / Function		
<p>The Passenger Transport service aims to provide passenger transport services to a wide range of clients across the county. Primarily through subsidised bus services where commercially viable services cannot be provided but are considered to be needed. It also includes financial support for the community transport sector through direct grants, subsidising the cost of using community car schemes and taxicard schemes.</p> <p>The Cambridgeshire Future Transport (CFT) project is designed to better integrate the commissioning and delivery of transport and to:</p> <ul style="list-style-type: none"> <li>• Provide more efficient and tailored passenger transport services to meet community needs.</li> <li>• To pool budgets from different providers of transport and thus allow for more efficient overall provision.</li> <li>• To provide a more simple and integrated means of gaining information about passenger transport services.</li> </ul> <p>The CFT programme has been running since 2012 and has successfully changed the model of public transport investment in Cambridgeshire.</p>		



**What is changing?**

From 2015/16, the CFT budget and all other funding towards community transport is being considered under one budget heading. This reflects the common objective of the (formerly) separate funding streams being used to help residents and visitors to Cambridgeshire access employment, education and training and public and leisure services.

The following budget reductions are required. This is based on the current budget from the 2015/16 Business Plan of £1.88m.

Financial Year	2017/18	2018/19
Savings required	-694	-694

It is proposed to review the effectiveness of CFT provision, to review the allocation of grants to community transport operators, to withdraw the 15p per mile subsidy to community car users and withdraw the taxicard scheme.

The potential impact reflects comments that have been made by community transport organisations about the impact on the services they currently provide resulting from the removal of the grants noted above. For example, Cambridge Dial-a-Ride has clearly stated that it would reduce the geographical area that Dial-a-Ride would cover. This would mean that the hundreds of customer journeys per year that they undertake in the South Cambridgeshire area would in all likelihood no longer be served.

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Officers

Paul Nelson – Acting Head of Passenger Transport, Cambridgeshire County Council  
Bess Sayers – Public Transport Business Manager, Cambridgeshire County Council

Stakeholders

Community Transport organisations

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity			✓
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

Not applicable.

#### Negative Impact

**Age:** The elderly form a disproportionate share of the users of community transport and supported rural bus services. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities.

**Disability:** Community transport services are used by those unable to drive. A reduction in support for community transport services will have an impact on their ability to access shops and local services and engage in social activities.

**Pregnancy and maternity:** Some pregnant women are unable to drive as a result of pregnancy. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities.

**Deprivation:** Community transport services are used by those without access to a car. The withdrawal of services will have an impact on their ability to access shops and local services and engage in social activities.

**Rural communities:** Reducing public and community transport funding will mean fewer services provided and journey choice reduced.

**Access to employment and education and training:** Again, transport choice will be reduced.

**Isolation:** Individuals within communities may feel isolated if their regular bus service to the nearest service centre (particularly in more rural areas) is removed as a consequence of these proposed savings.

Where users cannot travel or afford increased cost there will be an impact on the Council's outcomes of: Older people live well independently as they will not be able to travel to essential

services such as shopping and health; People with disabilities live well independently as they will not be able to travel to essential services such as health and shopping, as well as removing opportunity to work; People lead a healthy lifestyle as older people in particular will become more housebound. There is the risk of Impact on public health and wellbeing through people's inability to travel; organisational reputation through withdrawing this ability to travel; and other services and/or external partners such as health and social care where there could be a need to travel to residents rather than residents travelling to services, as well as the social care implications of increased isolation.

### Neutral Impact

The protected characteristics shown in neutral are not, in themselves, determining factors about whether an individual needs to or will travel. Similarly, they are not characteristics that will determine the mode choice of travel.

Therefore the proposals are estimated as having a neutral impact on the travel choices and options for these characteristics.

### Issues or Opportunities that may need to be addressed

The aim is to review and remove areas of the service that have been least effective. This may lead to impacts on other County Council services, including Social Care, with the most vulnerable being isolated.

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

Less opportunity to be involved with community activities.

## Version Control

Version no.	Date	Updates / amendments	Author(s)
2	11.12.2015	Version for GPC Committee on 22.12.2015	Paul Nelson

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) Passenger Transport (PT)		Name: Paul Nelson Job Title: Acting Head of Passenger Transport
Service / Document / Function being assessed		Contact Details: (01223) 715608 Paul.Nelson@cambridgeshire.gov.uk
Reduce staff following reduction in provision of passenger transport services		Date completed: 19 October 2015 Date approved: 6 November 2015
Business Plan Proposal Number (if relevant)	B/R.6.209	
Aims and Objectives of Service / Document / Function		
<p>The Passenger Transport service aims to provide passenger transport services to a wide range of clients across the county. Primarily through subsidised bus services where commercially viable services cannot be provided but are considered to be needed. It also includes financial support for the community transport sector through direct grants, subsidising the cost of using community car schemes and taxicard schemes.</p> <p>The Cambridgeshire Future Transport (CFT) project is designed to better integrate the commissioning and delivery of transport and to:</p> <ul style="list-style-type: none"> <li>• Provide more efficient and tailored passenger transport services to meet community needs.</li> <li>• To pool budgets from different providers of transport and thus allow for more efficient overall provision.</li> <li>• To provide a more simple and integrated means of gaining information about passenger transport services.</li> </ul> <p>The CFT programme has been running since 2012 and has successfully changed the model of public transport investment in Cambridgeshire.</p>		
What is changing?		
<p>Proposed reductions in local bus services, community car schemes and taxicard schemes would enable appropriate staff reductions.</p> <p><b>Please note the impact of the service changes are considered in the Community Impact Assessment for proposal B/R.6.208</b></p>		

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Interim Head of Passenger Transport Service

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

Not Applicable.

**Negative Impact**

Not Applicable.

**Neutral Impact**

Not Applicable.

**Issues or Opportunities that may need to be addressed**

The reductions in budget noted in B/R 6.208 will result in a reduction in the level of service in this area. This change is simply about setting staffing levels at an appropriate level for the remaining budget.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Not Applicable.

**Version Control**

Version no.	Date	Updates / amendments	Author(s)
1	06.11.2015	Version for E&E Committee on 17.11.2015	Paul Nelson

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport and Environment (ETE)		Name: Jeremy Smith	
Transport and Infrastructure Policy and Funding (TIPF)		Job Title: Acting Head of Transport and Infrastructure, Policy and Funding	
Service / Document / Function being assessed		Contact Details: (01223) 715483 <a href="mailto:Jeremy.Smith@cambridgeshire.gov.uk">Jeremy.Smith@cambridgeshire.gov.uk</a>	
Remove Transport and Infrastructure Policy and Funding services that are not self-funding		Date completed: 14 October 2015	
Business Plan Proposal Number (if relevant)	B/R. 6.210	Date approved: 6 November 2015	
Aims and Objectives of Service / Document / Function			
<p>The Transport Infrastructure Policy &amp; Funding Service (TIPF) has two key elements related to Transport and Infrastructure planning and Funding and Innovation:</p> <p>The Transport &amp; Infrastructure Strategy part undertakes transport and infrastructure planning for the longer term. This provides an evidence base to underpin future investment decisions on transport infrastructure. The Service also develops business cases and early scheme development work, particularly related to City Deal and Growth Deal projects. This work is essential to support in addressing the challenge of planning for and delivering an infrastructure capable of supporting Cambridgeshire's sustained economic growth to ensure the economy prospers to the benefit of all.</p> <p>Related to this, TIPF undertakes a key Statutory Duty to prepare, maintain and review the Local Transport Plan, and ensure that all key stakeholders are consulted when amending the LTP. Our LTP and policy focus is on promoting sustainable transport and creating the right conditions for growth and encourage people to use public transport and walk/cycle and supports in leading a healthy active lifestyle within a safe and accessible environment.</p> <p>The Funding and Innovation part of TIPF manages the Capital Programme and co-ordinates and bids for external funding and investment to support in delivering Cambridgeshire's Plans and priorities. Work also includes S106 developer contribution monitoring and management of the Cambridgeshire Sub Regional Model to support with assessing impacts of planned development. The Team also works to support the LEP Transport Panel and provides programme, technical and Accountable Body support to ensure that the Growth Deal Transport Programme is well managed and monitored and delivers the agreed outputs expected.</p>			

**What is changing?**

It is proposed to remove the £45,000 revenue (£25,000 during 2016/17 and £20,000 during 2017/18) which supports ETE's funding bidding function. This means that in future there won't be a dedicated resource for co-ordinating and bidding for external funds. This is expected to lead to a reduction in the amount of external grant funding likely to be secured. This will impact particularly on our capacity to deliver infrastructure priorities and support future growth and prosperity of our County, and testing more innovative approaches or learning from our partners.

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

ETE Officers and service users  
Partners, District Councils, LEP

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	x
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

Not applicable.

**Negative Impact**

There won't be a dedicated resource for co-ordinating and bidding for external funds, and making a compelling case for funding. This is expected to impact particularly on our capacity to deliver improvements and invest in improving accessibility, particularly in the more remote areas outside the main growth locations, where the business case for investment may be less strong.



**Neutral Impact**

The proposed loss of revenue for the ETE bidding function means that Cambridgeshire will have reduced capacity and skills for co-ordinating and bidding for external grant funding. While this is unlikely to impact on any specific group, particularly at the outset, the County Council could miss out on opportunities for funding for projects or improvements in future years to improve accessibility and support with improving conditions for growth generally. With no revenue resources, the focus will have to be on TIPF priorities and working with partners to bid where there is strongest chance of success, linked to economic growth and the County's key objectives and outcomes sought.

**Issues or Opportunities that may need to be addressed**

Work with LEP and partners to identify how the gap might be addressed and ensure clarity and alignment on priorities for future funding opportunities.  
Work with colleagues across the County Council and partners to raise risks related to reduced resources and likelihood of reduced funding for transport and infrastructure, particularly for areas outside the main growth locations to ensure alignment and opportunities for delivering outcomes differently potentially to ensure that accessibility is maintained for the more remote areas as far as possible.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

N/A

**Version Control**

Version no.	Date	Updates / amendments	Author(s)
1	06.11.2015	Version for E&E Committee on 17.11.2015	Dearbhla Lawson/ Jeremy Smith

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE)		Name: Jeremy Smith
Transport and Infrastructure Policy and Funding (TIPF)		Job Title: Acting Head of Transport and Infrastructure, Policy and Funding
Service / Document / Function being assessed		Contact Details: (01223) 715483 <a href="mailto:Jeremy.Smith@cambridgeshire.gov.uk">Jeremy.Smith@cambridgeshire.gov.uk</a>
Remove Transport and Infrastructure Policy and Funding services that are not self-funding		Date completed: 14 October 2015
Business Plan Proposal Number (if relevant)	B/R 6.211	Date approved: 6 November 2015
Aims and Objectives of Service / Document / Function		
<p>The Transport and Infrastructure Policy and Funding service, (TIPF), undertakes work relating to two key elements:</p> <ul style="list-style-type: none"><li>• Transport and Infrastructure Strategy</li><li>• Funding and Innovation.</li></ul> <p>The Transport and Infrastructure Strategy team undertakes transport and infrastructure planning for the longer term, providing an evidence base to underpin future investment decisions and a policy basis against which funding can be negotiated. The team:</p> <ul style="list-style-type: none"><li>• Prepares, maintains and reviews the Cambridgeshire Local Transport Plan, (LTP), as required by statute.</li><li>• Produces more detailed transport strategy documents, covering areas of the county, that set out specific transport needs, with a particular focus on planned growth. These documents are developed alongside the District and City Council's Local Plans.</li><li>• Links transport activities with the wider strategic objectives of the Council, of government, and of local partners, including in relation to planning, education, health and wellbeing, and community safety.</li><li>• Develops Major Scheme Business Cases for large transport projects and carries out early scheme development work, particularly in relation to the City Deal and Growth Deal programmes. This work is essential in addressing the challenge of planning for and delivering an infrastructure capable of supporting Cambridgeshire's sustained economic growth and ensuring that the economy prospers to the benefit of all.</li></ul> <p>The Funding and Innovation team manages the Council's Capital Programme and co-ordinates and bids for external funding and investment to support the delivery of Cambridgeshire's plans and priorities. The work of the team includes:</p> <ul style="list-style-type: none"><li>• S106 developer contribution monitoring.</li><li>• Management of the Cambridgeshire Sub Regional Model and the Council's other transport models, which are used to support the assessment of the transport impacts of planned</li></ul>		

development.

- Supporting the Local Enterprise Partnership (LEP) Transport Panel and providing programme, technical and Accountable Body support to ensure that the Growth Deal Transport Programme is well managed and monitored and delivers the agreed outputs expected.

### What is changing?

The Transport and Infrastructure Strategy team is already more than 80% capital funded, using Local Transport Plan (LTP) Integrated Transport Block (ITB) grant funding from Government and other external grant funding to deliver agreed priority projects such as those in the City Deal and City Deal or Growth Deal programmes.

The change proposed is to remove all remaining revenue funding for the Transport and Infrastructure Strategy team (£35,000 reduction in 2016/17 and the remaining £30,000 removed in 2017/18) and to make the team entirely self-funding using:

- ITB capital funding (which has reduced by 50% in recent years) for Local Transport Plan work.
- City Deal/ Growth Deal funding for development work on major projects in these programmes, and for relevant programme management work.

This means:

- There will be much less scope to undertake scheme or strategy development work outside of areas where grant funding is already available. General policy development work would need to reduce very significantly as this is a revenue function.
- ITB funding would focus on the review, monitoring and updating of the LTP to comply with the basic statutory duty.
- Unless Service Level Agreements can be agreed, the scope to undertake significant work in support of the District and City Council's Local Plans will be limited.

There would be no revenue to develop new County/ District wide strategies or Market Town Transport Strategies; this could have broader implications in terms of supporting Local Plans and identifying infrastructure needed to support and mitigate growth, and also in identifying what funding is to be secured from developers towards this. There are real risks therefore that less funding will be secured towards infrastructure and that the network will be under even more pressures. There would also be little or no funding for developing the pipeline of projects or feasibility studies or business cases, and this combined with loss of bidding function could have significant implications for the Council in delivering more aspirational aims to improve accessibility across the County longer term.

If policies and plans are not developed and funding bids are not submitted, there will be far less funding for new cycle ways, bus or road improvements. The impacts could be significant and impact into the long term, with a real risk that improvements will not be delivered or barriers addressed and the outcomes that the County Council is seeking related to creating the right conditions for economic growth may not be successfully achieved.

### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

Acting Head of Transport and Infrastructure Policy and Funding, Cambridgeshire County Council  
Transport Assessment Manager, Cambridgeshire County Council

Head of Major Infrastructure Delivery, Cambridgeshire County Council  
 Officers at Cambridge City Council and the District Councils of Cambridgeshire with responsibility for Local Plans, and with input into transport matters  
 Greater Cambridge Greater Peterborough Enterprise Partnership

### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			x
Deprivation			x

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

N/A

#### Negative Impact

The proposed loss of revenue for the Transport and Infrastructure Strategy function means that the work focus will need to be more on scheme development and delivery related to the main capital funding streams which are currently the LTP Integrated Transport Block (ITB), City Deal and Growth Deal.

Policy development work will need to reduce very significantly as this is a revenue function, (unless funding secured through Service Level Agreements (SLAs) for work to support local plans). Funding such as through an SLA is far more likely to be achieved in urban areas that are experiencing growth than in the rural areas of the county.

Similarly, the focus on growth in many recent funding rounds has made it more difficult to focus bids for new funding on other issues such as deprivation. Strategy work in these areas has therefore been maintained through revenue funding, and scheme delivery has been maintained through the core LTP ITB budgets. The capital budget has been cut by over 50% and the reduction in the revenue budget will make it more difficult to focus funding bids on deprived

areas.

### Neutral Impact

The impacts noted below are negative, but they do not discriminate in their impacts across any particular group (other than those in areas of rural isolation or deprivation noted above).

There would be no revenue to develop new County/ District wide strategies or Market Town Transport Strategies. This could have broader implications in terms of supporting Local Plan aims, identifying the infrastructure needed to support and mitigate growth and identifying what funding is to be secured from developers towards this. There are real risks therefore that less funding will be secured towards infrastructure, the network will be under even more pressure. The focus will be on agreed priorities related to the Council's outcomes and funding streams to ensure support for ongoing prosperity and economic growth. There will be no resources for undertaking more focussed feasibility work related to longer term or more aspirational aims and it may be difficult to support the case for investment outside of the key growth locations.

Policy development work will need to reduce very significantly as this is a revenue function (unless funding secured through SLA's for work to support local plans), with focus shifting to implementation, monitoring and updating LTP to comply with basic statutory duty.

There are real risks therefore that less funding will be secured towards infrastructure and that the transport network will be under more pressure than would otherwise be the case.

### Issues or Opportunities that may need to be addressed

Work with Local Authority partners to identify what transport policy evidence is required in support of Local Plans, and ascertain whether there is resource available to support this work and ensure clarity and alignment on priorities.

Work with colleagues across the County Council and partners to raise risks related to reduced resources and capacity for undertaking policy development work and the consequential likelihood of reduced funding for transport and infrastructure, particularly for areas outside the main growth locations to ensure alignment on priorities and resources to support in delivering outcomes differently.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

### Version Control

Version no.	Date	Updates / amendments	Author(s)
1	06.11.2015	Version for E&E Committee on 17.11.2015	Dearbhla Lawson/ Jeremy Smith

**COMMUNITY IMPACT ASSESSMENT**

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)		Name: Paul Nelson
Passenger Transport (PT)		Job Title: Interim Head of Passenger Transport
Service / Document / Function being assessed		Contact details: (01223) 715608 Paul.Nelson@cambridgeshire.gov.uk
Re-evaluation of Concessionary fare spend		Date completed: 7 December 2015
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.212	Date approved: 14 December 2015
Aims and Objectives of Service / Document / Function		
Following the deregistration of some bus routes, a re-evaluation of concessionary fare spend indicates the likelihood of a reduced spend and savings in 2016/17.		
What is changing?		
Some routes, registered public services, have been de-registered by the bus companies. As registered public service routes they were eligible English Concessionary Travel Scheme (ENCTS) services on which the pass could be used. As these services no longer operate, these ENCTS journeys can no longer be made, leading to a saving in re-imbursements.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<ul style="list-style-type: none"> <li>Cambridgeshire County Council officers</li> <li>Bus operators</li> </ul>		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
A saving of approximately £60k can be made following the deregistration of some bus routes.
<b>Negative Impact</b>
No significant negative impact has been identified. The routes lost were not generally providing journeys linking people to essential services.
<b>Neutral Impact</b>

The impact is expected to be neutral. These were not journeys linking people to essential services.

**Issues or Opportunities that may need to be addressed****Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

**Version Control**

Version no.	Date	Updates / amendments	Author(s)
1	14.12.2015	Version for GPC Committee on 22.12.2015	Paul Nelson



**COMMUNITY IMPACT ASSESSMENT**

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) Passenger Transport (PT)		Name: Paul Nelson  Job Title: Acting Head of Public Transport  Contact Details: (01223) 715608 Paul.Nelson@cambridgeshire.gov.uk
Service / Document / Function being assessed		Date completed: 16 October 2015  Date approved: 6 November 2015
Further commercialisation of Park and Ride Sites		
Business Plan Proposal Number (if relevant)	B/R 7.112	
Aims and Objectives of Service / Document / Function		
The Park and Ride Service provides a high quality, flexible alternative to driving into Cambridge, and has proved to be popular and well used. The Council runs and manages the five Cambridge Park and Ride Sites and the two Busway Park and Ride sites. All bus services are run commercially and make a contribution to the cost of the Park and Ride and Busway.		
What is changing?		
Explore options, including changing the use of the buildings and further commercialisation of the car parks. This should have no impact on the user except to potentially provide opportunities to use any businesses that set up on the park and ride sites.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Paul Nelson – Acting Head of Passenger Transport, Cambridgeshire County Council Campbell Ross-Bain - Bus Operations & Facilities Manager, Cambridgeshire County Council		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender		✓	

reassignment			
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
Not Applicable.
<b>Negative Impact</b>
Not Applicable.
<b>Neutral Impact</b>
There will be no impact on passengers as the concessions will not have any impact on bus travel or parking at the sites.
<b>Issues or Opportunities that may need to be addressed</b>
Not Applicable.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

Not Applicable.
-----------------

**Version Control**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>
1	06.11.2015	Version for E&E Committee on 17.11.2015	Paul Nelson

## **Highways and Community Infrastructure Committee CIAs**

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE Cross-Directorate		Name: Celia Melville .....
Service / Document / Function being assessed		Job Title: Head of Policy and Business Development.....
Centralise Business support posts across Economy Transport and Environment (ETE)		Contact details: 01223 715659 .....
Date completed: .....		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.002	Date approved: .....
Aims and Objectives of Service / Document / Function		
<p>Business support roles are present in all Services in ETE. They provide support to the Services on a range of tasks, some generic and others more specialised to the Service within which they are based.</p>		
What is changing?		
<p>Since the move of all services out of Castle Court into Shire Hall, the majority of ETE Services are located in close proximity on the top floor of the building. This presents an opportunity to review the current business support arrangements, with a view to considering how support is provided to Services. The work to develop this proposal is at an early information gathering stage, however it is anticipated that options will be devised where roles are brought together into a central resource. This might be based on consolidating functions into certain roles, such as finance, although this is far from definite.</p> <p>The savings figures for the business plan proposal are £25k in 2016/17 and £20k in 2017/18. The allocation across two financial years is based on the changes being brought in part way through 2016/17, with the remainder of the savings being secured the follow year.</p> <p>There will be changes to job descriptions and roles, line management arrangements and structure. The Council's human resource procedures will be followed in order to mitigate the impact of these changes on individuals. A restructure consultation will be launched outlining the proposed changes</p> <p>There will be no impact on any of the protected characteristic.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p><b>Celia Melville, Head of Policy and Business Development</b>  <b>Tamar Oviatt-Ham, Business Development Manager</b></p>		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
N/A
<b>Negative Impact</b>
N/A
<b>Neutral Impact</b>
N/A
<b>Issues or Opportunities that may need to be addressed</b>

It will be important to align with the implementation of other business plan proposals to ensure options do not contradict one another.

Also, the opportunity presented by posts becoming vacant and then not be replaced should also be taken into account.

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

N/A

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
ETE / IMO / C&CS		Name: Alan Akeroyd .....  Job Title: Archives and Local Studies Manager  Contact details: alan.akeroyd@cambridgeshire.gov.uk  Date completed: 21.10.15  Date approved: .....	
Service / Document / Function being assessed			
Transfer Cromwell Museum to a charitable trust			
Business Plan Proposal Number (if relevant)	B/R.6.101		
Aims and Objectives of Service / Document / Function			
The Cromwell Museum in Huntingdon commemorates the life and impact of Oliver Cromwell (1599-1658). It is the only museum directly provided by Cambridgeshire County Council, and			

therefore has an anomalous position with regards to other CCC services and with other museums within Cambridgeshire. The Museum was not set up by the County Council, but was instead created by the former Huntingdonshire County Council, and was inherited by CCC in 1974.

This impact assessment concerns the transfer of the Cromwell Museum in Huntingdon, currently a directly provided CCC service, to an independent charitable trust

### What is changing?

In 2013 Full Council agreed to transfer the running of the Museum to an independent charitable trust with effect from 1 April 2016. Officers have been working on setting up the trust so that it can operate successfully from that date. Five trustees have been appointed to a shadow board, including the MP for Huntingdon.

We anticipate that the creation of the Cromwell Museum trust will result in a fresh lease of life for the Museum. The trustees have excellent experience of fund-raising and community engagement, and have constructive opinions on how the Museum can grow in the medium to long term future.

The collections will remain in the ownership of CCC or on loan to CCC. The grade II\* listed building in which the museum is located will transfer to Huntingdon Town Council who will maintain the building and lease it at a peppercorn to the museum trust.

### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

CCC Officers:

Alan Akeroyd, Archives and Local Studies Manager

Christine May, Head of Community and Cultural Services

Stakeholder bodies have been involved throughout the project to set up the trust, including representatives of the Friends of the Cromwell Museum, the Cromwell Association, the Arts Council, Huntingdon Town Council, and the Cromwell Museum Management Committee.

### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and		✓	



maternity			
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

Positive Impact
N/A
Negative Impact
N/A
Neutral Impact
The transfer of the Museum service to the Trust is expected to have neutral impact on the protected characteristics listed above.
Issues or Opportunities that may need to be addressed
<p>The Cromwell Museum is the only tourist attraction in Huntingdon, and draws about 10,000 visitors each year. If the Cromwell Museum Trust is successful then the number of visitors to the area could increase, with benefits to the local economy and to civic pride as a consequence.</p> <p>It is possible that the Trust may be unsuccessful and that the Museum therefore closes, and may need to sell or otherwise dispose of its assets. In order to minimise the effects of this risk the decision has been made to keep the original items in the collection in the ownership of CC or on loan with CCC.</p> <p>In order to reduce the financial burden on the fledgling trust, the Museum building and any ancillary offices and spaces will be offered to the trust for a peppercorn rent by Huntingdon Town Council.</p>

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

NA

**Version Control**

Version no.	Date	Updates / amendments	Author(s)
1	14.10.2015		Alan Akeroyd

**COMMUNITY IMPACT ASSESSMENT**

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE) Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Service / Document / Function being assessed		
Rationalise business support in highway depots to a shared service.		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.102	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>• Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>• Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>• Working with partners to reduce deaths and injuries on our roads.</li> <li>• Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of rationalising business support in</p>		

highway depots to a shared service.

### What is changing?

The business planning option put forward is for a £50k saving, split £25k 2016/17 and 2017/18, which is the equivalent of two Business Support Assistant posts.

The team is currently carrying one vacancy and therefore it is proposed that for 2016/17 this vacancy is offered up as a saving.

2017/18 will see the commencement of the new Highway Services Contract, which seeks to achieve significant efficiencies across the highway function, resulting in a single service. It is envisaged that as part of the new contract there will be a reduction in the number of highway depots, as well as a step change in the way in which highway services are delivered.

The reduced number of depots will also remove the need to retain the same number of Business Support Assistants, therefore the second £25k saving will be made at the start of 2017/18.

### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

Undertaking the assessment:

Head of Local Infrastructure and Street Management  
LISM Business Support & Finance Manager

### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the

impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>
Provided that the £50k saving is made as described at the start of this assessment, i.e. split equally over the first two years, then there will be no issues that need to be addressed. The opportunity will arise through the new highway services contract, for a redesigned highway service and the anticipated efficiencies that will be realised through the partnership.

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The changes are not expected to have any impact on community cohesion.
--

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management
Service / Document / Function being assessed		Contact details: (01223) 703839 <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Implementation of a self-funding model and rationalisation of management bands to increase road safety efficiency		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.103	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of increasing the efficiency of the road safety service, through implementation of a self-funding model in collaboration with the Cambridgeshire &amp; Peterborough Road Safety Partnership and restructure of the road safety team.</p>		
What is changing?		
<p>Road Safety comprises the Education and Engineering teams. The statutory requirement is for the investigation of the causes of accidents. Currently the Education team is funded from a grant from Public Health; however there is a high likelihood that this grant will reduce. Therefore the activities carried out by the team will have to be scaled back accordingly:</p> <ul style="list-style-type: none"> <li>Remove radio campaigns;</li> <li>Reduce educational materials;</li> <li>Reduce marketing;</li> <li>Create a financially self-sustainable Cambridgeshire &amp; Peterborough Road Safety Partnership.</li> </ul>		

The proposed efficiencies identified as part of the business plan will result in the loss of the Road Safety Manager post and a re-structure of the team, with integration of the engineering team within Local Projects.

### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

Undertaking the assessment:

Head of Local Infrastructure and Street Management

Road Safety Manager

Service Manager – Local Projects

Team Leader Road Safety Education

Lead Road Safety Engineer

Peterborough City Council

Cambridgeshire Constabulary

### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

### Positive Impact

The changes are not expected to have any impact on the protected characteristics.

### Negative Impact

Age - the radio campaigns, educational materials, marketing etc. are aimed at specific age groups (depending on the campaign), therefore there could potentially be a negative impact on young people (less experienced road users), older people (older drivers and increased vulnerability) etc. Reducing radio campaigns, educational materials, marketing work etc. arguably reduces the level of opportunity for influencing behaviour.

#### Neutral Impact

The changes are not expected to have any impact on the protected characteristics.

#### Issues or Opportunities that may need to be addressed

Whilst the public health grant remains in place it is possible to continue to provide a positive road safety education service, however as the grant is likely to reduce and could well be removed completely, the need to identify alternative funding sources is critical. The opportunity to retain this service is through the Cambridgeshire & Peterborough Road Safety Partnership.

Restructuring the Road Safety team will increase road safety scheme project delivery efficiency and bring in line with the delivery of other highway schemes.

#### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The changes are not expected to have any impact on community cohesion.

#### Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Supporting Businesses and Communities (SBC)		Name: Aileen Andrews  Job Title: Acting Head of Supporting Businesses and Communities
Service / Document / Function being assessed		Contact Details: 01954 284659 <a href="mailto:Aileen.Andrews@cambridgeshire.gov.uk">Aileen.Andrews@cambridgeshire.gov.uk</a>
Restructure and transform the Supporting Businesses and Communities service		
<b>Business Plan Proposal Number (if relevant)</b>	<b>B/R.6.105</b>	
Aims and Objectives of Service / Document / Function		
<p>The Supporting Businesses and Communities service, (SBC), plays a key role in bringing together various service elements that directly address the needs of Cambridgeshire's diverse communities. As many elements of the service's work often target the same outcomes, the service is made up of multi-skilled teams which can be deployed across a range of activities, in order to better engage with the county's communities, shape growth and deliver efficiencies.</p> <p>The service is currently structured around two key functions:</p> <p><b><i>Supporting Businesses</i></b></p> <p>The service works to support businesses to grow and prosper by providing advice and information to help them understand, apply and adhere to relevant legislation. Work is also undertaken to ensure that businesses identified as 'high risk' are compliant, to ensure public safety. The Trading Standards service is delivered by the Supporting Businesses &amp; Communities service.</p> <p><b><i>Supporting Communities</i></b></p> <p>The service protects vulnerable residents, helping them to feel safe and live independently by raising awareness of scams and rogue traders to prevent financial and emotional harm. The service also prosecutes those who do target the county's residents with criminal trading practices. The service encourages participation in community led activities and events to support the development of community resilience and encourage a community approach where they are able to help and support the more vulnerable.</p> <p>The service also undertakes direct work with vulnerable people and supports people to make healthy, informed and enriched lifestyle choices by tackling underage or illicit smoking and drinking. The service also protects the local environment by working in partnership with District Partners to minimise the impact of waste disposal.</p> <p>This Community Impact Assessment covers the impact of a full service redesign of the Supporting Businesses and Communities service.</p>		
What is changing?		



The service is restructuring to create efficiencies by better aligning functional service delivery, and within it the number of management posts will be reduced. This will include the Head of Service and two Lead Officer posts.

This approach will support the protection of front line service delivery and the impact of the budget reduction has been further mitigated by development of a commercial approach to providing business advice and financial investigations, generating further income and reducing the pressure from the revenue budget.

Functional service delivery will be based upon meeting statutory responsibility in regards to Trading Standards legislation and fully aligning community focussed service delivery with the Operating Model and key Council Priorities. Where appropriate, service delivery will be joined with that of other teams to produce further efficiencies. In particular, service delivery for prevention and protection against scams and rogue traders and developing resilience through community participation will be joined with that of Community and Cultural Services.

The service will be split into two areas, one being the delivery of the statutory Trading Standards function, with a view to this becoming part of a wider joint regulatory service model with District partners. The second area will cover community focussed preventative protection and community participation, to develop and embed community resilience at the heart of Cambridgeshire's communities.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

Acting Head of Supporting Businesses and Communities  
Operations Manager

#### What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
The changes are not expected to have any positive impact on the protected characteristics.
<b>Negative Impact</b>
The changes are not expected to have any identifiable impact on the protected characteristics.
<b>Neutral Impact</b>
The changes are expected to have a neutral impact on the protected characteristics. The redesign of services currently undertaken by Supporting Business & Communities has ensured that a minimum statutory service will be delivered and that Council key priorities will be met for all Cambridgeshire residents and businesses

<b>Issues or Opportunities that may need to be addressed</b>
Although the proposed restructure has been designed to minimise the impact on front line service delivery, the reductions could impact on the Trading Standards service's ability to effectively respond to a serious case of animal disease outbreak. The reduction may also impact on the Community Service's ability to effectively develop community resilience, and communities may not be able to take on a leading role in providing support through planned initiatives for example the good neighbour scheme to support those more vulnerable of society.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)		Name: Tom Blackburne-Maze
Assets and Commissioning (A&C)		Job Title: Head of Assets and Commissioning
Service / Document / Function being assessed		Contact Details: (01223) 699772 <a href="mailto:Tom.Blackburne-Maze@cambridgeshire.gov.uk">Tom.Blackburne-Maze@cambridgeshire.gov.uk</a>
Downscale the team managing the streetlighting private finance initiative (PFI) contract		Date Completed:
		Date Approved:
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.106	
Aims and Objectives of Service / Document / Function		
<p>The Streetlighting Private Finance Initiative (PFI) Contract will provide the communities of Cambridgeshire with a sustainable streetlighting service that will:</p> <ul style="list-style-type: none"> <li>• Reduce energy consumption by approximately 46%.</li> <li>• Introduce more efficient white lights in residential areas which have better colour rendering ability.</li> <li>• Provide conversion of every illuminated bollard to solar powered or highly reflective.</li> <li>• Provide a central management system that will allow lighting to be remotely monitored and adjusted.</li> <li>• Provide improved performance and response times to faults and emergencies.</li> <li>• Provide reduced hours of illumination and dimming of lights when traffic and pedestrian flows are low.</li> <li>• Provide conversion of illuminated signs to light emitting diode (LED).</li> </ul> <p>The PFI Contract will be in place for a duration of 25 years, from 2011 until 2036). The first five years (2011- 2016) are the core investment period, when the Council's streetlights, illuminated signs and bollards are all upgraded or permanently removed. The County Council receives Central Government funding from the Department for Transport (DfT) in the form of PFI Credits and is responsible for the management and monitoring the performance of the PFI Contractor and a number of responsibilities and functions retained by the County Council. These include responding to communities', residents' and stakeholders' questions, concerns and complaints and the management of energy use by the Council's owned assets and those also owned by Parish Councils. It also includes the identification, development and implementation of future savings proposals and policy changes such as part night lighting and attachments to the assets.</p>		

**What is changing?**

This Community Impact Assessment covers the proposal to reduce the number of County Council staff responsible for the management and monitoring of the PFI Contractor and functions retained by the County Council. In 2016/17, it is proposed that the post of Commission Manager will be deleted. The Commission Manager is responsible for this service. It is proposed that one Commission Officer post will be deleted during 2017/18.

- The Core Investment Period is due to complete on 30<sup>th</sup> June 2016, meaning that the majority of County Council owned assets will have been upgraded or permanently removed by this date. Approximately 2,700 streetlights, adopted by the Council since the start of the PFI Contract and which do not form part of the PFI upgrade programme, will not have been upgraded
- The Council is proposing to switch off streetlights in most residential areas, along footpaths and non-traffic routes throughout Cambridgeshire on the Central Management System (CMS) between 2.00am and 6.00am. Those not on the CMS will not have been upgraded to be switched off.
- The Council is also proposing to increase the dimming of all streetlights on the CMS by up to 60% at all times between switch-on and switch-off. Those not on the CMS will not have been upgraded to be dimmed further.
- The Council is proposing to implement a street lighting attachments policy which will receive, consider and approve/decline requests to attach objects to streetlighting furniture.

This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from Cambridgeshire's communities regarding the savings proposals which have been considered in community impact assessments B/R.6.109 (Switch off streetlights in residential areas between 2am and 6am) and B/R.7.114 (introduce street lighting attachment policy) and any future proposals needed to deliver future savings needs.

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Executive Director: Economy, Transport and Environment  
Service Director: Infrastructure Management and Operations  
Head of Assets and Commissioning

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex			✓
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

The changes are not expected to have any positive impacts on the protected characteristics.

#### Negative Impact

Whilst the provision of streetlighting is not a statutory requirement, where streetlighting has been provided, many of our communities view any change to the existing service as being negative. This has already been recently experienced strongly during the existing PFI Core Investment period which has permanently removed 10% of the County Council's existing streetlights. This has been received most negatively by communities where age, disability, rural isolation or deprivation is prevalent and it is likely that these protected characteristics will perceive an even greater negative impact to the service changes proposed. This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

#### Age and Disability

The potential service changes introducing part night lighting, B/R.6.109, are most likely to affect those communities with the protected characteristics of age and disability where streetlighting is seen as an essential service. Further switching off or dimming is likely to be seen as adversely affecting their personal health and safety. This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and

could further increase the negative impact of the proposal itself.

### **Rural Isolation and Deprivation**

Whilst the safety of our highway network will remain our highest priority, the largest proportion of our highway network is classified as rural where the standards of streetlighting are already the lowest. The potential changes to the level of service provided in these rural locations through part night lighting, B/R.6.109, has the potential to impact on a large number of people, leaving them feeling more isolated, including the more vulnerable who rely on streetlighting to make them feel safe at night-time. This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

### **Sex**

There is the perception that the service changes introducing part night lighting, B/R.6.109, will have a greater impact on women than men. There is the potential for some women to feel threatened by darkness and more concerned about their personal security and safety and this could lead to isolation. This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

### **Neutral Impact**

The changes are expected to have any neutral impact on the following protected characteristics;

- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

### **Issues or Opportunities that may need to be addressed**

The proposal to introduce a street lighting attachments policy, B/R.7.114, is also likely to be received negatively. As attachments have been able to be made in the past without any fee or enforcement, communities are likely to perceive this impact as being negative.

This proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

### **Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

As the proposal to introduce part night lighting affects residential roads, B/R.6.109, this could have a negative impact upon community cohesion where residents feel unsafe to leave their homes during hours of darkness whilst the heaviest used traffic routes continue to be lit.

The proposal to introduce a street lighting attachments policy, B/R.7.114, will affect all County Council owned streetlights in all communities where many have been able to attach any object

to streetlights without having to apply for a license. Whilst this does not automatically prevent objects being attached to streetlights, many communities may feel that this reduces their ability to provide community based facilities.

This reduction in staffing proposal will reduce the ability and capacity of the County Council to consider and respond to requests, concerns and complaints from the Community regarding savings proposals which will be perceived as a service reduction and could further increase the negative impact of the proposal itself.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment													
Economy, Transport & Environment  Assets and Commissioning		Name: Tom Blackburne-Maze  Job Title: Head of Assets and Commissioning  Contact Details: 01223 699772 <u><a href="mailto:Tom.Blackburne-maze@cambridgeshire.gov.uk">Tom.Blackburne-maze@cambridgeshire.gov.uk</a></u>													
Service / Document / Function being assessed															
Switch off streetlights in residential areas between at least midnight and 6am															
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.109														
Aims and Objectives of Service / Document / Function															
<p>The Streetlighting PFI Contract will provide the communities of Cambridgeshire with a sustainable streetlighting service that will:</p> <ul style="list-style-type: none"> <li>Reduce energy consumption by approximately 46%.</li> <li>Introduce more efficient white lights in residential areas which have better colour rendering ability.</li> <li>Provide conversion of every illuminated bollard to solar powered or highly reflective.</li> <li>Provide a central management system that will allow lighting to be remotely monitored and adjusted.</li> <li>Provide improved performance and response times to faults and emergencies</li> <li>Provide reduced hours of illumination and dimming of lights when traffic and pedestrian flows are low.</li> <li>Provide conversion of illuminated signs to LED.</li> </ul> <p>This Community Impact Assessment covers the impact of further savings needed to the street lighting provision over and above the savings achieved through the PFI Contract.</p>															
What is changing?															
<p>The 2015-20 Business Plan identified the need to deliver energy savings across two financial years. Options considered by members included:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr> <th style="width: 35%;">Switch off Proposal</th> <th style="width: 35%;">Total Financial Saving</th> <th style="width: 30%;">Reduction in Financial Savings</th> </tr> </thead> <tbody> <tr> <td>12am – 6am</td> <td>£260,000</td> <td>-</td> </tr> <tr> <td>1am – 6am</td> <td>£211,000</td> <td>£49,000</td> </tr> <tr> <td>2am – 6am</td> <td>£162,000</td> <td>£98,000</td> </tr> </tbody> </table>				Switch off Proposal	Total Financial Saving	Reduction in Financial Savings	12am – 6am	£260,000	-	1am – 6am	£211,000	£49,000	2am – 6am	£162,000	£98,000
Switch off Proposal	Total Financial Saving	Reduction in Financial Savings													
12am – 6am	£260,000	-													
1am – 6am	£211,000	£49,000													
2am – 6am	£162,000	£98,000													



In January H&CI Committee it was resolved to reduce the number of hours for which streetlights were switched off, in order to reflect the strength of feeling in the public consultation. It was resolved that £162,000 could be delivered through:

- Switching off streetlights in most residential areas, footpaths and non-traffic routes throughout Cambridgeshire on the Central Management System between 2.00apm and 6.00am
- Increasing the dimming of all streetlights on the Central Management System by up to 60% at all times between switch-on and switch-off.

### Who is involved in this impact assessment?

Tom Blackburne-Maze - Head of Assets and Commissioning  
John Onslow - Service Director: Infrastructure Management & Operations  
Graham Hughes – Executive Director: Economy, Transport and the Environment  
Officers from Assets and Commissioning Service  
Staff from our service provider Balfour Beatty  
Cambridgeshire Safety Partnership  
District, City, Town and Parish Councils

### What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative	Impact	Positive	Neutral	Negative
Age			✓	Religion or belief		✓	
Disability			✓	Sex			✓
Gender reassignment		✓		Sexual orientation		✓	
Marriage and civil partnership		✓		The following additional characteristics can be significant in areas of Cambridgeshire.			
Pregnancy and maternity		✓		Rural isolation			✓

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

### Positive Impact

The changes are not expected to have any positive impacts on the protected characteristics.

### Negative Impact

Whilst the provision of streetlighting is not a statutory requirement, where streetlighting has been provided many of our communities view any change to the existing service as being negative. This has already been recently experienced strongly during the existing PFI Core Investment period which has permanently removed 10% of the County Council's existing streetlights. This has been received most negatively by communities where age, disability, rural isolation or deprivation is prevalent and it is likely that these protected characteristics will perceive an even greater negative impact to the service changes proposed. However, whilst the perceptions of the impact of these proposals will likely be seen as negative, there is no evidence that reduced street lighting is associated with increases in road traffic collisions or crime. Evidence suggests that dimming the amount of light or switching to white light/LEDs may reduce crime in an area and when risks are carefully considered, local authorities can

safely reduce street lighting, saving energy costs and reducing carbon emissions, without impacting negatively on traffic collisions and crime.

### **Age and Disability**

The potential service changes are most likely to affect those communities with the protected characteristics of age and disability where streetlighting is seen as an essential service. Further switching off or dimming is likely to be seen as adversely affecting their personal health and safety, although there is no evidence to support these fears from other Authorities who have had to implement similar savings. A recent independent report published in the British Medical Journal of Epidemiology & Community Health on the impact of street lighting changes concluded the "study found little evidence of harmful effects of switch off, part-night lighting, dimming, or changes to white light/LEDs on road collisions or crime in England and Wales".

<http://jech.bmj.com/content/69/11/1118>

### **Rural Isolation and Deprivation**

Whilst the safety of our highway network will remain our highest priority, the largest proportion of our highway network is classified as rural where the standards of streetlighting are already the lowest. However, in many rural villages where there is lighting, the street lights are not part of the central management system or are lower standard lights provided by districts or parishes, so will not be affected by this proposal. The potential changes to the level of service provided in rural locations on the CMS has the potential to impact on a large number of people, leaving them feeling more isolated, including the more vulnerable who rely on streetlighting to make them feel safe at night-time. There is however, no evidence to support these fears from other Authorities who have had to implement similar savings. A recent report found that there is a strong association in minds of the public between the presence of lighting and a feeling of safety. However, the report suggests that despite this the introduction of part-night lighting won't change actual behaviour as other factors such as an area's reputation, personal feelings of vulnerability and time-specific circumstances (such as pub closing times) have a stronger influence.

<http://www.suzylamplugh.org/wpcms/wp-content/uploads/Perceptions-of-Safety-survey-FINAL.pdf>

### **Sex**

There is the perception that the service changes will have a greater impact on women than men, although there is no direct evidence of this having been realised after similar proposals have been implemented in other Authorities. There is the potential for some women to feel threatened by darkness and more concerned about their personal security and safety and this could lead to isolation.

**Neutral Impact**

The changes are expected to have any neutral impact on the following protected characteristics;

- Gender reassignment
- Marriage and Civil partnership
- Pregnancy and maternity
- Race
- Religion or Belief
- Sexual orientation

**Issues or Opportunities that may need to be addressed**

Any changes to service levels will be applied consistently across the County. Certain locations meeting the exception criteria will continue to be lit through the night, for example:

- Sites where there are a large number of conflicting traffic movements (e.g. roundabouts) which are on significant routes (generally those lit by columns greater than 6m high).
- Sites where street lights are installed as a result of accident remedial measures.
- Town Centre areas where there is one or more of the following features: publicly maintained CCTV, areas of high crime risk confirmed by the Police, high proportion of high security premises such as banks, jewellers, high concentration of people at night such as transport interchanges and nightclubs.
- Main approaches to town centre areas where there is a mix of development between residential and commercial/industrial (e.g. not exclusively residential).
- Sites where the police can demonstrate that there is likely to be an increase in crime if the lights are switched off during part of the night.
- Where there is a statutory requirement to provide lighting to illuminate obstructions in the highway, e.g. positions of traffic calming or mini roundabouts, etc.

Local Councils have been consulted with to gain their comments to the proposals and have been provided with an option to contribute to the costs of street lighting at the times when it will not be provided by the County Council. A number of Local Councils have agreed to do this in roads and areas which they have identified.

A wider public consultation is planned to be undertaken in October and November 2015 to obtain comments from residents and communities to refine the proposal further.

**Community Cohesion**

As these changes affect residential roads, they could have an impact upon community cohesion where residents feel unsafe to leave their homes during hours of darkness when lights are switched off, whilst the heaviest used traffic routes continue to be lit.

**Version Control**

Version no.	Date	Updates / amendments	Author(s)

**COMMUNITY IMPACT ASSESSMENT**

Directorate / Service Area	Officer undertaking the assessment
----------------------------	------------------------------------

Economy, Transport & Environment (ETE)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Local Infrastructure & Street Management (LISM)		
<b>Service / Document / Function being assessed</b>		
Reduce Rights of Way (RoW) provision.		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.110	
<b>Aims and Objectives of Service / Document / Function</b>		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>• Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>• Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>• Working with partners to reduce deaths and injuries on our roads.</li> <li>• Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of reducing RoW provision.</p>		
<b>What is changing?</b>		
<p>The Rights of Way service underwent a review as part of the recent ETE re-structure (2012/13) which resulted in a reduction of three posts. As a result, there has been a slight reduction in the level of service the team provides, e.g. less promotional work and the team now take longer to deal with requests.</p> <p>Further reductions in RoW servicing provision took place in 2015/16 through further integration of the RoW team with the existing highway service. The savings for 2016/17 are anticipated through a further reduction in the level of service provided in this area, e.g. less sign posts/ path maintenance. It may also be necessary to further reduce the staff numbers in this team. This will be mitigated through greater integration/ support from the existing highway teams.</p>		
<b>Who is involved in this impact assessment?</b>		
e.g. Council officers, partners, service users and community representatives.		
<p>Undertaking the assessment:</p> <p>Head of Local Infrastructure and Street Management  Highway Manager  Network Manager  Partners, stakeholders, service users and service providers</p>		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

The changes are not expected to have any impact on the protected characteristics.

**Negative Impact**

If the level of service is reduced as a result of these changes, there could be a potential negative impact on the protected characteristics of age and rural isolation.

Age & Disability - It could be more difficult for old people to make use of rights of way. This could impact on their health and wellbeing.

Rural isolation - It could be more difficult for people in rural locations to access facilities, services and maintain contacts within the community using rights of way.

**Neutral Impact**

The changes are not expected to have any impact on the protected characteristics.

**Issues or Opportunities that may need to be addressed**

- The changes to service levels will be applied consistently across the County.
- These changes will result in a reduction in the level of service in this area.
- Early communication of the changes will be required and this communication will require to

- be sustained to ensure that expectations are managed – particularly with Parish Councils.
- Should it be necessary to reduce posts a separate CIA will be prepared. County Council HR policies and procedures will be followed to mitigate the impact on any staff affected.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The changes are not expected to have any impact on community cohesion.

### Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport and Environment (ETE)  Community and Cultural Services (C&CS)		<b>Name:</b> Alan Akeroyd  <b>Job Title:</b> Archives and Local Studies Manager  <b>Contact Details:</b> <a href="mailto:Alan.Akeroyd@cambridgeshire.gov.uk">Alan.Akeroyd@cambridgeshire.gov.uk</a>  <b>Date Completed:</b> 21.10.15  <b>Date Approved:</b>	
Service / Document / Function being assessed			
Reduce Service Levels in Archives			
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.112		
Aims and Objectives of Service / Document / Function			
<p>The purpose of Cambridgeshire Archives and Local Studies (CALS) is to acquire, preserve, and make available, original historical records and published information resources relating to Cambridgeshire's communities. To this end, CALS runs four main public access points, specifically Huntingdonshire Archives and Local Studies, Cambridgeshire Archives, the Cambridgeshire Collection and Fenland Local Studies.</p> <ul style="list-style-type: none"> <li>Huntingdonshire Archives and Local Studies holds original historical records and published sources relating to the area covered by the former county of Huntingdonshire. It is located in Huntingdon Library and contains roughly 190 cubic metres of records.</li> <li>Cambridgeshire Archives holds original historical records relating to the area covered by the pre-1974 counties of Cambridgeshire and the Isle of Ely, together with modern countywide records from 1974 onwards. It is located in Shire Hall and contains approximately 600 cubic metres of records.</li> <li>The Cambridgeshire Collection holds original published sources relating to the area covered by the modern Cambridgeshire area, with a strong focus on Cambridge and the surrounding area. It is located in Cambridge Central Library and contains approximately 290 cubic metres of resources.</li> <li>Fenland Local Studies holds original published sources relating to the Wisbech area. It is located in Wisbech Library and contains a few bays of resources.</li> </ul> <p>In addition, every Library across the county has its own stock of relevant local studies material, professionally selected by CALS staff.</p> <p>The records accommodation at these sites is full. Some additional items are stored off-site at an outstore in Cottenham. Cambridgeshire Archives' current accommodation in Shire Hall's basement has been condemned by The National Archives (TNA) as being unfit for purpose. The service is scheduled to move to a new location in Ely, probably in early 2017.</p> <p>CALS staff actively carry out a programme of educational, training, exhibition, outreach and community engagement activities using the resources in their care. CALS also actively digitises</p>			

documents, which generates an income and provides online access.

### **What is changing?**

It is proposed that the budget for the Cambridgeshire Archives and Local Studies service is reduced from £600,000 to £330,000, over the next two financial years (2016-17, 2017-18), as a result of challenging financial pressures on the Council.

At the same time, there is recognition that physical visits to archives have decreased, whilst the number of online and remote enquiries has risen. Therefore, the focus of the CALS service in future will adjust to providing more online content, (catalogues, indexes, documents and digital images), for enquirers to use themselves, rather than maintaining opening hours, which are currently underused.

In order to meet the savings targets, the staffing establishment of CALS will need to reduce significantly. The service will attempt to maintain a reasonable level of public access to meet demand, however with a much reduced staff, this inevitably means that opening hours will be reduced overall and staggered across the main archive service points in Cambridge (in future Ely) and Huntingdon.

### **Who is involved in this impact assessment?**

**e.g. Council officers, partners, service users and community representatives.**

CCC officers :  
 Alan Akeroyd, Archives and Local Studies Manager  
 Christine May, Head of Community and Cultural Services

Issues affecting the CALS service are discussed with the Cambridgeshire Advisory Group on Archives and Local Studies, which includes representatives of a range of stakeholder organisations including local and family history groups, and depositors. They will be kept informed of the situation and consulted on options (e.g. opening hours) where possible.

### **What will the impact be?**



Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

Positive Impact
N/A
Negative Impact
<p><u>Age</u></p> <p>Currently, the Cambridgeshire Archives and Local Studies service is able to host school group visits and other activities for people of school age. Examples of how CALS' resources are used include challenging school students' current views of crime and justice, by discussing with them the heavy punishments imposed on 11-16 year olds in the 1870s, as revealed in the habitual criminal returns of Victorian prisons, and helping to forge community identity with homeless teenagers in St Neots, by taking to them 19th century plans and photographs of the former mill building which is now their hostel. The service also delivers outreach events to elderly people. Cutbacks to the service make our capacity to offer such activities severely curtailed.</p> <p><u>Deprivation</u></p> <p>The resources held by CALS are used to help build community identity and self-awareness. They contribute to achieving sustainable local communities, by: helping people to develop their personal identities and collective memories; being used as tools to develop community identity, engagement and cohesion through a wider understanding of the history and values of others; offering a way for citizens to "give back" to the wider community and to future generations of their own community, through the deposit of their own records and photographs, or through the</p>

cataloguing and indexing of other historical documents; and acting as a source of inspiration for new ideas and activities. Nationally, some 99% of visitors agree that archives contribute to society by preserving written heritage and culture, and the same proportion strongly agree that archives strengthen family and community identity. [Source: National Council on Archives survey of visitors to British Archives 2006].

#### Rural isolation

Users will be unable to visit as regularly and will have less choice about when they can visit the service. This is likely to impact particularly on those who live in rural communities.

#### **Neutral Impact**

There are no foreseeable impacts on disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

#### **Issues or Opportunities that may need to be addressed**

Cambridgeshire Archives' move to Ely, likely in 2017, needs to be properly managed. The 600 cubic metres of material in the basement of Shire Hall all needs to be properly cleaned and packaged prior to the move, and the move itself will need professional oversight. Failure to do so places irreplaceable documents at risk of loss or damage, and threatens the intellectual management of resources by the unsupervised physical break up of collections. Sufficient staff resources will need to be retained to ensure that this work is completed ahead of the move.

In 2017, the service will need to apply for archives accreditation from The National Archives (TNA). The service must gain accredited status in order to maintain its public records licence. If TNA believes that the County Council's archive service has fallen below the standards expected, then there is a risk that Cambridgeshire's public records licence will be removed.

The Cambridgeshire Collection is a local studies resource of national significance. It is far larger than any other local studies collection in the region and has been collecting material since 1860. The savings envisaged may result in reduced access to the Collection, which is likely to result in public opposition to the proposed savings.

#### **Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

**Version Control**

CALS has played a role in breaking down age-related barriers in villages and town estates across Cambridgeshire by setting up and nurturing the Cambridgeshire Community Archive Network (CCAN), in which people's photographs are scanned, captioned, tagged and made available online through dedicated CCAN websites, encouraging individuals of different generations to engage with each other. CALS currently is also able to provide an extensive programme of outreach events, workshops, lectures and displays (95 such events in 2013, 119 in 2014). A saving of the scale anticipated, and the consequent move to a statutory minimum service, would remove the staffing capacity able to provide all of these functions.

Version no.	Date	Updates / amendments	Author(s)
0.1	21.10.15		Alan Akeroyd, Christine May

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management
Service / Document / Function being assessed		Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>
Withdraw County Council funding for school crossing patrols.		Date completed: 14 October 2015
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.114	Date approved: .....
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of withdrawing funding for school crossing patrols.</p>		
What is changing?		
<p>It had been proposed that funding for school crossing patrols should be withdrawn in its entirety, resulting in the cessation of the school crossing patrol service. Further analysis has shown that it may not be possible to withdraw funding from all of the crossing patrols; £122k worth of funding is still being withdrawn.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p>Undertaking the assessment:</p> <p>Head of Local Infrastructure and Street Management          Road Safety Manager          School Crossing Patrol Manager</p>		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
<p>Age – Young people will be impacted as they may feel that routes to and from school are less safe.</p> <p>Parents / guardians could be impacted as they feel that must take on greater responsibility for the safe travel of their children to and from school.</p> <p>Disability – Similar impact to that highlight for age, but with the acknowledgement that disabled children may require more time / assistance with crossing a road and therefore the removal of school crossing patrols could impact on a disabled child's ability to safely cross the road.</p>
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>
<p>Stopping the school crossing patrol service will have a significant negative impact regarding reputation, even though it is not a statutory function.</p> <p>Opportunity for communities / schools to take on greater responsibility for safer routes to school, regarding community resilience.</p>

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

The changes are not expected to have any impact on community cohesion.

**Version Control**

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Supporting Businesses and Communities (SBC)		Name: Aileen Andrews  Job Title: Acting Head of Supporting Businesses and Communities
<b>Service / Document / Function being assessed</b>		Contact Details: (01954) 284659 <a href="mailto:Aileen.Andrews@cambridgeshire.gov.uk">Aileen.Andrews@cambridgeshire.gov.uk</a>  Date Completed:  Date Approved:
Remove community grants		
<b>Business Plan Proposal Number (if relevant)</b>	<b>B/R.6.116</b>	
<b>Aims and Objectives of Service / Document / Function</b>		
<p>The Supporting Businesses and Communities service, (SBC), plays a key role in bringing together various service elements that directly address the needs of Cambridgeshire's diverse communities. As many elements of the service's work often target the same outcomes, the service provides multi-skilled teams that can be deployed across a range of activities to enable better engagement with the county's communities, shape growth and deliver efficiencies.</p> <p>The service is currently structured around two key functions:</p> <p><b><i>Supporting Businesses</i></b></p> <p>The service works to support businesses to grow and prosper by providing advice and information to help businesses understand, apply and adhere to relevant legislation. Work is also undertaken to ensure that businesses identified as 'high risk' are compliant to ensure public safety. The Trading Standards service is delivered by the Supporting Businesses and Communities service.</p> <p><b><i>Supporting communities</i></b></p> <p>The service protects vulnerable residents, helping them to feel safe and live independently. The service raises awareness of scams and rogue traders to prevent financial and emotional harm and prosecutes those who do target Cambridgeshire residents with criminal trading practices. The service encourages participation in community led activities and events to develop community resilience. In this way, communities are better equipped to be able to assist vulnerable people within them and support people to make healthy, informed and enriched lifestyle choices by tackling underage or illicit smoking and drinking. The service also protects the local environment by working in partnership with other Councils to minimise the impact of waste disposal.</p>		

**What is changing?**

The County Council proposes to remove all legal advice provider grants to community organisations.

Currently the County Council provides legal advice grants to the following four organisations:

- Cambridge Family Mediation Service
- Cambridge Ethnic Community Forum
- Disability Information Service Huntingdonshire
- Citizens Advice Bureau (Cambridge and Rural)

It was previously agreed to phase these grants out by a 50% reduction during 2016/2017 and a further 50% reduction during 2017/2018; it was previously agreed that no funding will be provided from April 2018 onwards.

It is now proposed to remove all the funding for these grants from April 2016, thereby bringing forward the £30,000 saving.

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Acting Head of Supporting Businesses and Communities service  
Operations Managers, Supporting Businesses and Communities

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment			✓
Marriage and civil partnership			✓
Pregnancy and maternity			✓
Race			✓

Impact	Positive	Neutral	Negative
Religion or belief			✓
Sex			✓
Sexual orientation			✓
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be



recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### **Positive Impact**

The changes are not expected to have any positive impacts on the protected characteristics.

#### **Negative Impact**

The removal of the grants in 2016/2017 is expected to have an impact on those service users, which will include those with protected characteristics. The organisations that currently receive funding all provide legal advice to a wide range of groups and are particularly focused on helping to support and advise those in need, including people with protected characteristics.

There is the possibility that some of these organisations will reduce their service levels which could impact on the availability of legal advice and support to all service users, including those that may have protected characteristics as detailed above.

#### **Neutral Impact**

The changes are not expected to have any neutral impact on the protected characteristics, however, these proposals will only affect anyone wishing to seek legal advice from these providers. If a person with a protected characteristic does not wish to seek legal advice from any of these organisations, then the impact on this particular person will be neutral.

#### **Issues or Opportunities that may need to be addressed**

There have been previous reductions in these grants, and in order to prepare the organisations and afford them the opportunity to try and seek alternative funding, the service has advised that further reductions are likely, with a gradual phasing out (as previously detailed within the Business Plan).

The issue is likely to be around timely notification of the proposal to remove these grants completely from April 2016 to afford the organisations the opportunity to make appropriate operational decisions.

#### **Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

NA

**Version Control**

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Service / Document / Function being assessed		
Reduce Winter Maintenance.		
Business Plan Proposal Number (if relevant)	B/R.6.118	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>• Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>• Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>• Working with partners to reduce deaths and injuries on our roads.</li> <li>• Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of reducing winter maintenance.</p>		
What is changing?		
<p>Reduction in winter maintenance from 45% of the network currently being treated to 30%.</p> <p>The statutory requirement is to keep the roads free of ice and snow.</p>		
Who is involved in this impact assessment?		
<p>e.g. Council officers, partners, service users and community representatives.</p> <p>Undertaking the assessment:</p> <p>Head of Local Infrastructure and Street Management          Network Manager          Traffic Manager          Road Safety Manager          Operations Manager – Skanska</p>		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
<p>Age – Children are often reliant on school transport to access school and the elderly are often reliant on community transport to access services. If unclassified or classified roads are untreated, this will have a negative impact.</p> <p>Disability – Many people with disabilities are reliant on car travel/ community transport to access services. If unclassified or classified roads are untreated this will have a negative impact.</p> <p>Rural isolation – Many people living in rural areas are more likely to have to travel on unclassified or classified roads to access a more strategic route. If these routes are untreated this will have a negative impact.</p> <p>Deprivation – Many people will be wholly reliant on public transport to access services. If unclassified or classified roads are untreated this will have a negative impact.</p>
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>

- The reduction in service will be applied consistently across the County.
- Early engagement with communities in making choices in regard to any reduction of routes will be required.
- The level of “information” issued during the winter period will need to be reviewed to ensure that communities are well informed. More efficient and effective use of our Integrated Highways Management Centre will assist with this.
- Communication to ensure everyone understands any reduction in the level of service.
- Working with our partners/ winter volunteer programme to mitigate as far as is reasonable/ practicable.

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The changes are not expected to have any impact on community cohesion.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE/ IMO/ C and CS/ Libraries		Name: Lynda Martin  Job Title: Operations and Development Manager  Contact details: Lynda.martin@cambridgeshire.gov.uk  Date completed: 12.10.15  Date approved: .....
Service / Document / Function being assessed		
Reduce the opening hours of larger libraries, and withdraw funding from a number of smaller community libraries. Reduce front line staffing numbers accordingly.		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.119	
Aims and Objectives of Service / Document / Function		
<p>Statutory duty to deliver an efficient and comprehensive library and information service – countywide</p> <ul style="list-style-type: none"> <li>Literacy initiatives for children and adults</li> <li>Promotion of the enjoyment and confidence in reading</li> <li>Delivering information for health and well being</li> <li>Delivering information on CCC and local services</li> <li>Promotion of library spaces for community use</li> <li>Promotion of volunteering and Friends Groups for libraries</li> <li>Providing a comprehensive stock to cover resources for all ages and abilities and covering books in other languages, in large print and audio versions</li> <li>Supporting digital inclusion</li> <li>Providing services to support key CCC priorities such as Bookstart for under 5's, "Engage" for older people, computer buddies, Community Health Information Service.</li> </ul> <p>The Service is currently delivered through a total of 32 libraries – 25 community libraries, 6 hub libraries, and 1 Central Library. There are also 10 community run libraries that were established in 2002/3 following previous funding reductions.</p>		
What is changing?		
<p>In order to meet challenging savings targets it is proposed that:-</p> <ul style="list-style-type: none"> <li>Opening hours at larger libraries to be reduced by up to 10 hours per week. This follows a wholesale rationalisation and reduction of library opening hours across the county in 2012 to realise previous savings.</li> <li>Funding be withdrawn from a number of community libraries cross the county. In order to mitigate the impacts of this, the Council would seek to work with communities to find alternative options including, for example, moving library collections to community buildings, community volunteers taking over the running of libraries, and / or technology</li> </ul>		

solutions that enable unstaffed libraries to be open on a self-service basis.

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

**Council officers:**

**Lynda Martin, Libraries Operations and Development Manager**  
**Christine May, Head of Community and Cultural Services**

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity			✓
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

The changes are not expected to have a positive impact on the protected characteristics.

**Negative Impact**

**Age**

- Children have less time after school to visit the library especially as Sunday opening will be deleted
- Home schooled children will have less time to access the library for study and learning
- Under 5's will have less opportunity to visit their local library as hours of opening will be reduced
- Community run libraries may have less capacity to run the range of activities such as

storytime, school visits, playgroup visits, holiday reading activities and family learning activities

- Community run libraries may have less resources to offer such as large print and audio books
- Older people will have less time to use libraries for reading the paper, accessing computers, and receiving help from staff with information needs
- Older people may have to travel further to attend a library which would add to their expense (fares and parking) and might give difficulty in carrying books further
- The opportunities for people at work to visit a library will be reduced.

### **Disability**

- People with disabilities will have less opening hours to visit the library
- People with disabilities will have less staff time for help with information enquiries, support with online forms and the opportunity to attend events such as book groups
- People with disabilities would have to potentially travel further to reach a library

### **Pregnancy and maternity**

- Pregnant women would have to potentially travel further to reach a library
- Attending a library with small children is more difficult if travel is involved (travel and parking)
- Less opportunity locally to access resources to promote literacy and language development

### **Rural isolation**

- People in rural areas have an unequal opportunity to access the full range of resources for information, education, culture, literacy, health, well-being, job information, online resources and computer access
- People in rural areas need to travel further and have the expense of fares and parking
- People in rural areas need to spend more to access the same resources – potentially they would need to request more books (charges apply) and not have access to a larger range of books without payment in larger libraries
- Potentially the lack of access to computers could access on economic and community vitality in rural areas
- A community run service may be considered less value for the same community charge compared to larger libraries

### **Deprivation**

- People in some deprived areas will not have access to the range of resources in the larger areas
- People without transport will find it more difficult to access a library
- The range of support from trained staff will not be available locally – for example help with assisted digital enquiries
- Homeless people will have less time to use the library
- Job seekers without IT access at home will have less time to use the computers
- People on low incomes will have less access to the library and will have to pay for their requested books

### **Neutral Impact**



Communities will feel the loss of their CCC run local library as another negative impact on community cohesion – they will especially be concerned on the impact to children and older people and those who are unable to travel to access services.

There is evidence that the pool of volunteers and their willingness to run community facilities is on the decline, with many older people in caring roles and families with both parents in employment.

Communities will regret the loss of local facilities and the ability of these facilities to bring people together and to act as a catalyst for community initiatives and well-being.

The impact may be negative for these groups as well as the loss of local facilities will impact on everyone depending on personal circumstances.

### Issues or Opportunities that may need to be addressed

#### Issues

- Sufficient volunteers may not be able to be recruited locally
- Community groups may need support to deliver a service – which would impact on achievable savings

#### Opportunities

- Communities find funding and resources to support or enhance existing provision

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

N/A

### Version Control

Version no.	Date	Updates / amendments	Author(s)
1	12.10.15		Lynda Martin
2	14.10.15		Christine May
3	21.10.15		Christine May

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE / Community and Cultural Services		Name: Jill Terrell  Job Title: Support Services Manager  Contact details: jill.terrell@cambridgeshire.gov.uk  Date completed: 12 October 2015  Date approved: .....
Service / Document / Function being assessed		
Reduce library management and systems support and stock (book) fund		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.120	
Aims and Objectives of Service / Document / Function		
<p>The Library Service provides free access to books, information and resources in a variety of formats to meet community needs and helps prevent more costly interventions, making a key contribution to the Council's priority to 'Help people to live healthy and independent lives'. Library services have an important role to play in the 'Digital First' agenda, by providing free internet access and support to get online. They also have a vital role in supporting literacy and promoting reading for pleasure, as a major factor in improving people's life chances. As highly trusted, safe and neutral places in the community, libraries are being developed as co-located community hubs, working with partners to make savings and acting as the Council's 'face to face channel'.</p> <p>The Library Service is a statutory service that is required to provide a 'comprehensive and efficient' service to all who wish to make use of it (all who live, work and study in the county) and must provide free books, information and membership. It is required to keep adequate stocks of books, information, pictures, music, films etc. and to encourage adults and children to make full use of the service. The service is delivered through 32 libraries (25 single staffed community libraries and 7 larger hub libraries), 10 voluntary-run library access points, 4 mobile vehicles and through the volunteer-run Library at Home service, as well as through digital and online channels including online catalogue and transactions, mobile app, and lending of e formats (books, audio, newspapers, magazines and online reference materials). Cambridge Central Library is the seventh busiest library in the country. The Library Service issues nearly 3M items; serves 2.5M visitors and delivers around 3000 community activities annually.</p> <p>The key priority for the service is to undertake a comprehensive review in order to define a new strategy for the future delivery of the service which meets statutory requirements and community needs whilst making significant savings – in the region of £1M over the next two years. It is expected that at least 60% of this needs to be achieved in year one (16/17).</p>		
What is changing?		

## 1. Stock Fund

The stock fund provides all the resources available in libraries including books, newspapers and magazines, audio books, music CDs, DVDs and online licences for eBooks, eAudio, eMagazines, eNewspapers and online reference resources. Whilst eFormats are popular, they are not replacing the printed book quickly, and they do not represent a saving over traditional formats. This fund also supports self-issue systems, automated catalogue records and provides specialist materials such as large print, foreign languages, braille, dyslexia friendly texts, and a wide range of health and other information for independent living.

The stock operates as one resource for the county, being moved to where it is most needed, either by customer reservations or intelligent stock management reports. This county stock will still be required to satisfy the needs of the whole population through the network of Council and voluntary run libraries. Partnership working within the region via SPINE (Shared Partnership in the East) has increased choice for customers and mitigated declining stock funds to a degree by enabling cross-border lending.

**The proposal is to reduce the stock fund by £200k**, which represents 22.5% reduction to this fund. This is further to previous savings of £200k in the current financial year. It is anticipated that savings will be made across all areas of stock, in particular non-fiction adult books which have seen a slight decline in demand in recent years and online reference resources which can be high cost and very specialised; children's book funds will remain constant under this proposal.

## 2. ICT systems and stock support

IT systems support the Library Management System (public catalogue, online reservations, mobile app, 770,000 online transactions, public PC bookings, internet and WIFI services and self-service transactions in libraries) which accounts for 87% of all loans, returns and renewals on site. This IT support is highly valued by the ten volunteer community libraries that currently exist and it will still be required to support both Council and voluntary run libraries, as an essential core business system, in the future. However it is proposed to make savings from IT contracts and general purchases. This saving will carry an element of risk for the business as it may mean the deletion of support contracts for self-service machines. It could also impact on the systems available to voluntary run libraries unless they are able to fund these elements themselves, so the savings is proposed to be spread over two years in line with the move towards more community run libraries.

## 3. Restructure of management and professional staff

In view of the possible reduction in the number of retained and directly run library service in line with the other savings proposals (B/R.6.119), the service will look to create an even smaller and more integrated management structure and reduce the number of community engagement staff. Given the development of integrated multi-service hubs across the county, there should, in time, be opportunity to share resources with other services in terms of operational management and community engagement staff, helping to mitigate these cuts.

Community Engagement staff currently serve to encourage the use of libraries by adults, older people, children and young people. They coordinate the delivery of activities and reader development events across the county, which last year engaged with nearly 30,000 people attending events. They are responsible for early years literacy activities, baby rhyme times, school visits, older people's activities including EngAge (range of activities including chair

exercise, talks and reminiscence); reading promotions, generating income from author talks and supporting new talent with 'Read It Again'; eTech events and 'Tea and Tablets', familiarising people with mobile technologies; 'Making Space for Teens' and 'Read it Aloud' in residential homes. They also provide quality control and professional advice on library stock, co-ordinate projects and promotional campaigns, and deliver the 4 national library offers: Reading, Information, Digital and Health.

These teams support and encourage the army of volunteers (more than 600) that provide computer buddy sessions, listen to children reading during the Summer Reading Challenge or deliver books and digital audio to people in their homes.

These proposals would result in a reduction in the number of professional staff in the team, with a resulting reduction in the activities above and their contribution to the Council's priority outcomes for Cambridgeshire people.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

#### Council staff:

**Jill Terrell, Support Services Manager**

**Christine May, Head of Community and Cultural Services**

#### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief			✓
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

The changes are not expected to have any positive impacts on the protected characteristics.

### **Negative Impact**

Limiting the stock fund will directly impact on special-interest materials in the non-fiction and online reference collections, impacting specific research and learning needs; it will limit the range and availability of stock in rural and local libraries outside the hubs as less stock will be purchased – this will push up the waiting time on reservations, which is already long. It will also reduce the depth and breadth of new adult stock available county-wide, which is mitigated to some degree by partnership working but this is not a cost-neutral option; and could affect the range of specialist resources for those with particular needs around languages, reading ability and visual texts. Feedback from public consultation carried out earlier in the year demonstrated that it was books that customers said they value above all of our other services

Ever decreasing management resource impacts on the development and efficient management of front-line services. This may place a burden on other staff members and managers that could impact their health and well-being at work. The withdrawal of professional community engagement staff will specifically impact on young families, older people and special needs groups, where resources are most targeted. If resources are not available from elsewhere in the Council or from the voluntary sector (with appropriate skills and experience) then these services will be diminished or lost.

### **Neutral Impact**

In relation to staff redundancies, there is expected to be a neutral impact on protected characteristics as the process followed will be in line with the Council's equalities policies and will not unfairly impact on any particular characteristic.

### **Issues or Opportunities that may need to be addressed**

Meeting the Council's Equality Duty in providing a statutory 'comprehensive' service that meets the needs of all who wish to use it is the key challenge facing the Council. Maintaining a choice of stock and suitable staff resource to manage the quality of the collections is part of that duty. The balance between the pace of change and adequate management and professional resource to ensure the smooth transformation of the service will need to be carefully kept under review to ensure outcomes are met.

## **Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Libraries are safe, trusted, neutral public spaces to which everyone in a community is entitled to participate and engage. As such, maintaining the range of stock choice and access to IT is essential to supporting community cohesion – providing free access to the internet, information and a place of social engagement with others if you choose.

**Version Control**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>
V1.0	12/10/15		J. Terrell
V1.1	14.10.15		C.May
v.1.2	21.10.15		C May, J Onslow

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Community & Cultural Services Registration Service		Name: Louise Clover  Job Title: Registration Service Manager  Contact: louise.clover@cambridgeshire.gov.uk  Date completed: 9 <sup>th</sup> October 2015  Date approved: .....
Service / Document / Function being assessed		
Increase charges for Registration Services		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.101	
Aims and Objectives of Service / Document / Function		
<p>The Registration Service is responsible for providing a range of services that includes all tasks associated with:</p> <ul style="list-style-type: none"> <li>Birth, death, still-birth, marriage and civil partnership registrations</li> <li>Notices of marriage and civil partnerships</li> <li>Conducting marriage, civil partnership, naming and renewal of vow ceremonies</li> <li>Providing Nationality and Settlement Checking Services</li> <li>Conducting citizenship ceremonies</li> <li>Issuing copy certificates of birth, marriage, civil partnership, death and still-births</li> </ul>		
What is changing?		
<p><u>Local Fee Increases</u>          Increased fees have already been agreed in 2015/16 for implementation in 2016/17, so the impact of this increase will be seen in 2016/17 with an increase in overall income. Bookings for ceremonies are taken several years in advance so fees for 2016-17 have already been set and published for existing services. All locally set fees are reviewed on an annual basis to ensure full cost recovery. These are benchmarked regionally and nationally, market forces are considered and all are subject to scrutiny by the General Register Office. Where appropriate, new fees are introduced to cover costs, reducing the burden on the tax payer. The schedule of fees is published each year in an overall fees and charges report for the Directorate.</p> <p><u>National fee increases</u>          A national project is under way by the Treasury to review the funding / fees for all statutory elements of Registration Service provision. The current Immigration Bill contains the legal framework for such changes to be implemented.  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461708/Fees.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461708/Fees.pdf</a></p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		

Christine May, Head of Community & cultural Services  
 Louise Clover, Registration Service Manager  
 Sarah Baker, Area Registration Manager (City)  
 Kirstie Blencowe, Area Registration Manager (County)

Sue Williams, Business Support Manager & Superintendent Registrar

### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

The changes are not expected to have any particular impact on the protected characteristics.

#### Negative Impact

The changes are not expected to have any particular impact on the protected characteristics

#### Neutral Impact

There is a neutral impact on these protected characteristics due to the way we structure our service and set our fees, especially when combined with the infrequency of use. For example much of what we do (such as birth & death registrations) is statutory so the fees are set nationally not by us.

The evidence from levels of use of the service indicate that our fees are not inhibiting use of our services; customers do not have to use our citizenship checking services they can go



elsewhere or submit direct, however they are still choosing to use our service. Getting married / entering a civil partnership is not a legal requirement and people can choose to do so anywhere in the country but again are choosing to use Cambridgeshire services.

For marriages / civil partnerships we still offer several levels of service, so for example couples can opt to pay as little as £46 for a very basic simple ceremony early on a weekday through to a large ceremony at a stately home on a Sunday (£580). We have offered a range of options / fee structure for the past few years, precisely to ensure that all customers can access such optional services, and have seen no impact on any of the protected characteristics in terms of demand or ability to pay. All our locally set fees are benchmarked regionally and nationally, as well as being subject to scrutiny by the General Register Office.

Ceremony fees are usually a small amount compared to what customers spend on other aspects of the occasion – the minimum charge for a statutory ceremony is not changed and people can still get married for just £120 with us in 16-17 but have a more limited choice as to time / day. We are in-line with most regional benchmarking as we currently offer 8 such slots for the most basic ceremony (across Cambridge, Huntingdon, March and Ely) and remain undersubscribed for these in the areas of most deprivation.

#### **Issues or Opportunities that may need to be addressed**

We will need to follow our usual process of informing customers of fees due, both in terms of level and at what point they are due. This includes relevant web pages and customer information given at the time of booking, and will be factored into our new micro website.

#### **Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Not relevant

#### **Version Control**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>
V0.1	14.10.14		Louise Clover, Christine May
V0.2	21.10.15		Louise Clover, Christine May

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Service / Document / Function being assessed		
Increase highway charges to cover costs.		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.104	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of increasing highway charges to cover costs.</p>		
What is changing?		
<p>Highway charges across ETE are reviewed on an annual basis to ensure that:</p> <ul style="list-style-type: none"> <li>costs are being covered;</li> <li>annual inflation is factored in;</li> <li>statutory charges are correct and in line with relevant legislation;</li> <li>new services are covered accordingly.</li> </ul>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
<p>Undertaking the assessment:</p> <p>Head of Policy &amp; Business Development          Head of Local Infrastructure and Street Management          Business Change Team</p>		

Officers from relevant teams across ETE

### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

The changes are not expected to have any impact on the protected characteristics.

#### Negative Impact

The changes are not expected to have any impact on the protected characteristics.

#### Neutral Impact

Therefore the changes are not expected to have any impact on the protected characteristics.

#### Issues or Opportunities that may need to be addressed

It is likely that any increase in highway charges for 2016/17 will be minimal, given that they are reviewed on an annual basis, therefore it is not foreseen that the increase will result in any significant issues or opportunities.

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The changes are not expected to have any impact on community cohesion.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Service / Document / Function being assessed		
Increase on-street car parking charges in Cambridge, Huntingdon, St Ives and St Neots.		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.107	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>• Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>• Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>• Working with partners to reduce deaths and injuries on our roads.</li> <li>• Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of increasing parking charges in Cambridge, Huntingdon, St Ives and St Neots.</p>		
What is changing?		
The business planning option put forward is to increase on-street parking charges in Cambridge, Huntingdon, St Neots and St Ives by 20% from April 2016.		
Who is involved in this impact assessment? e.g. Council officers, partners, service users and community representatives.		
Undertaking the assessment:  Head of Local Infrastructure and Street Management Traffic Manager Parking Operations Manager Parking Policy Manager Cambridge City Council - Parking Services		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			✓
Disability			✓
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			✓
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
<p>Rural isolation – those who reside in rural areas may not have access to suitable forms of alternative transport and therefore will have little choice but to drive into Cambridge. They may be prevented from accessing services only available in Cambridge city centre.</p> <p>Deprivation – those in areas of deprivation may not have access to alternative forms of transport and will find it difficult to pay for parking if the price is significantly increased, therefore preventing them from accessing services available only in Cambridge city centre.</p> <p>Age – potential impact on older people, who are less mobile and / or on reduced income that need to park closer to the places they are visiting.</p> <p>Disability – transport options (and accessibility) could be reduced for those on a low income. Again, perhaps needing to park closer to the places they're visiting.</p>
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>

A Highway Authority is not allowed to set out to make a profit from parking charges. Whilst it is accepted that a surplus will be generated, there are restrictions governing the reinvestment of such a surplus.

A significant price increase could potentially encourage drivers to consider alternative modes of transport – walking, cycling or public transport.

Potential impact on businesses if people are discouraged from driving into the city centre through reduced affordability.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The changes are not expected to have any impact on community cohesion.

### Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
<p>Economy, Transport &amp; Environment (ETE)</p> <p>Local Infrastructure &amp; Street Management (LISM)</p>		<p>Name: Richard Lumley</p> <p>Job Title: Head of Local Infrastructure &amp; Street Management</p>	
Service / Document / Function being assessed		<p>Contact Details: (01223) 703839  <a href="mailto:Richard.Lumley@cambridgeshire.gov.uk">Richard.Lumley@cambridgeshire.gov.uk</a></p>	
<p>Extend the hours of enforcement of bus lanes and increase the number of bus lanes being enforced in Cambridge city from 1 April 2016.</p>		<p>Date completed: 14 October 2015</p> <p>Date approved: .....</p>	
<p><b>Business Plan Proposal Number (if relevant)</b></p>	<p>B/R.7.108</p>		
Aims and Objectives of Service / Document / Function			
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>Working with partners to reduce deaths and injuries on our roads.</li> <li>Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of enforcing more bus lanes with the aim of improving bus journey times and increasing the attractiveness of more sustainable transport modes.</p>			
What is changing?			
<p>Currently the following bus lanes are enforced by cameras, from 7am to 7pm :</p> <ul style="list-style-type: none"> <li>Elizabeth Way;</li> <li>Newmarket Road (heading out of town between River Lane and Cheddars Lane);</li> <li>Newmarket Road (heading into town between B&amp;Q and the first retail park entrance);</li> <li>Hills Road (heading into town between Bateman Street and Union Road).</li> </ul> <p>The proposal is to extend the hours of enforcement and to increase the number of bus lanes enforced in Cambridge city. The increased hours of enforcement and addition of other bus lanes will be dependent on demand and future assessment.</p>			



**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

Undertaking the assessment:

Head of Local Infrastructure and Street Management

Traffic Manager

Parking Operations Manager

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation		✓	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Negative Impact</b>
The changes are not expected to have any impact on the protected characteristics. Motorists are not permitted to drive in bus lanes anyway, irrespective of whether there are cameras present or not. There is therefore no change for drivers, thus no impact.
<b>Neutral Impact</b>
The changes are not expected to have any impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>
<p>Fining motorists could potentially encourage drivers to consider alternative modes of transport – walking, cycling or public transport; as well as influence driver behaviour resulting in safer and more considerate driving – especially given cars should not be using bus lanes during the signed hours of operation.</p> <p>Reduced flexibility of carriageway use outside of peak times – greater pressure on other parts of the carriageway, leading to increased wear and tear therefore increased maintenance requirement.</p> <p>Increase resource costs to cover the extended hours – longer staff hours, more back officer equipment etc.</p>

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The changes are not expected to have any impact on community cohesion.
--

## Version Control

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>

**COMMUNITY IMPACT ASSESSMENT**

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment (ETE)  Local Infrastructure & Street Management (LISM)		Name: Richard Lumley  Job Title: Head of Local Infrastructure & Street Management  Contact details: (01223) 703839 <a href="mailto:Richard.lumley@cambridgeshire.gov.uk">Richard.lumley@cambridgeshire.gov.uk</a>  Date completed: 14 October 2015  Date approved: .....
Service / Document / Function being assessed		
Introduce a charge for all events using the highway.		
Business Plan Proposal Number (if relevant)	B/R.7.109	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> <li>• Maintaining and improving the road network, bridges, traffic signals and rights of way.</li> <li>• Managing the impact of new developments on the network and providing advice to planning authorities.</li> <li>• Working with partners to reduce deaths and injuries on our roads.</li> <li>• Keeping Cambridgeshire moving through the efficient operation of the network.</li> </ul> <p>This Community Impact Assessment covers the impact of introducing a charge for all events using the highway.</p>		
What is changing?		
<p>At present event organisers of charity and community events do not have to pay for the privilege of closing roads or officer time to process the event applications.</p> <p>The business plan option is to extend the charge for events impacting on the operation and running of the highway network to include all events.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Undertaking the assessment:  Head of Local Infrastructure and Street Management Traffic Manager IHMC Manager Event Liaison Officer		
What will the impact be?		

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief		✓	
Sex		✓	
Sexual orientation		✓	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		✓	
Deprivation			✓

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

The changes are not expected to have any impact on the protected characteristics.

#### Negative Impact

Special events have the potential to engender community spirit and inject a sense of well being and feel good within a community. In addition, events can help promote a local area and help the local economy (depending on the event type). The addition of a charge to encompass all events could result in some of the more deprived communities opting against holding an event and therefore missing out on the positive benefits events can bring.

#### Neutral Impact

The changes are not expected to have any impact on the protected characteristics.

### Issues or Opportunities that may need to be addressed

The ability of deprived communities being able to hold events that impact on the highway network and thus not having the opportunity to receive the associated benefits.

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

There is the potential for community cohesion to be negatively impacted should communities opt out of holding events. Special events can help to bind a community together, providing a sense of belonging.

## Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment		Name: Tom Blackburne-Maze
Assets and Commissioning		Job Title: Head of Assets and Commissioning
Service / Document / Function being assessed		Contact Details: 01223 699772 <a href="mailto:Tom.Blackburne-maze@cambridgeshire.gov.uk">Tom.Blackburne-maze@cambridgeshire.gov.uk</a>
Business Plan Proposal Number (if relevant)	B/R.7.114	
Aims and Objectives of Service / Document / Function		
Cambridgeshire County Council has a duty of care under the Highway Act to maintain safe passage for all users of the public highway. Any attachments to County Council owned street		

lighting equipment must be assessed to ensure that they do not pose any risk to the safety of the public or to the street lights that they are affixed to.

### What is changing?

The County Council is aware of a large number of attachments to County Council owned streetlights which are unsafe. Under the existing process the County Council assumes all liability for all attachments but many have been found to be either unsafe themselves, some have been dangerously connected to the streetlight's electrical supply inside the column. Some are excessively large or heavy which the streetlight to a degree which the streetlight is not designed to support.

In line with steps taken at many other Local Authorities, anyone wishing to attach an item to a streetlight will be required to apply to the County Council for a license so the Council can assess if this is safe to do so. This will include, but not be limited to, Christmas decorations, hanging baskets, banners, CCTV cameras, WIFI equipment, public transport information and catenary or suspension infrastructure across the public highway which is to be attached to street lighting columns.

### Who is involved in this impact assessment?

Tom Blackburne-Maze - Head of Assets and Commissioning  
John Onslow - Service Director: Infrastructure Management & Operations  
Graham Hughes – Executive Director: Economy, Transport and the Environment  
Officers from Assets and Commissioning Service  
Staff from our service provider Balfour Beatty

### What will the impact be?

Impact	Positive	Neutral	Negative
Age		✓	
Disability		✓	
Gender reassignment		✓	
Marriage and civil partnership		✓	
Pregnancy and maternity		✓	
Race		✓	

Impact	Positive	Neutral	Negative
Religion or belief	Committee	CIAs✓	
Sex		✓	
Sexual			
Orientation			
Disability			
Rural Isolation		✓	
Deprivation		✓	

### Community Cohesion

These changes affect all County Council owned streetlights in all communities where many have been able to attach any object to streetlights without having to apply for a licence. Whilst this does not automatically prevent objects being attached to streetlights, many communities may feel that this reduces their ability to provide community based facilities.

### Positive Impact

The changes are not expected to have any positive impacts on the protected characteristics.

### Negative Impact

The changes are not expected to have any negative impacts on the protected characteristics.

### Neutral Impact

The changes are expected to have a neutral impact on the protected characteristics.

### Issues or Opportunities that may need to be addressed

Over many years, many objects have been attached to streetlighting columns throughout the county. Many of these have been attached without the knowledge or consent of the County Council and may, without intention, pose a safety risk to the public in terms of the objects themselves, the way in which they are attached or to the streetlighting columns themselves (electrically or structurally). This policy and procedure will ensure that all attachments to streetlighting columns are safe for the public. In order that the County Council's costs are recovered in reviewing, assessing and administering the licence, a fee will be charged for this service.

In accordance with the Highways Act, any person fixing or placing any apparatus on streetlights without the consent of the County Council could be open to possible prosecution and the offending equipment, fixtures and fittings might have to be removed immediately at the person's expense.

As these attachments have been able to be made in the past without any fee or enforcement, communities are likely to perceive this impact as being negative.

### Version Control

Version no.	Date	Updates / amendments	Author(s)




**Health Committee CIAs**

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Val Thomas.....
Service / Document / Function being assessed		Job Title: Consultant in Public Health .....
Cambridgeshire Community Services contract for Integrated Sexual Health Services		Contact details: val.thomas@cambridgeshire.gov.uk .....
Date completed: 21/12/15 .....		Date approved: .....
<b>Business Plan Proposal Number (if relevant)</b>	E/R.6.003	
Aims and Objectives of Service / Document / Function		
<p>The Local Authority commissions an Integrated Sexual Health and Contraception Service from Cambridgeshire Community Services. Sexual health clinics offer testing, treatment and contact tracing for people at risk of sexually transmitted infections. Services are 'open access' – i.e. people can refer themselves and are entitled to be seen. They are a mandated local authority public health service under the Health and Social Care Act (2012). The Integrated Service brought together sexual health and contraception services.</p> <p>It was commissioned to meet the following main objectives.</p> <ul style="list-style-type: none"> <li>• Integrate sexual health and contraception services so that patients are able to address all their sexual health and contraception needs in one service and location.</li> <li>• Address the health inequalities and inequities of service provision between the north and south of the county</li> <li>• Modernise the service to ensure that it is efficient and cost effective.</li> </ul>		
What is changing?		
<p>There will be reduction in the contract value for 2016/17 and 2017/18. CCS has been asked to find efficiencies. Initial discussions indicate that these will focus upon the following areas.</p> <ul style="list-style-type: none"> <li>• Reviewing and identification of clinics where uptake is low and there are other services locally which are accessible.</li> <li>• Reviewing of clinic opening times to identify if the out of hours services are fully utilized. Out of hours clinics cost more to operate due to increased staff costs.</li> <li>• A key element of the modernisation of services is the increase in nurse led clinics. CCS has been training staff to ensure that there will be more nurse led clinics which are associated with cost efficiencies. These should be in place in 16/17.</li> </ul> <p>Specific proposals that reflect these options will be drawn up by CCS in January.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
This CIA was completed by Council Officers		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
None
<b>Neutral Impact</b>
The aim will be to ensure that services will meet current demand and that any service efficiencies will be based on an assessment of service demand and what is known about local needs. Priority will be given to realising savings from services in the less deprived areas where residents are more likely to be able to access services in other areas.
<b>Issues or Opportunities that may need to be addressed</b>
If intelligence indicates that sexual health needs are not being met in the more deprived areas then alternative savings would be required.  The potential for co-locating services in the new Wisbech Clinic has been considered with Drug and Alcohol Services identifies as most suitable service to co-locate with Sexual Health Services.

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

N/A
-----

## Version Control

Version no.	Date	Updates / amendments	Author(s)
1	21/12/15		Val Thomas

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Val Thomas.....
Service / Document / Function being assessed		Job Title: Consultant in Public Health .....
Chlamydia Screening and MICCOM Online Booking for Sexual Health Services		Contact details: val.thomas@cambridgeshire.gov.uk ...
Date completed: December 22 2015 .....		Date approved: .....
Business Plan Proposal Number (if relevant)	E/R. 6.004	
Aims and Objectives of Service / Document / Function		
<p><b>Chlamydia Screening Programme</b></p> <p>The Chlamydia Screening Programme is a national programme that offers opportunistic chlamydia testing for the sexually active under 25year olds. Chlamydia is the most common bacterial sexually transmitted infection, with sexually active young people at highest risk. Chlamydia often has no symptoms and can have serious health consequences.</p> <ol style="list-style-type: none"> <li>1. Preventing and control chlamydia through early detection and treatment of infection;</li> <li>2. Reduce onward transmission to sexual partners;</li> <li>3. Prevent the consequences of untreated infection;</li> <li>4. Ensure all sexually active under 25 year olds are informed about chlamydia, and have access to sexual health services that can reduce risk of infection or transmission;</li> </ol> <p>Locally Public health commissions chlamydia screening mainly from by the Cambridgeshire Community Services through its countywide Integrated Sexual Health and GP practices. Those screens undertaken in GP practices are sent to the Public Health England laboratories at Cambridge University Hospitals Foundation Trust for analysis.</p> <p><b>MICCOM</b></p> <p>Miccom is the name of the company that provided an online booking service for the sexual health services prior to the commissioning of the Integrated Sexual health Service.</p> <p>It enabled patients to book an appointment online anywhere in Cambridgeshire</p>		
What is changing?		
<p><b>Chlamydia Screening Programme</b></p> <p>There has been a decrease in the number of screens analysed at the PHE laboratories. This is a consequence of the following.</p> <ul style="list-style-type: none"> <li>• Although it is difficult to confirm prevalence of chlamydia infection it is likely that it is low in Cambridgeshire given the overall general sexual health of the population which compares favourably to other areas. Consequently the programme has in recent years adopted the strategic approach of targeting population groups that have a high risk of testing positive. This means the actual numbers of screens have declined but the detection of positive screens has increased.</li> <li>• In addition an online Service has been commissioned the company, Source Bio-Science to send out kits to young people that have requested them online and to analyse their returned samples. This is popular and more cost-effective than using the local laboratories.</li> <li>• Cambridgeshire Community Services (CCS) as part of the Integrated Sexual Health Service has sub-contracted with the Terence Higgins Trust to provide outreach chlamydia screening in Fenland where there are high risk populations. This started when the new Service was launched in September 2014. The laboratory costs are absorbed into the block contract with CCS.</li> </ul>		

**MICCOM**

As indicated above this system operated prior to the start of the Integrated Sexual Health Service when the MICCOM system was decommissioned. It was replaced with centralised booking system which enables patients to be triaged and they can choose to be seen at any of the appropriate services in the county.

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

This CIA was compiled by Council officers

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age	x		
Disability	x		
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief			
Sex			
Sexual orientation			
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation	x		
Deprivation	x		

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

The positive impact of the changes to the Chlamydia Screening is that it is focusing on using internet approaches that evidence indicates that young people prefer and it targets those groups most at risk either through deprivation, disability or rural isolation.

**Negative Impact**

None identified.

**Neutral Impact**

The likelihood of a low chlamydia prevalence and the changes to the Chlamydia Screening programme that have already been introduced have not had any observed impact on those groups indicated above in this category.

**Issues or Opportunities that may need to be addressed**

There is the opportunity to further review the strategic approach of the Chlamydia Screening Programme to ensure that the most cost-effective approaches are being used and that the service reflects need.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

N/A

#### Version Control

Version no.	Date	Updates / amendments	Author(s)
V1	24/12/15		Val Thomas

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Val Thomas.....
Service / Document / Function being assessed		Job Title: Consultant in Public Health .....
Tendering of contract for sexual health advice prevention and promotion for at risk groups		Contact details: <a href="mailto:val.thomas@cambridgeshire.gov.uk">val.thomas@cambridgeshire.gov.uk</a> 01223 703264 .....
Business Plan Proposal Number (if relevant)	E/R.6.005	Date completed: 24/12/15 .....
Date approved: .....		
Aims and Objectives of Service / Document / Function		
<p>The charity DHIVERSE is currently commissioned to provide a range of prevention and promotion interventions that includes a focus upon at risk groups.</p> <p>The areas it covers include population level and targeted campaigns, advice and promotion with targeted high risk groups with a focus on early diagnosis and treatment of HIV, school based information and advice programme.</p>		
What is changing?		
<p>Procurement regulations require that this service is taken out to tender. It is proposed to change the existing service specification and decrease the contract value.</p> <p>The new specification would exclude the school based work which is often undertaken in lower risk areas.</p> <p>The new service would continue to focus upon high risk groups.</p> <p>The PSHE service includes a sexual health component that addresses prevention in school settings.</p> <p>In addition the Cambridgeshire Community Service countywide integrated Sexual Health Service subcontracts with the Terence Higgins Trust to work in Fenland with high risk groups which includes working in schools in the area.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
This CIA was compiled by Council officers		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		X	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any

particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None identified
<b>Negative Impact</b>
<b>Neutral Impact</b>
<p>The sexual health of Cambridgeshire compares well to other areas although there are population groups where there is a higher prevalence of sexual ill health. This change acknowledges the relatively good level of sexual health in the Cambridgeshire population but calls for a more targeted approach. The change will not affect work with the high risk groups and there are other interventions that will support wider population approaches e.g. school based work, youth service work, campaigns. The new specification will be based on a needs assessment which will ensure that the service specification reflects the targeted approach for high risk groups and addresses any equality issues</p> <p>Age: there is potential for the proposal to impact most upon young people as the schools work currently carried out by DHIVERSE will not be included in the new service specification. This will be mitigated by:</p> <ul style="list-style-type: none"> <li>The PSHE service includes a sexual health component that addresses prevention in school settings. In addition the Cambridgeshire Community Service countywide integrated Sexual Health Service subcontracts with the Terence Higgins Trust to work in Fenland with high risk groups, which includes working in schools with higher rates of teenage pregnancy.</li> </ul>
<b>Issues or Opportunities that may need to be addressed</b>
It will be necessary to monitor the impact of these changes upon the sexual health of Cambridgeshire residents.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

N/A
-----

### Version Control

Version no.	Date	Updates / amendments	Author(s)
V1	24/12/15		Val Thomas



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Val Thomas.....
Service / Document / Function being assessed		Job Title: Consultant in Public Health .....
Review exercise referral schemes and potential to joint fund with the NHS		Contact details: <a href="mailto:val.thomas@cambridgeshire.gov.uk">val.thomas@cambridgeshire.gov.uk</a> 01223 703264
Business Plan Proposal Number (if relevant)	E/R.6.006	Date completed: 29 December 2015 .....
		Date approved: .....
Aims and Objectives of Service / Document / Function		
<p>Exercise referral schemes seek to increase someone's physical activity levels on the basis that physical activity has a range of positive health benefits. Currently Public Health provides a grant to Huntingdonshire and to South Cambridgeshire District Councils that contribute to the exercise referral schemes that they provide through their Leisure Services. Patients are assessed by their local GP and if they do not meet the guidelines for levels of physical activity and have a long term health condition they are able to be referred to their local scheme. There a personal assessment by a physical activity specialist determines what programme of physical activity would best suit their needs.</p> <p>This approach reflects current evidence found in NICE Guidance for Exercise Referral Schemes. <a href="http://www.nice.org.uk/guidance/ph54/">http://www.nice.org.uk/guidance/ph54/</a> This Guidance states that referrals should only be made for people who are sedentary or inactive and have existing health conditions (Long Tern Conditions) that put them at risk of ill health. They are should not be adopted as a public health promotion intervention to increase levels of physical activity in the general population</p>		
What is changing?		
During 16/17 the current funding arrangement will be reviewed and the potential to co-fund existing schemes with the local NHS will be explored. The saving is proposed for 17/18		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
This CIA was complied by Council officers		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability	x		
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity			
Race			

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	

Deprivation		x	
-------------	--	---	--

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
NHS funding of exercise referral schemes which would increase the focus upon people with long term conditions who would benefit from increased physical activity. This would include those who have a disease related disability and could increase the number of referrals for those with a disability.
<b>Negative Impact</b>
None identified
<b>Neutral Impact</b>
There should not be any impact upon equalities as there is no proposed change in the service (other than those with disabilities) delivery. The change is the proposed transfer of funding to the NHS.
<b>Issues or Opportunities that may need to be addressed</b>
There is the issue that the NHS could decline to assume responsibility for funding the exercise referral schemes. However the NHS has a current concerted focus upon prevention and has produced an NHS System Prevention Strategy which will provide opportunities for the NHS to commission more prevention interventions.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

N/A
-----

### Version Control

Version no.	Date	Updates / amendments	Author(s)
V.1	29/12/15		Val Thomas

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Val Thomas.....
Service / Document / Function being assessed		Job Title: Consultant in Public Health .....
Tobacco Control – engagement with at risk groups		Contact details: <a href="mailto:val.thomas@cambridgeshire.gov.uk">val.thomas@cambridgeshire.gov.uk</a> 01223 703264 .....
Business Plan Proposal Number (if relevant)	E/R. 6.009	Date completed: 29 December 2015 .....
Date approved: .....		
Aims and Objectives of Service / Document / Function		
<p>Tobacco Control interventions aim to reduce the overall prevalence of smoking through the prevention of uptake of smoking and supporting smokers to quit. There are a number of interventions that are associated with an effective Tobacco Control Programme. <a href="http://www.nice.org.uk/advice/LGB24/">http://www.nice.org.uk/advice/LGB24/</a></p> <p>This includes targeted engagement and communications work with groups that have a high risk of smoking – pregnant women, young people, manual workers (rural deprivation), and migrant workers.</p> <p>In 2015/16 a rolling programme of tobacco control with recurrent investment was launched. Funding was allocated to an engagement communications campaign in collaboration with Norfolk and Suffolk Local Authorities that is targeting migrant communities.</p>		
What is changing?		
<p>During 15/16 the tobacco control funding is being used to fund market research into migrant communities and their relationship with smoking along with an engagement and communications campaign. This will provide the information about the communities and identify the most effective means of engaging and communicating with them in relation to tobacco control. The effect of the reduction of recurrent investment will be mitigated through the following projects.</p> <ul style="list-style-type: none"> <li>• The Stop Smoking Services, CAMQUIT will build on its existing tobacco control work using the intelligence garnered from the commissioned research and engagement campaign.</li> <li>• CAMQUIT has existing specific programmes targeting pregnant women working with midwives and children's centres.</li> <li>• The Service runs a number of initiatives to engage and target migrant and other high risk groups with a focus on Fenland that includes a mobile service that visits communities and workplaces.</li> <li>• There is a midwife at Addenbrooke's Hospital who Public Health commissions to work with pregnant smokers.</li> <li>• The Integrated Lifestyle Service provided by Everyone Health has a Migrant Worker Health Trainer post that has a role in promoting the tobacco control messages.</li> <li>• There is external funding that is being used to implement an Illicit Tobacco Campaign working collaboratively with Norfolk and Suffolk Local Authorities.</li> </ul>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
This CIA has been compiled by Council Officers		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		X	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
<b>Neutral Impact</b>
<p>The work undertaken in 15/16 will provide a good basis in terms of information and initial engagement of migrant communities and this will support further development through the Stop Smoking and the other services. Budget has been identified for core work to continue. In addition, potential impacts on equalities groups will be mitigated as follows:</p> <p>Pregnancy</p> <ul style="list-style-type: none"> <li>CAMQUIT has existing specific programmes targeting pregnant women working with midwives and children's centres.</li> <li>There is a midwife at Addenbrooke's Hospital who Public Health commissions to work with pregnant smokers.</li> </ul> <p>Race</p> <ul style="list-style-type: none"> <li>The Integrated Lifestyle Service provided by Everyone Health has a Migrant Worker Health Trainer post that has a role in promoting the tobacco control messages.</li> </ul> <p>Rural isolation and deprivation</p> <ul style="list-style-type: none"> <li>The Service runs a number of initiatives to engage and target migrant and other high risk groups with a focus on Fenland that includes a mobile service that visits communities and workplaces.</li> </ul>
<b>Issues or Opportunities that may need to be addressed</b>
<p>The impact of these alternative projects will require monitoring to ensure that the high risk groups are being accessed and engaged. There is the potential for a positive impact due to the initial work undertaken in 15/16 which will provide intelligence for the ongoing work.</p>

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

N/A

**Version Control**

Version no.	Date	Updates / amendments	Author(s)
V1	29/12/15		Val Thomas

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Val Thomas.....
Service / Document / Function being assessed		Job Title: Consultant in Public Health .....
General prevention projects and workplace health		Contact details: <a href="mailto:val.thomas@cambridgeshire.gov.uk">val.thomas@cambridgeshire.gov.uk</a> 01223 703264 .....
Business Plan Proposal Number (if relevant)	E/R.6.010	Date completed: 29/12/15 .....
Date approved: .....		
Aims and Objectives of Service / Document / Function		
<p><b>Workplace Programme</b></p> <p>Workplace Health Programmes improve the health and well being of employers and employees and are associated with decreased absenteeism costs. It is considered to an effective means of accessing the working age population with prevention information and opportunities to improve their health. The working age group accesses services to a lesser degree than other population groups</p> <p>Public Health currently runs a Workplace Health Programme across Cambridgeshire which offers employers policy development support and a range of programmes that includes Workplace Health Champion training, Mental Health First Aid Training, Stop Smoking Services, NHS Health Checks (Health MOTs for the those not eligible) . Public Health provides the co-ordination and some of the services provided to workplaces.</p> <p>Business in the Community (BITC) is a social enterprise that has a long experience of successfully engaging and securing the support of employers for developing and implementing workplace programmes, which is often the most challenging part of a Workplace Health Programme. It has been commissioned to support the Cambridgeshire Workplace Health Programme primarily with employer engagement, both initial and ongoing, and also with the wider programme providing skills and additional capacity. Some employers require support for longer periods to ensure that they are fully engaged.</p> <p><b>Prevention Projects</b></p> <p>Public Health funds small scale public health projects such as a specific campaign where resources are not available nationally or a short term specific intervention with a targeted group e.g. training about prevention and health promotion for people with disabilities and their carers.</p>		
What is changing?		
<p><b>Workplace Programme</b></p> <p>Funding for the BITC contract will become non-recurring and its contract will end after 2 years. BITC will be asked to secure funding from employers for it to continue to provide them with support if required and from employers who would be new to the Programme. It will be important during the two years BITC is contracted for more members of the Public Health Team to increase their skills in engaging and supporting employers.</p> <p><b>Prevention Projects</b></p> <p>Small scale public health projects will not be funded. These have been identified on an ongoing basis. So there will not be any change in service delivery as currently no projects have been identified for future delivery</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
This CIA was prepared by Council officers.		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

### BITC Contract

Impact	Positive	Neutral	Negative
Age			x
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			x
Deprivation			x

### General Prevention Projects

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

None

#### Negative Impact

##### Workplace Programme

If the BITC Workplace Programme is not funded to provide support to employers then there is high risk of that it will discontinue as the Programme takes a several years to become sustainable without ongoing support. The Workplace Health Programme has and continues to focus on workplaces in areas of rural isolation and deprivation. These workplaces are often the hardest to engage and require additional support. Those of working age run the risk of not being able to access public health information and services especially in the more isolated deprived areas.

In mitigation employers are being asked to fund BITC to continue to provide ongoing support. However if this not secured from employers it will be important that Public Health staff further develop the skills to work effectively with employers.

#### Neutral Impact

**Workplace Programme**

The change to the workplace programme will have a neutral impact on equalities as indicated above (except those of working age, deprivation and rural isolation) as the programmes are open to everyone and will not be targeted. If BITC support is not funded all employees in any particular workplace will be affected in the same way.

**Prevention Projects**

As indicated above these have been funded on an ongoing basis as a need is identified. No new projects have been identified so there will not be any change in existing service delivery.

**Issues or Opportunities that may need to be addressed****Workplace Programme**

It is possible that BITC will not be able secure funding from employers after 2 years and there is the risk that the relationships and new Programmes will falter without the expertise of BITC. The opportunity for more Public Health staff is to increase their skills in working and engaging employers.

**Prevention Projects**

It is possible that going forward funding will be required for small scale time limited projects to address specific needs of particular groups as they are identified.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

N/A

**Version Control**

Version no.	Date	Updates / amendments	Author(s)
V 1	29/12/15		Val Thomas



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Helen Johnston & Angelique Mavrodaris .....
Service / Document / Function being assessed		Job Title: Senior Public Health Manager & Consultant in Public Health .....
2016/17 Public Health Savings: Falls Prevention		Contact details: angelique.mavrodaris@cambridgeshire.gov.uk .....
<b>Business Plan Proposal Number (if relevant)</b>	Falls prevention E/R 6.011	Date completed: 31 December 2015 .....
Date approved: .....		
Aims and Objectives of Service / Document / Function		
The Falls prevention project delivered since April 2015, has used investment strategically to complement the existing work of health professionals, District Councils, voluntary and community sector organisations, and other stakeholders in evidence-based approaches to reduce injurious falls among older people in Cambridgeshire.		
What is changing?		
Savings have been identified in the falls prevention project, due to some identified overlap of activities with work delivered across the system by CPFT falls prevention specialists. The project will continue to commission the provision of falls prevention health trainers and coaches from Everyone Health, ensure coordination of activities, and support the quality assurance of falls prevention interventions in Cambridgeshire.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
The CIA was completed by Council officers.		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
None
<b>Neutral Impact</b>
This saving is based on an alternative approach for falls prevention awareness raising among professionals and wider health and social care workforce reducing the CCC funding requirement for the activity.
<b>Issues or Opportunities that may need to be addressed</b>

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

--

**Version Control**

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Kirsteen Watson/Janet Dullaghan .....
Service / Document / Function being assessed		Job Title: Consultant in Public Health .....
Family Nurse Partnership (FNP)		Contact details: Kirsteen.watson@cambridgeshire.gov.uk
Business Plan Proposal Number (if relevant)	E/R 6.012	Date completed: 4 January 2016 .....
Date approved: .....		
Aims and Objectives of Service / Document / Function		
<p><b>Summary:</b> The Family Nurse Partnership (FNP) is a national preventive program for vulnerable, young first-time mothers under 19 years of age. It offers intensive and structured home visiting, delivered by specially trained family nurses, from early pregnancy until the child is two. The team work in partnership with other health professionals, social care professionals and other agencies to ensure the best possible outcomes for young people, their children and families. The family nurse and the young parent(s) commit to an average of 64 planned home visits over two and a half years. Building this relationship over a long period allows the family and nurse to establish a trusting, therapeutic relationship. Weekly and fortnightly visits take place from early pregnancy.</p> <p><b>Background:</b> The FNP programme was developed in the USA for vulnerable women of all ages. The University of Colorado, who developed FNP, licensed it to ensure that it is delivered in accordance with the original programme model to ensure the intervention has fidelity to the evidence and research from which it was developed. In 2007, the Department of Health funded the introduction of the licensed programme in England for pregnant teenagers under 19. This was a change from the original evidenced based program and over the past 6 years the NHS and Local Authorities have tried to collect evidence to demonstrate local outcomes.</p> <p><b>Evidence:</b> A study conducted by <i>Cardiff University</i> and published in <i>The Lancet</i> in November provides important new evidence on the effectiveness of the Family Nurse Partnership (FNP) in England. The <i>Building Blocks</i> randomised control trial followed over 1,600 young mothers-to-be until their baby reached two years old. It provides an independent assessment of the effectiveness of FNP between early pregnancy and the child's second birthday, focusing on four primary outcomes and a range of secondary outcomes.</p> <p>The trial showed that there were some positive effects on early child development and that FNP may prevent children 'slipping through the net' by identifying safeguarding risks early. It also found that young mothers engaged well with FNP and especially valued the close and trusting relationship that they had with their family nurses. The trial found that the intervention may promote cognitive and language development more effectively than normally provided care alone up to a child's second birthday but it is unclear whether this is due to the intensive support until 2 years of age or specific elements of FNP activities.</p> <p>However, the trial found that FNP alone is no more effective than routinely available health care alone in reducing smoking in pregnancy, improving birth weight, reducing rates of second pregnancies by two years postpartum or reducing rates of emergency attendance or hospital admissions for any reason by the child's second birthday, when delivered in an English healthcare setting. (Building Blocks Executive summary. Available at: <a href="http://medicine.cardiff.ac.uk/media/filer_public/f5/db/f5db1bcc-a280-4f08-a34e-14a54d861c14/bb_exec_summary.pdf">http://medicine.cardiff.ac.uk/media/filer_public/f5/db/f5db1bcc-a280-4f08-a34e-14a54d861c14/bb_exec_summary.pdf</a>). The paper concluded that FNP was not cost-effective when assessed against minimal gains in maternal health and that the difference in results from the US original trials and the setting in England may be that health and other supportive services for young first time mothers are more numerous and available in England than in the US.</p> <p><b>Limitations of the local model:</b></p> <p>Challenges or weaknesses of the FNP programme locally are that the license requires fidelity to the specific FNP model, with limited flexibility to assess the specific needs of the parents enrolled in the programme over time. The current FNP programme in Cambridgeshire only funds places for 20% of the vulnerable teenage population and</p>		

once caseloads are full there are no places for others, regardless of need. This also potentially excludes some teenage parents who are leaving care or who are looked after. These limitations mean that some vulnerable teenagers may 'miss the widow of opportunity' for help and support from this intervention.

#### What is changing?

The proposal is to review and redesign the service as an enhanced service for all vulnerable teenagers as a core part of the Health visiting service, closely attached to midwifery and linking with social care colleagues when appropriate. This would be a dedicated health visiting support service for all teenage parents across the county (instead of just 20%), needs-based and with a focus also on reducing inequalities. It would include regular needs assessment and evaluation of the needs of the parents and a flexible approach.

The new service would aim to build on the effective elements of FNP and experience of local staff which do not require the FNP license. The RCT trial showed that there were some positive effects on early child development from intensive support to teenage parents and that young mothers especially valued the close and trusting relationship that they had with their family nurses. FNP was also useful to ensure continuity and identify safeguarding risks early. However, it is not clear that fidelity to the FNP model is required to achieve this. The new service would aim to provide: intensive support when needed, regular visits that focus on building resilience, a named and skilled key worker to support teenage parents and ensure that vulnerable children are monitored and followed up to ensure safeguarding. Indeed, these are features of the 'Universal progressive' element of Health visiting, for parents and families most in need.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

**Cambridgeshire County Council**  
**Joint Commissioning Unit**  
**CCG**  
**Cambridge Community Services**

#### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age	X		
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity	X		
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex	x		
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation	x		
Deprivation	x		

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

#### Positive Impact

It is expected that this service designed for teenage parents will improve pregnancy and child health outcomes and provide a dedicated support service tailored to the needs of young parents. The service is primarily focussed on teenage mothers but includes support and interventions for both parents where they wish to participate and activities and involvement of fathers is encouraged. This will continue in the new service in line with Health Visiting focus on families.

It is also anticipated that this may provide an improved service for those experiencing rural isolation or deprivation, as the service will move from 6 dedicated nurses working with limited caseload capacity across the county, to a service model which ensured that support was available in all locality teams as part of an integrated offer. This aims to be more efficient and effective in terms of reducing staff travel time and ensuring greater coverage for those in more deprived areas.

#### Negative Impact

No negative impact is anticipated from this change in service.

#### Neutral Impact

It is not expected that the change in this service would adversely impact on other particular protected characteristics.

#### Issues or Opportunities that may need to be addressed

All those currently enrolled on the FNP scheme (which lasts 2 years) will be assessed and a needs-based action plan developed to ensure they continue to receive intensive support. There will need to be attention paid to what elements of the FNP scheme locally can be utilised to improve a county-wide service without breaching the terms of the license and to harnessing the considerable expertise and experience of current Family Nurse Practitioners within the wider Health Visiting team.

#### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

#### Version Control

Version no.	Date	Updates / amendments	Author(s)
1	4 Jan 2016	First draft	Janet Dullaghan (JD)

2	4 Jan 2016	Revised and completed	Kirsteen Watson (KW)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public mental health strategy (recurrent revenue not yet committed)		Name: Emma de Zoete .....
Service / Document / Function being assessed		Job Title: Public Health Consultant .....
		Contact details: 01223 699117 emma.dezoete@cambridgeshire.gov.uk .....
Business Plan Proposal Number (if relevant)	E/R 6.015	Date completed: 06.01.15 .....
Date approved: .....		
Aims and Objectives of Service / Document / Function		
<p>The Public Mental Health Strategy for Cambridgeshire was approved by Health Committee in May 2015, it focuses on promoting mental health and preventing mental illness.</p> <p>This funding has supported implementation of specific areas of the action plan, which include:</p> <ul style="list-style-type: none"> <li>• Mental health in schools - additional funding for secondary schools consultancy support (a half day for each school) to plan their curriculum to address mental health needs. In addition an anti-bullying toolkit for secondary schools is being produced as well as delivery of mental health resources for primary schools not subscribing to the PSHE service.</li> <li>• A one-off pilot of ACAS training for employers to enable them to better support employees with mental illness(es). This pilot took place in Wisbech.</li> <li>• Funding of a campaigns officer post that is based within MIND (jointly funded with Peterborough City Council) – the post focuses on building campaign work (particularly in children and young people) and targeting of the suicide prevention campaign and training to higher risk groups.</li> <li>• Improving the physical health of those with severe mental illness, in part this will be by ensuring health improvement services are linked to physical health assessments.</li> </ul>		
What is changing?		
<p>There was £120k a year funding for the implementation of the Public Mental Health Strategy. This funding has been available from 2015/16. It is proposed that this is cut from £120k to £60k a year for 2016/17. A proportion of the £120k remains unallocated for 2016/17 currently for variety of reasons.</p> <p><b>Physical health of those with serious mental illness</b></p> <ul style="list-style-type: none"> <li>- Since the public mental health strategy was approved the Clinical Commissioning Group (CCG) and Cambridgeshire and Peterborough Foundation Trust (CPFT) have both begun work streams focusing on improving the physical health of those with serious mental illness, and have both made investments in this area. CPFT have appointed a nurse to focus on physical health improvements within the trust and the CCG are planning the introduction of an enhanced primary care service from 2016/17, initially in Fenland and Huntingdonshire.</li> <li>- We want to ensure that any investments made by CCC complement this programme of work, and build on the available evidence. We are proposing to invest in improving the knowledge and skills of health trainers in relation to mental health, and to fund increased health trainer capacity aligned with the enhanced primary care service being developed. The funding available for work focusing on the physical health of those with SMI is not as large as first envisaged, however the model proposed is sustainable and will provide additional lifestyle support to these new teams.</li> </ul> <p><b>Workplace health</b></p> <ul style="list-style-type: none"> <li>- Workplace health is now being taken forward through a two year contract with Business in the Community (BITC). Additional work is also taking place through the Public Health Reference Group (PHRG) with local authorities, and through the Health System Prevention Plan with the NHS as an employer. All of these initiatives include mental health as a core part of their work improving workplace health.</li> </ul>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		

Council officers and partners such as the CCG.

### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
<b>Negative Impact</b>
<b>Neutral Impact</b>
There is no impact from this change in funding as there is no reduction in current services. Additionally service improvements being undertaken by CPFT and the CCG, and other public health contracts mitigate some of the possible impact of reduced investment levels.
<b>Issues or Opportunities that may need to be addressed</b>

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

--

### Version Control

Version no.	Date	Updates / amendments	Author(s)



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Linda Sheridan/Tiya Balaji .....
Service / Document / Function being assessed		Job Title: Consultant in Public Health .....
Health Protection and Emergency Planning non pay budgets		Contact details: linda.sheridan@cambridgeshire.gov.uk
Date completed: 8 January 2016 .....		Date approved: .....
<b>Business Plan Proposal Number (if relevant)</b>	E/R 6.016	
Aims and Objectives of Service / Document / Function		
<p>Health and Social Care Act 2012: Provide leadership, advice and information in order to protect the health of the population. Ensure ability to scrutinise and be assured of plans and protocols between key partners on responding to health emergencies in the community.</p> <p>CCA: As Cat 1 organisation responsibility to protect health of the local population, in particular provide advice and information to promote health protection, recognising that PHE provides the specialist health protection function.</p>		
What is changing?		
Savings on health protection and emergency planning budgets which are held as contingency for emergency situations. Contingency to be sought when necessary from generic budgets or reserves.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Council Officers		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
<b>Negative Impact</b>
<b>Neutral Impact</b>
Urgent contingencies will be funded from PH reserves if required.
<b>Issues or Opportunities that may need to be addressed</b>

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

--

**Version Control**

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Kate Parker  Job Title: Head of Public Health Programmes  Contact details: 01480 379561  <a href="mailto:kate.parker@cambridgeshire.gov.uk">kate.parker@cambridgeshire.gov.uk</a>
Service / Document / Function being assessed		
2016/17 Public Health Savings: Review of non-pay budget general prevention/ traveller/ lifestyle		
<b>Business Plan Proposal Number (if relevant)</b> E/R 6.017		
Aims and Objectives of Service / Document / Function		
Additional saving made from reducing the non pay budget for the Gypsy & Traveller Health Team by 10k. Budget sits separately within the public health programmes team.		
What is changing?		
The Gypsy & Traveller health team have a proportion of the budget set aside as non-pay to support the team in providing small scale project support work particularly around literacy training  It is proposed to reduce the budget by 10k, this will have a minimum impact on the team as the current literacy tutoring work is being provided through the access to grants from the Community Adult learning fund.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
This CIA was compiled by Council officers		

## What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

## Positive Impact

None
<b>Negative Impact</b>
None
<b>Neutral Impact</b>
Some minimal impact on effectiveness of programmes team in delivering community facing projects specifically for the Gypsy & traveller community.
<b>Issues or Opportunities that may need to be addressed</b>
Increased importance on accessing grants available to support the community development work delivered by the Gypsy & Traveller Health Team.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

--

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Kate Parker  Job Title: Head of Public Health Programmes  Contact details: 01480 379561 Kate.parker@cambridgeshire.gov.uk <a href="mailto:liz.robins@cambridgeshire.gov.uk">liz.robins@cambridgeshire.gov.uk</a>
Service / Document / Function being assessed		
2016/17 Public Health Savings: Public Health Programmes Team restructure / Vacancy management		
Business Plan Proposal Number (if relevant)	E/R6.019	
Aims and Objectives of Service / Document / Function		
<p><b><u>Smoking Cessation Service</u></b></p> <p>The County Council directly provides a smoking Cessation Service for Cambridgeshire residents (CAMQUIT). This service supports people who wish to stop smoking through the provision of evidence based one to one or group support for behavior change along with a combination of medication e.g. nicotine replacement therapy (NRT) on prescription. (A Level 2 service) People are four times more likely to succeed in quitting when they use this service than if they try to quit without support or medication. When people succeed in stopping smoking it results in significant improvement to their health and in overall savings to the NHS due to their reduced risk of heart and circulatory disease, lung disease and cancers. Further savings can be achieved in the wider economy by reducing absenteeism through smoking related illnesses. It is important that smoking cessation services are easily accessible for people to use, so in Cambridgeshire. Contracts have been in place for many years with GP practices and community pharmacies for them to offer a smoking cessation service provided by their own staff. County Council CAMQUIT staff also provide clinics in some of the GP practices. The CAMQUIT service in addition provides specialist support to both pharmacies and GP's through the provision of specialist smoking cessation training programmes and regular advisor contact for pharmacies.</p> <p><b><u>Immunisation Programme</u></b></p> <p>The Public Health Programmes team has historically delivered functions which support the delivery and uptake of immunisation programmes in Cambridgeshire.</p> <p>The Public Health Nurse specialist manages a number of defined programmes, including the coordination of immunisations across Cambridgeshire representing and addressing target issues involving data capture by Primary Care and Child Health Departments. This has included leading on the delivery of update Immunisation training for primary care staff. The Immunisation Healthcare assistant provides support in the delivery of effective targeted immunisation and public health screening programmes across Cambridgeshire. The posts aim is to assist with administration, promotion and supporting the implementation of various vaccination programmes including targeted childhood immunisations including BCG, Healthy Start and other related activities.</p>		
What is changing?		
<p><b><u>Smoking Cessation Service</u></b></p> <p>The demand for smoking cessation services in GP practices and pharmacies has reduced over the past few years. This has been attributed to a fall in the overall percentage of adults who smoke in the county and increased usage of electronic cigarettes. As a result of reduced demand it is proposed that the Camquit service is restructured, removing the two Senior Smoking Cessation posts and creating an additional health trainer post. These posts provide limited service delivery and currently this could be absorbed by more junior members – the smoking cessation advisors- of the Service as they will acquire additional capacity through their project work being taken by the new Health Trainer post.</p> <p>The pharmacy contribution to overall people setting a quit date has reduced from 15% in 2011-12 to 7% (mid-year point 2015-16). The numbers of pharmacies actively delivering smoking cessation at Level 2 has decreased from 57 to 30 over a 5 year period. The GP contribution to overall smokers setting a quit date was 74% in 2011-12 which had dropped to 57% (mid-year point 2015-16). In addition the number of GP practices who deliver their own smoking cessation service has decreased from 74 to 48 over the same 5 year period. The core Camquit service now delivers 28 clinics in GP practices which have increased from 15 in 2011-12.</p>		

Both GP practices and pharmacies receive Level 2 and update training provided by the core service through the Senior Smoking Cessation Specialists. The Service found that in 13/14 & 14/15 the demand for the full day Level 2 course reduced and sessions had to be cancelled, therefore for 15/16 the number of timetabled sessions was reduced which has given us greater flexibility to offer in-house sessions. The demand for update training has been unchanged but for both types of training the preference of GP practices is for in house training due to problems related to work pressures when releasing staff. The Service now focuses on providing training as part of the routine visits to practices which can involve a wider range of practice staff and more junior CAMQUIT staff – the smoking cessation advisors- are able to assume some of the teaching responsibilities. The CAMQUIT Co-ordinator also contributes to the teaching programme.

It is anticipated that the demand by practices for CAMQUIT to undertake more clinics for their patients will continue to increase along with a fall in community pharmacy activity will consequently continue to decrease demand for training.

If additional training is required this could be commissioned on an ad hoc basis as it easily available through various organisations.

Marketing the Camquit Service is still a key function to ensure that promotion of the service generates increased referrals into Camquit but also identifies opportunities to generate new referral pathways. Project development work was previously within the Senior Smoking Cessation Specialist roles and this will be transferred to the Business Manager and Camquit Co-coordinator. Project delivery work will be removed from smoking cessation advisors as their clinical work increases and it is proposed the project delivery work will be part of a new Health Advisor / Trainer post that will report to the Business Manager.

### **Immunisation Programme**

Responsibility for the commissioning of immunisation programmes sits with NHS England. NHS England has reduced the requirements for aspects of the roles carried out by the public health programmes team. This proposal is to remove two posts with a focus on support to immunisation programmes - the Public Health Specialist Nurse and Immunisation Healthcare Assistant.

The Public Health Nurse specialist functions associated with immunisation programme are described above the post holder carries out some other functions i.e. management of the Gypsy and Traveller Health Team, management of smoking in pregnancy/ breastfeeding specialist and co-ordination of the Healthy Start programme. These functions will need to be reallocated within the directorate. The post holder supported NHS England in providing and co-ordinating immunisation update training to practice nurses in Cambridgeshire in 2015/16. This training provision will need to be picked up by NHS England in the future.

The Immunisation Healthcare Assistant co-ordinates community clinics and the risks associated with removing this post and resulting closure of these clinics are addressed in the issues section below.

### **Who is involved in this impact assessment?**

E.g. Council officers, partners, service users and community representatives.

This CIA was compiled by Council officers

### **What will the impact be?**

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	

Race			X
------	--	--	---

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	

The following additional characteristics can be significant in areas of Cambridgeshire.

Rural isolation		X	
Deprivation			X

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
<p>Race: There is a transition issue as outlined below for access to BCG immunisations for eligible children, who are usually children born abroad or with close relatives born abroad. This will be mitigated by collaborative working with NHS England to ensure appropriate services are in place.</p> <p>Deprivation: The Healthy Start programme is used by low income families who are more likely to live in areas of deprivation. There will be careful planning to minimise any disruption to the Healthy Start programme during transition.</p>
<b>Neutral Impact</b>
<p>It is unlikely that there would be any direct impacts on particular groups from the proposed restructure however the issues section notes some service implications.</p> <p><b><u>Smoking Cessation</u></b></p> <p>This saving is based on reduced demand for training due to lower activity particularly within the pharmacy setting but also within GPs. Local residents are still able to attend smoking cessation services it should not impact on access to support services across the county. The scale of the saving is such that funding should still be available to promote smoking cessation services in areas of higher deprivation which also have higher smoking rates, and through project work, pilot models which meet the needs of the smokers in particular communities e.g. long term conditions, pregnant smokers.</p> <p>Some training provision delivered by Camquit will be reduced on the basis of a reduction in demand however it is anticipated that the reduced training programme can be picked up within the service through the Camquit Co-ordinator and advisor support for update training. Follow up training mentor sessions will be divided across specific advisors. Contracted pharmacy face to face support sessions will be reduced to one annual visit at end year data collection point. Contracted GP provider support sessions will continue and each advisor will be allocated a minimum of 6 practices to support on 4-6 weekly bases.</p> <p><b><u>Immunisation Programme</u></b></p> <p>This saving is based on the commissioning and providing immunisation co-ordination for the population is the responsibility of NHS England. The Immunisation programme will still continue for residents of Cambridgeshire but the commissioning responsibility sits with NHS England and not Cambridgeshire County Council.</p>
<b>Issues or Opportunities that may need to be addressed</b>
<p><b><u>Smoking Cessation</u></b></p> <p>Because this saving relies on a forecast reduction in demand, if demand rises unexpectedly then in-year savings may need to be found from alternative sources.</p> <p><b><u>Immunisation Programme</u></b></p> <p>There is a risk that moving from a coordinated local programme may impact on the immunisation figures for Cambridgeshire. Neonatal BCG vaccinations should be given via hospital maternity units but there is a reliance on the BCG community clinics that are coordinated by the Immunisation Healthcare assistant to pick up missed children (18% of referrals to community clinic in Q3 Oct-Dec 2015 were from hospital maternity units). The remaining 82% of referrals were from GPs, practice nurses &amp; health visitors and included children of ages up to 6 previously not receiving the vaccine. NHS England would need to address the current referral practice of hospitals in regards to the provision of neonatal BCG vaccinations. As the Director of Public Health has a duty to ensure plans are in place to immunise their population, consideration should be given by NHS England around how non-immunised older children are being picked up if the community clinics close.</p> <p>Both post holders are responsible for the co-ordination, administration and implementation of the Healthy Start programme (national government scheme that aims to improve the health of pregnant women and children living</p>

on low income by the provision of free vitamin supplements). This programme requires Cambridgeshire County Council to hold a license to operate. If the Healthy Start programme is reallocated within the directorate as proposed, the current licensing agreement will require Cambridgeshire County Council to reapply as the license was granted subject to the current post holders remaining involved in the programme. This will result in a temporary cessation of the programme while a new license and assessment process is undertaken.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Not relevant to savings proposed



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health / Public Health Intelligence		Name: David Lea
Service / Document / Function being assessed		Job Title: Assistant Director, Public Health Intelligence
2016/17 Public Health Savings: joint intelligence unit with Cambridgeshire and Peterborough Clinical Commissioning Group, including restructure of public health intelligence service.		Contact details: 01480 379494 or david.lea@cambridgeshire.gov.uk
Date completed: 29/12/2015		Date approved:
<b>Business Plan Proposal Number (if relevant)</b>	E/R.6.020	
Aims and Objectives of Service / Document / Function		
<p>The public health intelligence service provides analytical, statistical and epidemiological leadership, expert input and support to the Public Health Directorate, to the Cambridgeshire and Peterborough Clinical Commissioning Group ('the CCG'), to the wider Council, to Peterborough City Council and to other partners. The service also provides analytical input and programme management to the Joint Strategic Needs Assessment (JSNA) programme.</p> <p>Public health intelligence underpins the core roles of the Public Health Directorate by providing the analytical support that enables population health improvement via needs analysis and measuring the immediate and longer term impacts of health improvement activities, the population level surveillance data to monitor and protect the public's health and the epidemiological and quantitative analytical input to NHS commissioning to support healthcare public health.</p> <p>Through the provision of public health data and the application of the appropriate quantitative, statistical and epidemiological tools and techniques, public health intelligence enables and supports the following statutory public health duties and functions of local authorities:</p> <ul style="list-style-type: none"> <li>- <i>The duty on the local authority to improve public health:</i> public health intelligence provides the quantitative evidence to identify opportunities to improve public health, to assess their potential impacts and to monitor the effectiveness of public health interventions.</li> <li>- <i>Regulations on the exercise of local authority public health functions:</i> public health intelligence provides the analytical assessment related to the weighing and measuring of children under the National Childhood Measurement Programme and the vascular assessment of adults under the health checks programme, the needs analysis to support the provision of open access sexual health services, the epidemiological and analytical input to the healthcare public health advice service to the local NHS Clinical Commissioning Group and the epidemiological and analytical input to health protection planning and emergencies.</li> <li>- <i>Duty to have regard to guidance – the Public Health Outcomes Framework:</i> public health intelligence provides the local analysis and reporting covering the Public Health Outcomes Framework, including making the Public Health Outcomes Framework locally accessible and well understood and reporting on the latest position and tracking trends with regard to public health outcomes in Cambridgeshire and local districts.</li> <li>- <i>Responsibility for sexual health services:</i> as stated in the regulations section above, public health intelligence provides the needs analysis to support the provision of local authority sexual health services and to assess their effectiveness.</li> <li>- <i>Joint strategic needs assessment (JSNA):</i> the local Health and Wellbeing Board has a statutory duty to provide a local joint health and wellbeing strategy. This strategy must have regard to population needs and the JSNA provides the needs analysis input to the joint health and wellbeing strategy. Local areas are free to undertake JSNAs in a way best suited to their local circumstances – there is no template or format that must be used and no mandatory data set to be included. Health and wellbeing boards are also required to undertake Pharmaceutical Needs Assessments (PNAs) and the public health intelligence teams provides the analytical input to the local PNA.</li> </ul>		

**What is changing?**

There are two primary proposed changes:

- **A reduction in the extent and scope of work undertaken under the Council's Joint Strategic Needs Assessment (JSNA) programme.** Cambridgeshire has historically taken an extremely comprehensive and thorough approach to JSNA, providing extensive client based, population based and subject area based reports on a range of topics. This approach has had some success in providing a body of evidence to support commissioning, public health and health improvement and other related activities, but there is the recognition that the programme consumes significant resources within the Public Health Directorate and beyond and that this needs to be balanced against the impact the JSNA is having beyond its statutory duty to provide input to the local joint health and wellbeing strategy. There is no doubt that the strategy could be formulated from a sparser base of targeted needs analysis and, more recently, it has seemed that the public sector system is not in the optimum state to be able to take forward the wider set of recommendations from a broad and extensive local JSNA programme. As such, it is felt that the primary input to JSNA can be provided by the analytical team within the public health intelligence service and the reduced extent and scope of the work will not require the dedicated programme and project management input that is currently provided from within the public health intelligence service by the JSNA Programme Manager.
- **The formation of a joint intelligence unit with Cambridgeshire and Peterborough Clinical Commissioning Group and Peterborough City Council's Public Health Department.** Public health and NHS healthcare commissioning have significant areas of overlap in terms of functions and, consequently, the information requirements of these functions. This overlap covers the analytical and information support needed to commission, provide and assess the impact of services and also the client groups and geographical areas they serve. Added to this, the JSNA process is a joint responsibility of the local Clinical Commissioning Group ('the CCG') and the local authority. As a Cambridgeshire and Peterborough wide organisation the CCG requires input from public health intelligence services in Cambridgeshire and Peterborough local authorities and in practice, since the pilot appointment of a joint Director of Public Health for Cambridgeshire and Peterborough, the public health intelligence service has worked jointly. Public health intelligence provides significant input to the statutory healthcare public health advice service to the CCG and it is felt that a joint service with the CCG would enable the provision of this service to the CCG by enabling access to information and human resources across the three organisations, as well as further enhancing the delivery of public health analysis to the local authority public health, other Council services and NHS commissioning for the same reasons. It is felt that this unit would be able to provide a more strategic, coherent, cogent, efficient and effective health intelligence service to the local authorities and to the local CCG.

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

This CIA was compiled by Council officers.

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
<b>Negative Impact</b>
<b>Neutral Impact</b>
<p>It is unlikely that there would be any <u>DIRECT</u> impacts on particular groups from either the creation of the joint intelligence unit and the consequent restructure and this is the definition of impacts that has been assumed here.</p> <p>However, the following issues should be stated:</p> <ul style="list-style-type: none"> <li>- A more strategic and targeted joint service operating across the NHS and local government should be able to provide an improved intelligence service, operating more efficiently and effectively, and this could provide the underpinning focussed evidence to commission and provide better services to key client groups, including those with protected characteristics related to age, disability, pregnancy and maternity, race, sex, rural isolation and deprivation. This would be achieved by the reduction in JSNA workload, along with the more effective and efficient use of data and information assets and analytical staff resources.</li> <li>- A reduced JSNA programme may no longer be able to provide the current levels of in-depth analysis and evidence to enable optimal needs analysis input into the formulation of the local health and wellbeing strategy and into wider commissioning support, including that for the specific protected groups listed above. This needs to be balanced against the less than optimal impacts the JSNA is currently having across the health and social care system compared with the resources it is consuming and with the gains that could be made in the provision of a more targeted and jointly operating intelligence unit.</li> </ul>
<b>Issues or Opportunities that may need to be addressed</b>
<p><b><u>Joint intelligence unit and reduced public health intelligence analytical capacity.</u></b></p> <p>The joint intelligence unit with the CCG, as well as continued joint working with public health analysts in Peterborough City Council, has two primary benefits:</p> <ul style="list-style-type: none"> <li>- The potential to immediately provide local income generation for the local authorities and the longer term potential to income generate beyond the local area for both the local authorities and the CCG.</li> <li>- The potential to provide a more cohesive, coherent, effective and efficient service working across public</li> </ul>

health and the NHS, providing improved access and utilisation of information assets and human resources for the benefit of local public health, wider local authority commissioners, the CCG and some providers of services.

Cambridgeshire County Council's public health intelligence analysts have a strong, established and current record of delivering high quality information analysis to both the Council and the local NHS and the success of the proposed joint intelligence unit would be in a large part attributable to the use of their high level skills, along with extensive local knowledge, established relationships and organisational memory, and the integration with the information professionals in the CCG and the improved access to CCG information assets.

The reduction in JSNA workload would free these analysts up and would enable them to focus on the key information and intelligence that will need to underpin the commissioning and delivery of services in a significantly challenged health and social care system. While the reduction in the JSNA programme means that dedicated JSNA programme and project management would no longer be absolutely necessary, the loss of one of the public health analysts at this time would severely compromise the stated benefits of the proposed joint intelligence unit as follows:

- The potential for local and more immediate income generation and possibly longer term income generation would be reduced.
- Loss of a highly skilled analyst, a relatively rare commodity, would have significant impacts on the analytical capability within the proposed joint intelligence unit and would seriously inhibit realisation of the stated analytical benefits commissioning support and the public health analysis that underpins core and statutory public health functions and wider local authority commissioning and services.

As a result of these potential issues and opportunities, a better option may be to:

- Go ahead with the saving related to the JSNA Programme Manager, predicated on the basis of a reduction in specific JSNA work and the fact that this post is a general project management role, rather than a specialist analytical role
- Consider the public health intelligence analyst saving at a later date, once the joint intelligence unit is established, and has been operational for a time. It may be a better option to consider the analytical capacity and capability across the entire joint unit later, at that time, rather than reduce the skill set of the unit from the outset, with consequent risks to the success of the unit, as well as reducing short term and longer term income generation opportunities due to losing a highly skilled analyst.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

No direct impacts.

### Version Control

Version no.	Date	Updates / amendments	Author(s)
1	29/12/2015	Initial draft	DL

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public health		Name: Dr Liz Robin .....
Service / Document / Function being assessed		Job Title: Director of public health .....
Public Health Consultant – removed 0.4 wte post from establishment, currently covered by short term post holder		Contact details: liz.robins@cambridgeshire.gov.uk .....
		Date completed: 11/1/16 .....
		Date approved: 11/1/16.....
<b>Business Plan Proposal Number (if relevant)</b>	E/R 6.022	
Aims and Objectives of Service / Document / Function		
Public health consultants are specialist public health doctors or other staff with equivalent training directly employed by the Council. This 0.4 wte post is focussed on specialist input to the wider determinants of health including planning, transport and housing, support on these issues to the ETE directorate and district councils, and a focus on some specific inequalities groups such as migrant workers. The current short term post-holder is leading the new communities (land use planning and housing developments ) JSNA and the migrant workers JSNA.		
What is changing?		
This post will be deleted in order to deliver savings against the public health directorate staffing budget. This will not require a redundancy payment as the current post-holder's contract finishes at the end of January 2016. Some mitigation will be put in place through making permanent a joint health improvement specialist post with South Cambs District Council with a focus on land use and transport planning which has previously been managed as a secondment, and through ongoing links with academic colleagues in this field.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Council officers		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race			X

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how

the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**
**Negative Impact**

The post included a focus on the health and wellbeing needs of migrant workers. This is not being mitigated through the joint health improvement specialist post, so mitigation will be sought through allocating a lead role to another member of the public health consultant team. However capacity to deliver this role will be very limited.

**Neutral Impact**
**Issues or Opportunities that may need to be addressed**
**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion

Public health leadership and analysis of the health and wellbeing of migrant workers has a potential impact on community cohesion.

**Version Control**

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Dr Liz Robin .....
Service / Document / Function being assessed		Job Title: Director of Public Health .....
No uplift for demography/inflation/pressures		Contact details: liz.robin:cambridgeshire.gov.uk.....
		Date completed: 11/116 .....
<b>Business Plan Proposal Number (if relevant)</b>	6.023	Date approved: 11/1/16.....
Aims and Objectives of Service / Document / Function		
The majority of contracted public health services involve delivery of support to individuals to change behaviour, address addictions, and be screened for treatable health conditions. Demographic increases in population therefore result in an increased demand for service. Because the services rely on front line staff, any increases in staff salaries, such as 1% cost of living increase, or pension contributions results in inflationary pressures. Medication costs may also result in inflation requirements.		
What is changing?		
Uplifts for demography, inflation and pressures will not be offered to externally contracted service providers, which account for around 85% of public health budgets. Providers will be expected to deliver cost improvement programmes to deliver against this savings requirement.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Council officers		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		X	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

## Positive Impact

<b>Negative Impact</b>
<b>Neutral Impact</b>
This is a generic requirement for service providers which should not impact disproportionately on any particular equalities group.
<b>Issues or Opportunities that may need to be addressed</b>

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

--

**Version Control**

Version no.	Date	Updates / amendments	Author(s)



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public health		Name: Dr Liz Robin .....
Service / Document / Function being assessed		Job Title: Director of Public Health .....
Additional income generation		Contact details: liz.robin@cambridgeshire.gov.uk .....
Business Plan Proposal Number (if relevant)	7.104	Date completed: 11/1/16 .....
		Date approved: 11/1/16 .....
Aims and Objectives of Service / Document / Function		
This income generation proposal for £40k proposed ongoing development of existing income generation streams from the Cambridgeshire ,University Medical School, Peterborough City Council (shared team) and Cambridgeshire and Peterborough Clinical Commissioning Group (a combination of secondments and specific consultancy projects)		
What is changing?		
In 2015/16 this level of additional income was generated but on an ad hoc basis and not factored into budgets. The income generation will be mainstreamed and incorporated into annual service plans.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Council officers		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

## Positive Impact

<b>Negative Impact</b>
<b>Neutral Impact</b>
<p>The income generation proposals should not impact disproportionately on any specific inequalities group.</p>
<b>Issues or Opportunities that may need to be addressed</b>
<p>Given the reductions in staffing of the public health directorate, care will be needed to avoid undue pressure on remaining staff from additional income generation requirements, and work will need to be prioritised appropriately</p>

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

--

### Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health Grant – DAAT Enhanced and Preventative Services Cambridgeshire Safer Communities Partnership Team		Name: Susie Talbot & Val Thomas  Job Title: Cambridgeshire Safer Communities Partnership Team Lead Contact details: 01223 699838 <a href="mailto:susie.talbot@cambridgeshire.gov.uk">susie.talbot@cambridgeshire.gov.uk</a>  Consultant in Public Health Contact details: 01223 703264 <a href="mailto:Val.thomas@cambridgeshire.gov.uk">Val.thomas@cambridgeshire.gov.uk</a>
Service / Document / Function being assessed		
Substance misuse services in the County of Cambridgeshire		
<b>Business Plan Proposal Number (if relevant)</b>		
Aims and Objectives of Service / Document / Function		
<p>Cambridgeshire Safer Communities Partnership Team (CSCPT) commission drug and alcohol services for adults and children and undertakes a number of wider preventative and promotional activities through Public Health funding.</p> <p><b>DAAT Team</b> The DAAT team includes commissioners and strategic leads who also deliver training and promotional activities.</p> <p><b>GP Shared Care Contract</b> The current Alcohol Treatment Service was commissioned without a prescribing function. Consequently community alcohol detoxifications need to be undertaken jointly by GPs and the Inclusion Service with GPs assuming the prescribing function through a contractual arrangement.</p> <p><b>Specialist Drug and Alcohol Support to the Youth Offending Service (YOS)</b> Specialist drug and alcohol support is commissioned to provide input into the YOS for young people who have substance misuse issues.</p> <p><b>Commissioned Drug and Alcohol Services</b> The CSCPT commissions countywide specialist drug &amp; alcohol treatment services and associated support provision. Currently there are separate adult treatment contracts for alcohol and drugs however both are provided by the Inclusion Service which is part of the South Staffordshire &amp; Shropshire NHS Foundation Trust (SSSFT). The Services are aimed at tackling and preventing adult substance misuse under a recovery focused model. providing the following functions across the county namely; brief advice, information and drugs education, structured treatment programmes (including community medically assisted detoxification), countywide Needle and Syringe Programme (including community pharmacies), Blood Borne Virus testing, support groups.</p>		
What is changing?		
<p><b>DAAT Team</b> Savings are proposed ( £51k)through not recruiting to vacant posts with their responsibilities being shared amongst other Team members. Campaigns will only use free resources and the team will work closely with the Public Health Team to benefit from any efficiencies. Staff will only access training that is free through such organisations as Public Health England.</p> <p><b>GP Shared Care</b> There has been limited uptake by GPs for assuming shared care responsibilities despite very active promotion of the opportunity. Consequently there has been an underspend (£10k) since the establishment of the shared care model of service delivery.</p> <p><b>Specialist Drug and Alcohol Support to the YOS</b> It is proposed that this public health funded specialist support is withdrawn (£58k). The Children and Young People's Substance Misuse Service, CASUS would assume a bigger role in the YOS through providing support to young people, training for YOS staff to increase their skills in screening and responding to substance misuse issues and with ongoing supervision.</p>		

This model does require further exploration of demand and capacity of the CASUS Service. Alternative non public health funding that could replace some of the savings has been identified for use if the proposed model is not feasible.

#### **Inclusion Community Drug & Alcohol Treatment Services**

SSSFT currently operate separate drug and alcohol treatment services within the county as these services were commissioned under separate tenders, the alcohol contract having only been awarded in 2014 after the responsibility for the alcohol commissioning came across to the local authority in the Public Health transfer. Both contracts run until 2019 with aligned break clauses in place. It has been the ambition of CSCPT, as commissioners of the service, to encourage greater integration between drug and alcohol service provision with clear benefits in terms of cost savings and efficiencies. SSSFT and CSCPT have already undertaken provisional consultation in respect of advancing an integrated service agenda which will be underpinned by a formal contract variation. The ambition from the commissioner perspective will be to identify cost savings from non frontline resource and management overheads without impacting on the overall service delivery and, where possible, to improve the treatment journey/experience for service users with drug and alcohol comorbidity through better service integration. (£170k)

In order to deliver the necessary savings, SSSFT have agreed to commence full service integration in 2016/17. This will require fewer service leads employed in management grades and reduces the overall management on-costs levied by the Trust as part of the existing contract agreement.

In addition efficiencies are to be sought through the reduction of weekend working arrangements. Currently 4 service bases are open 4 hours each Saturday across the county staffed by 11 paid workers. By removing weekend working or moving to a volunteer/service user weekend arrangement the saving would be equivalent to 2.5 full time equivalent worker posts. Currently, Saturday opening attracts limited numbers footfall through the door. Volunteers and Recovery Champions that work for Inclusion undertake both intensive training and vigorous safeguarding checks and have robust supervisory structures in place. Volunteers and recovery champions already play a key role in running parts of the countywide service and this will be a small extension to current activity.

#### **Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

The CIA was compiled by council officers.

#### **What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			x
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

None

**Negative Impact**

There is potential for the service changes in regard to the YOS service to have a negative impact on young people with substance misuse issues. This will be mitigated by a fuller exploration of the feasibility and impact of the business case, and funding for services from public health reserves until we are confident that a proposed change in service model will not have a negative impact on outcomes.

**Neutral Impact**

The impacts will be neutral as the new service models will not impact on any frontline service delivery

**Issues or Opportunities that may need to be addressed**

The potential issue is with regard to the specialist input into the YOS described above. This will require further exploration and ongoing monitoring of the changes.

The key opportunity to be addressed will be the advancement of the integration agenda for drug and alcohol service provision under one provider. The spin off benefits will be to ensure all frontline staff become substance misuse recovery focussed enabling those service users with dual drug and alcohol issues to remain within one service under one appointed recovery worker. There will be a reduction in management costs as there will no longer be a requirement for separate drug and alcohol leads across the county and this will reduce the management overheads proportionally levied by SSSFT on the overall contract value.

**Community Cohesion**

There is no immediate direct effect upon community cohesion

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
CFA public health grant: Older People's Day Centres,		Name: Liz Robin (Public Health)/Louise Tranham (CFA)  Job Title: Director of Public Health/ .....  Contact details: <a href="mailto:liz.robin@cambridgeshire.gov.uk">liz.robin@cambridgeshire.gov.uk</a> .....  Date completed: 11 January 2016  Date approved: .....
Service / Document / Function being assessed		
Older People's Day Centres – physical activity promotion		
Business Plan Proposal Number (if relevant)		
Aims and Objectives of Service / Document / Function		
<p>£150k public health grant was allocated to replace core funding for Older People's Day Centres to promote physical activity for older people. There is a reasonably strong evidence base for the impact of physical activity on health outcomes for older people.</p>		
What is changing?		
<p>Due to a £2.7M savings requirement on public health grant funded services, it is proposed to cease public health grant funding to promote physical activity through Older People's Day Centres. Following a review of current work to promote physical activity in each day centre, it is unlikely that ceasing this funding would have a significant impact on population levels of physical activity among older people. However the £150k funding for day centres is part of the core contract budget (i.e. not additional funding for physical activity interventions) and the day centres enable a wide range of outcomes for older people to be achieved. Therefore the overall impact of a reduction of £150k on Older People's day centre budget needs to be considered.</p> <p><b>Background:</b>          The Council conducted a review of older people's day care provision in 2011/12 with the aim of rationalising its support to this broad range of services. One of the key findings is that there is a wide range of services providing for very different needs and offering a wide range of social benefits. Some are very much community services that focus on socialising (e.g. lunch clubs, and activity based centres). While others- such as those provided directly by the Council- meet high end personal care needs, providing much needed respite for family carers. As a result of the review, the Council agreed to contribute funding to 25 day services across the County. Of this number 15 are voluntary sector organisations, 4 Registered Social Landlords, 2 Residential care homes. In addition, there are 3 older people day services provided directly by the Council in partnership with Learning Disability services.</p> <p><b>Impact of the Public Health Cut:</b>          The 150K, contributed by Public Health is focussed on the day services that are not directly provided by the Council and does form a significant part of the total annual spend on community day services of £766K. The impact of removing 150k from this budget would mean that services would have to be reduced. The best way to mitigate the effect would be to have a targeted approach- working with the locality teams- to ensure that the service funding reduction had the minimum effect on the smallest number and least vulnerable service users. This would best managed through a phased approach. This would enable engagement with the services effected and provide an opportunity for them to consider how to address the funding gap. However, such a process might adversely impact on the savings plan as it would be unlikely to be completed by the start of the next financial year.</p> <p>In terms of Adult Social Care plans for day services:</p> <ul style="list-style-type: none"> <li>- We are in the process of specifying the role of day centres to ensure that they are operating in a way that will enable us to implement Transforming Lives (i.e. by providing information, advice and a range of preventative services to targeted groups of older people)</li> <li>- In line with this we are planning to use existing funding for day centres in a way that reduces demand on more expensive institutional care- as day centres can be critical to enabling someone to stay in their home and avoid residential care and more expensive specialist services. E.g. through the use of targeted programmes. This work can have particular benefits in terms of social isolation and falls prevention.</li> <li>- As part of the business planning process CFA did consider taking funding out of day centres but decided not to for the reasons stated above</li> </ul>		

**Conclusion:** While the reasons for the Public Health recommendation are understood, there is a real concern that this decision could have unintended consequences. It is recognised that day services for older people provide an important opportunity to promote independence and to reduce social isolation. If this recommendation proceeds, it is likely that some services will close. Great care will, therefore need to be taken to ensure that these are not high quality services that reduce long term dependency on statutory health and social care services.

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

**Council officers**

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			X
Disability			X
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			X
Deprivation			X

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

N/A

**Negative Impact**

It is recognised that day services for older people provide an important opportunity to promote independence and to reduce social isolation. Therefore a reduction in the funding of day services that has not been managed in way to minimise risk to those services users that by removing this service could greatly increase their need for more costly social care and health services. Those most at risk would be older people, people with disabilities and those living in isolated communities with limited or no opportunities to spend time with other people.

**Neutral Impact**

**Issues or Opportunities that may need to be addressed**

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Reducing the level of funding in a time limited manor could potentially impact on communities were the day service in that community is key in providing a service that enables older people living in their own home . A reduction or closure of a day service could not only remove a service that provides a current community resilient function but would remove that asset at a time when we know Cambridgeshire has a growth in older people. Therefore we expect the demands on these services to increase. From the community impact point of view family and informal carers use day services as a respite service to enable them to continue their caring roles. In some communities that have limited paid care staff available, day services can provide a key part of an older person support plan both for a short time and on a move permanent basis.

#### Version Control

Version no.	Date	Updates / amendments	Author(s)



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health Grant into CFA - PSHE		Name: Val Thomas.....
Service / Document / Function being assessed		Job Title: Consultant in Public Health .....
Children, Families and Adults (CFA) - Public Health Expenditure delivered by CFA – PSHE review of public health activities.		Contact details: <a href="mailto:val.thomas@cambridgeshire.gov.uk">val.thomas@cambridgeshire.gov.uk</a> 01223 703264 .....
Date completed: 29/12/15 .....		Date approved: .....
Business Plan Proposal Number (if relevant)	Public Health MOU	
Aims and Objectives of Service / Document / Function		
<p>Personal and Social Health Education (PSHE) can be defined as a planned programme of learning through which children and young people acquire the knowledge, understanding and skills they need to manage their lives, now and in the future. The Council has had long standing PSHE Service providing support to schools for developing and implementing PSHE Services. Some elements of this Programme have been funded by Public Health</p>		
What is changing?		
<p>It is proposed that some of the Public Health funding to PSHE is withdrawn.</p> <p>Public Health funded programmes are informally reviewed annually jointly by PSHE and Public Health with an emphasis on clearly demonstrable impact and outcomes. It has been agreed that some projects, where impact has been harder to demonstrate, should be changed or stopped and that programmes where there are clear outputs should be prioritised.</p> <p>The reduction in Public Health funding will lead to a reduction in the PSHE Service's capacity to support Public Health priorities through schools as funding pays directly for staff delivery hours. The remaining Public Health funding will be allocated to supporting high priority and high impact programmes to minimise the impact of this capacity reduction.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
This CIA was compiled by Council Officers		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	

Race		x	
------	--	---	--

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	

The following additional characteristics can be significant in areas of Cambridgeshire.

<b>Rural isolation</b>		x	
------------------------	--	---	--

<b>Deprivation</b>		x	
--------------------	--	---	--

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
None
<b>Neutral Impact</b>
There would not be any impact on equalities as the most effective elements of the Programme would be maintained and any parts discontinued would be those that have limited impact.
<b>Issues or Opportunities that may need to be addressed</b>
There is the opportunity to re-design support for Public Health priorities delivered through the PSHE Programme in the longer term to ensure positive impact for young people is maximised.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

N/A
-----

### Version Control

Version no.	Date	Updates / amendments	Author(s)
V.1	29/12/15		Val Thomas
V.2	07/01/16		Amanda Askham

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Public Health Grant - Chronically Excluded Adults		Name: Emma de Zoete/Ivan Molyneux	
Service / Document / Function being assessed		Job Title: Public Health Consultant .....	
		Contact details: 01223 699117 emmadozoete@cambridgeshire.gov.uk.....	
Business Plan Proposal Number (if relevant)		Date completed: 06.01.2016 .....	
		Date approved: .....	
Aims and Objectives of Service / Document / Function			
<p>The CEA service works with the most chaotic and excluded adults in Cambridgeshire to improve outcomes for individuals and for society as a whole. It targets clients who have fallen between services in the past and employs a Coordinator who uses a person centred approach to tailor a support package around each client's needs. The service currently operates in Cambridge City and between Since the start of the project pilot in 2011, up to January 2015, the project received 130 referrals. Key outcomes that the service seeks to deliver are:</p> <ul style="list-style-type: none"> <li>• Reduced arrests, contact with the criminal justice system and anti-social behaviour</li> <li>• Reduced admission to prison within 12 months post entry to the project</li> <li>• Increased numbers in self-contained accommodation</li> <li>• Increased numbers consistently attending or completing treatment for problematic alcohol and/or drug use</li> <li>• Increased numbers engaging positively with services (drug, alcohol, mental health, housing) or managing independently of service support.</li> </ul>			
What is changing?			
<p>The public health contribution to the Chronically Excluded Adults service will reduce from £91,000 to £66,000 for 2016/17. This will not impact on service provision in 2016/17. There are a number of reasons why this change will not impact on current services.</p> <ul style="list-style-type: none"> <li>• The programme has not cost as much as originally predicted, as costs have been lower than expected, with the ability to carry forward any underspends being a benefit to the success of the service.</li> <li>• Expansion of the service to the other parts of the county has been slow with the districts only taking up relatively few places within the service. The expansion into Peterborough has been funded by the Department for Communities and Local Government (DCLG).</li> <li>• The economic evaluations of the service over two subsequent years has clearly demonstrated the substantial cost saving to the constabulary. A paper will be presented to the constabulary outlining these savings, and asking that the police make a contribution to the service.</li> </ul>			
Who is involved in this impact assessment?			
e.g. Council officers, partners, service users and community representatives.			
Council officers and partners such as the Police.			

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	

Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and		X	

maternity			
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	

Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
<b>Negative Impact</b>
<b>Neutral Impact</b>
The impact of this reduction in 2016/17 is neutral. Current services will not be affected, and will be maintained at the same level as in previous years.
<b>Issues or Opportunities that may need to be addressed</b>

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

--

### Version Control

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health Grant - Supported housing		Name: Emma de Zoete .....
Service / Document / Function being assessed		Job Title: Public Health Consultant .....
		Contact details: 01223 699117 emma.dezoete@cambridgeshire.gov.uk .....
Business Plan Proposal Number (if relevant)		Date completed: 06.01.15 .....
		Date approved: .....
Aims and Objectives of Service / Document / Function		
Supported housing and floating support services are designed to provide support to vulnerable families and single people in order to help them avoid homelessness across the county. These services are successful in keeping people living independently in accommodation, preventing them from falling into more costly statutory services. A number of supported housing services are funded by Cambridgeshire County Council. Public Health has in previous years contributed a small amount towards these services in recognition of the impact in secure housing and homelessness has on health.		
What is changing?		
Public Health provide £6k towards the overall costs of these services. This is 0.16% of the total budget which is £3,833,156.75. It is proposed that this £6k a year contribution is removed from 2016/17.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Council officers.		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		x	
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
<b>Negative Impact</b>
<b>Neutral Impact</b>
There will be an impact but given the size of the reduction to total budget this will be minimal and work is being undertaken to ensure the service prioritizes those in most need
<b>Issues or Opportunities that may need to be addressed</b>

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

--

**Version Control**

Version no.	Date	Updates / amendments	Author(s)

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public health grant into ETE: Market Town Transport Strategy		Name: Liz Robin (Public Health) Jack Eagle (ETE) .....
Service / Document / Function being assessed		Job Title: Director of Public Health/ .....
Savings proposal to withdraw £40k public health grant funding into ETE for the Market Town Transport Strategy team.		Contact details: <a href="mailto:liz.robin@cambridgeshire.gov.uk">liz.robin@cambridgeshire.gov.uk</a> .....
Date completed: 8 Jan 2016		
Business Plan Proposal Number (if relevant)		Date approved: .....
Aims and Objectives of Service / Document / Function		
<p>Public health grant funding was allocated to replace £40k of core ETE funding for the Market Town Transport Strategy Team, (a) to recognise the role played by the team in supporting Active Travel, which has positive health benefits through increased physical activity and (b) to promote interaction between the team and public health specialists.</p> <p>The transport strategies are developed to reflect new information regarding the current funding environment and the aspiration set out in the Local Plans. This involves the development of Policies and Objectives and action plan of schemes.</p> <p>The broad aims of the strategies and plans are to improve transport, to support economic growth, mitigate the transport impacts of the growth agenda and help protect the area's distinctive character and environment.</p>		
What is changing?		
<p>Due to a £2.7M savings requirement on public health grant funded services, it is proposed to cease the £40k funding to the Market Town Transport Strategy team. The impact of ceasing this funding on public health outcomes is difficult to quantify, as there are a number of intermediate steps between a commitments to prepare a market town transport strategy, and achieving demonstrably higher rates of physical activity amongst sedentary populations in market towns whose health is most likely to benefit. The opportunities for interaction between the market town transport strategy team and public health staff are also reducing due to other savings in Public Health directorate staffing, which impact on public health specialist input to ETE.</p> <p>However there are significant impacts on the overall commitment from ETE to prepare Market Town Strategies – The major effects of reducing or removing the £40k are detailed below:</p> <ul style="list-style-type: none"> <li>• There would be less money available to carry out detailed and focused consultation on the market town/ district wide transport strategies; reducing the input from harder to reach groups who would be the target of these consultation</li> <li>• A reduction in the funding would also reduce the ability of the team producing the transport strategies to gain input from other professionals in the fields of public health and transport to help produce and review the strategies as they are being developed</li> </ul> <p>The overall effect of this would be that whilst staff in ETE will always consider public health and the benefits of active travel when producing transport strategies the detailed focus and knowledge would not be as complete as when the grant was in place. It is also possible that barriers to active travel that harder to reach groups have may not be identified and thus remain in place as they are not addressed by transport strategies.</p>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Council officers		

**What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			x
Disability			x
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity			x
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			x
Deprivation			x

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
<b>Negative Impact</b>
The groups highlighted above will be negatively impacted on as these are generally the hard to reach when consulting and developing transport strategies. It may be possible that there groups encounter transport related issues that are not currently known and without detailed consultation that this funding would allow could remain unidentified and thus unaddressed by transport strategies.
<b>Neutral Impact</b>
Due to a reduction in funding the groups identified above will not be impacted on in anyway.
<b>Issues or Opportunities that may need to be addressed</b>

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

--

**Version Control**

Version no.	Date	Updates / amendments	Author(s)



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health Grant into ETE: Road safety interventions		Name: Liz Robin (Public Health) / Matt Staton (ETE)  Job Title: Director of Public Health / Road Safety Education Team Leader  Contact details: <a href="mailto:liz.robin@cambridgeshire.gov.uk">liz.robin@cambridgeshire.gov.uk</a> / <a href="mailto:matt.staton@cambridgeshire.gov.uk">matt.staton@cambridgeshire.gov.uk</a>  Date completed: 8/1/16 .....  Date approved: .....
Business Plan Proposal Number (if relevant)		
Aims and Objectives of Service / Document / Function		
<p>The work of the team contributes to the shared vision across the Cambridgeshire and Peterborough Road Safety Partnership to “prevent all road deaths across Cambridgeshire and Peterborough and to significantly reduce the severity of injuries and subsequent costs and social impacts from road traffic collisions.” The work of the partnership takes a holistic view of road safety and involves approaching and engaging voluntary and community groups in decision making and delivery with the partnership officer’s expert advice. The cross-boundary working extends not only to Peterborough, but also to collaborative work across Bedfordshire, Hertfordshire and Cambridgeshire and the wider East Region.</p> <p>Specifically, the team aims to prevent road users from being killed or seriously injured (KSI) through enabling behaviour change and delivering education to road users. This work involves delivering evidence-based interventions that develop safe road user behaviour from a young age and identifying high risk road users and delivering targeted initiatives to prevent collisions and influence attitudes and behaviour.</p> <p>Public health grant funding was allocated to replace £220k ETE core funding for ETE road safety team staffing, project work and campaigns, recognising the impact of road traffic injuries and deaths and safety barriers to active travel on public health outcomes in Cambridgeshire. This has risen to £225k in 2015/16 and ETE continues to provide £100k funding, so the overall budget for the team is £325k.</p>		
What is changing?		
<p>Due to a £2.7M savings requirement on public health grant funded services, it is proposed to reduce public health grant funding for the ETE road safety team from £225k to £105k in 2016/17. This is in line with savings on project and campaign budgets in other areas of public health activity. There is evidence that campaigns and projects change attitudes to road safety, but the public health evidence for direct and quantifiable impact on outcomes is less robust, although the ETE road safety team always aims to work with the best evidence available.</p> <p>The Road Safety team are exploring the potential to source grants for road safety projects and campaigns from a wider range of sources, and are also developing an income generation model. Recognising that the scale of cuts proposed pose significant risks to this transformation, it is proposed to provide non-recurrent transformation funding during 2016/17 of £84k, to allow the income generation model to be fully developed. The net saving in 2016/17 would therefore be £36k.</p> <p>In order to scale the project delivery based on this budget reduction it is most likely that the reach of individual projects will be rationalised rather than completely removed, with any additional funding sourced externally used to supplement the reduced programme. In some cases where reductions would take delivery below a “critical mass”, e.g. Children’s Traffic Club, it may be necessary to cease the project entirely. While every effort will be made to mitigate the risks to frontline staff from these reductions, as their knowledge and experience to provide communities with information, advice and support is a core element of the programme, without sourcing additional funding it is likely a reduction to staffing will be necessary.</p> <p>An evidence-based approach will be used to rationalise the programme to try to keep resources directed towards the greatest need/risk, however, as these groups are generally more resource intensive to reach it is likely high risk groups will see some reduction in resource allocation and this is reflected in the impact statements, below.</p>		

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

**Council officers****What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			x
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity			x
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex			x
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			x
Deprivation			x

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

No positive impacts are expected as a result of reduced funding in this area

**Negative Impact**

**Age** – *Young people* (age 17-25) are significantly overrepresented in road traffic collisions as drivers of vehicles (inc bicycles) and as passengers, and young drivers are also overrepresented in road traffic offence statistics. A significant proportion of the programme targets these users and the reduced resources will likely mean less young people will receive direct road safety education input (e.g. Drive2Arrive workshops) and targeted information campaigns such as drink/drug driving messages.

A large proportion of the programme also targets *school children* with the aim of developing safe road user behaviour at appropriate ages and developmental stages (e.g. pedestrian training), support for schools to address parking issues and work to increase sustainable travel to school (and in turn improve the health of those children). Reductions to resources will likely mean fewer educational establishments can access direct road safety education input and support in these areas.

While *older road users* in Cambridgeshire are not currently overrepresented in road traffic collisions, nationally there is an increasing concern related to the ageing population and increases in the number of older drivers on the road. The reduction in resources means it is unlikely the Road Safety Team will be able to implement interventions where the need arises in Cambridgeshire.

**Pregnancy and maternity** – The road safety education team provide advice to parents, in particular those of very young children, relating to the use of child car seats and arrange events to check child car seat fitting. This will reduce as part of the proposals.

**Sex** – Males are significantly overrepresented in road traffic collisions and in road traffic offence statistics. Campaign work to target these behaviours will be significantly reduced as a result of these proposals and will likely mean less male road users will receive targeted information campaigns.

**Rural isolation** – Research<sup>1</sup> has shown that people, particularly young people, who live in rural areas of Cambridgeshire, in particular in Fenland, are at greater risk of being involved in a serious road traffic collision due to the type of roads they drive on and their increased exposure due to reliance on driving to access services. Reduced resources for targeted interventions will likely mean fewer people in these areas will receive these interventions. Car user casualties in NE Cambridgeshire (parliamentary constituency) are 55% higher than the national rate, the 7<sup>th</sup> worst district in the country, and in NW Cambridgeshire are 36% higher than the national rate<sup>2</sup>.

**Deprivation** – Cambridgeshire residents in more deprived IMD quintiles are overrepresented in road traffic collisions while those in less deprived IMD quintiles are underrepresented. Reduced resources for targeted interventions will likely mean fewer people in these areas will receive these interventions.

#### Neutral Impact

Disability, gender reassignment, marriage and civil partnership, religion or belief and sexual orientation are not characteristics associated with increased risk of road traffic collision involvement or access to the programmes affected; therefore a neutral impact on these groups is expected.

#### Issues or Opportunities that may need to be addressed

Public Health indicator 1.10 the “number of people reported killed or seriously injured on the roads” is currently worse than the national average in Cambridgeshire overall, worse than the national average in East Cambs, Fenland and South Cambs (showing red on the public health profiles 2015) and similar to the national average in Cambridge and Hunts (amber on the public health profiles 2015)<sup>3</sup>.

The team have identified opportunities to source other grant funding and/or income generation to mitigate this reduction, and other proposed reductions in funding during the current period of CCC Business Planning. The provision of non-recurrent transformation funding recognises the need for resources to transform the team’s delivery in order to realise these opportunities and potentially mitigate some or all of the negative impacts identified above.

Past reductions in staff across all partner organisations have had a critical impact on the effectiveness of partnership working. It is important to address the effect these proposals will have on the Cambridgeshire and Peterborough Road Safety Partnership as a whole as this has been identified as a key mechanism to continue casualty prevention and reduction work in this area going forward.

#### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The Road Safety Officers often provide a link between school and parish concerns relating to road user behaviour, particularly in village locations, and work alongside the Local Highways Officers to resolve issues and support communities in bidding for Local Highways Improvement schemes. The resource for Road Safety Officers to do this is likely to reduce as part of these proposals if other sources of funding cannot be secured and this will have a knock-on effect on the work of other staff such as the Local Highway Officers.

#### Version Control

Version no.	Date	Updates / amendments	Author(s)

<sup>1</sup> Fosdick, T. (2012) Young Drivers’ Road Risk and Rurality. Road Safety Analysis.

<sup>2</sup> PACTS Constituency Dashboard <http://www.pacts.org.uk/dashboard/>

<sup>3</sup> Local PHOF summary for Cambridgeshire – November 2015 <http://www.cambridgeshireinsight.org.uk/file/2381/download>

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer(s) undertaking the assessment	
Public Health Grant into ETE – Trading Standards (Supporting Business and Communities)		Name: Liz Robin (Public Health) ; Aileen Andrews (SBC, ETE )  Job Title: LR - Director of Public Health/ AA - Acting Head of Supporting Businesses and Communities  Contact details: <a href="mailto:liz.robin@cambridgeshire.gov.uk">liz.robin@cambridgeshire.gov.uk</a> / <a href="mailto:aileen.andrews@cambridgeshire.gov.uk">aileen.andrews@cambridgeshire.gov.uk</a>  Date completed: 8 Jan 2016  Date approved: .....	
Service / Document / Function being assessed			
Review trading standards public health activities			
<b>Business Plan Proposal Number (if relevant)</b>			
Aims and Objectives of Service / Document / Function			
Trading Standards (part of Supporting Business and Communities) receives public health grant funding to support test purchasing of cigarette sales and age related smoking prevention (through the Kick Ash programme), prevention of underage sales of alcohol and a small amount of funding for investigating sales of illicit tobacco.			
What is changing?			
Due to a £2.7M savings requirement on public health grant funded services, it is proposed to reduce public health grant funding into ETE trading standards from £53k to £38k. This is equivalent to the sum currently allocated for test purchasing of alcohol to prevent underage sales.  The three funded areas (illicit tobacco, Kick Ash and underage alcohol sales) continue to be priority areas for Trading Standards.  Taking an intelligence based approach to re-prioritising resource and activity in these three areas, if agreed by Public Health, would allow for the £15k reduction in public health grant funding in 2016/17 having a low impact on the outcomes and responsibilities.  This proposed reallocation of resource has been carefully considered as a direct result of the work carried out by Supporting Businesses and Communities during 2015/16 to improve the effectiveness and efficiency of resources and processes in these funded priority areas and use available intelligence to prioritise areas of most concern.  In particular for 2016/17, to minimise the impact of the reduced funding, less resource will be used to deliver Kick Ash and underage alcohol sales and more resource to focus on removal of illicit tobacco.			
Who is involved in this impact assessment?			
e.g. Council officers, partners, service users and community representatives.			
<b>Council officers (Trading Standards)</b> <b>Public Health (PH Consultants; Kick Ash Programme Manager)</b>			

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	

Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	

Race		X	
Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	

Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
The changes are not expected to have any positive impact on the protected characteristics.
<b>Negative Impact</b>
The changes are not expected to have any negative impact on the protected characteristics.
<b>Neutral Impact</b>
The changes are expected to have a neutral impact on the protected characteristics.
<b>Issues or Opportunities that may need to be addressed</b>
The findings of 2015/16 work to improve the efficiency and effectiveness of delivery, review resource requirements and gather intelligence to assist prioritisation of resource has been used to propose best use of reduced funding for 2016/17.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

There is a possibility of a negative impact on community cohesion if enforcement and business advice on illicit tobacco is perceived to be targeting only those businesses owned or run by particular population groups.
To mitigate this risk, all enforcement activity will be intelligence led. Activity to identify problem premises and ensure compliance across all businesses will be based on random selection of other similar businesses in that local area. All activity regarding business compliance will be carried out in line with the Service's Enforcement Policy.

### Version Control

Version no.	Date	Updates / amendments	Author(s)
V0.1	8 Jan 2016		Elaine Matthews
V0.2	11 Jan 2016	Community cohesion mitigation confirmed	Aileen Andrews/Elaine Matthews

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public health grant to ETE: Fenland Learning Service		Name: Liz Robin (Public Health) Lynsi Hayward-Smith (ETE)  Job Title: Director of Public Health/  Contact details: <a href="mailto:liz.robin@cambridgeshire.gov.uk">liz.robin@cambridgeshire.gov.uk</a>  Date completed: 8 January 2016  Date approved:
Business Plan Proposal Number (if relevant)		
Aims and Objectives of Service / Document / Function		
<p>The Focus for the Learning and Skills Services is to help individuals, communities and businesses fulfill their potential and grow, by giving them access to learning and skills development. The services work to offer a consistent and high quality experience for people wherever they engage with us and to work with partners to ensure we reach those furthest from learning. The teams within the service can offer careers advice and guidance, assessment, initial and advanced skills learning and a range of support for skills development and routes into employment.</p> <p>The work is focused on closing the gap for the targeted learners who are out of learning and unemployed or lacking in skills to gain sustainable employment. It supports intergenerational learning to break the cycle of deprivation within families.</p> <p>The wider outcomes of learning are well documented and the impact of this work will facilitate reduction in other budgets by reducing dependency on mental health and other care and health services. (<i>Fujiwara D. Valuing The Impact of Adult Learning 2012</i>).</p> <p>Public health grant was used to replace £90k ETE funding for Fenland learning service, recognising the overall benefits to people's health of being in employment, and the wider picture of health inequalities in Fenland.</p>		
What is changing?		
<p>If the revenue grant is no longer provided there would be a significantly reduced offer in Fenland and one centre would no longer be sustainable and would have to close. This would mean reduced opportunities for people to undertake training related to employment or volunteering and reduced opportunities for people to come out of isolation and join a programme at a learning centre. *AL&amp;S outcome data</p> <ul style="list-style-type: none"> <li>• 1000 individuals supported through Learn My Way in the two learning centre and outreach location across Fenland; -488 of these were supported at Wisbech and March Learning Centre by tutors.</li> <li>• 288 individuals have used the free Work Club provision we have set up at March Learning Centre</li> <li>• 200 learners undertook and gained Qualifications at Wisbech and March Learning Centre.</li> </ul> <p>23% of those who gained specific work related qualifications gained sustainable employment as a direct consequence of completing the course (Learn Direct data 2014/15 against a target of 20%)</p> <p>It is difficult to quantify the exact impact and value for money of the Fenland Learning Service on public health outcomes, as there are a number of steps between provision of this service, users of the service gaining employment, and any resulting health gains or reduction in health inequalities as the result of being in employment or improved health literacy. However the impact data gathered as feedback from learners demonstrate that learning and gaining employment are closely linked .</p>		

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

**Council officers****What will the impact be?**

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability			x
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			X
Deprivation			X

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

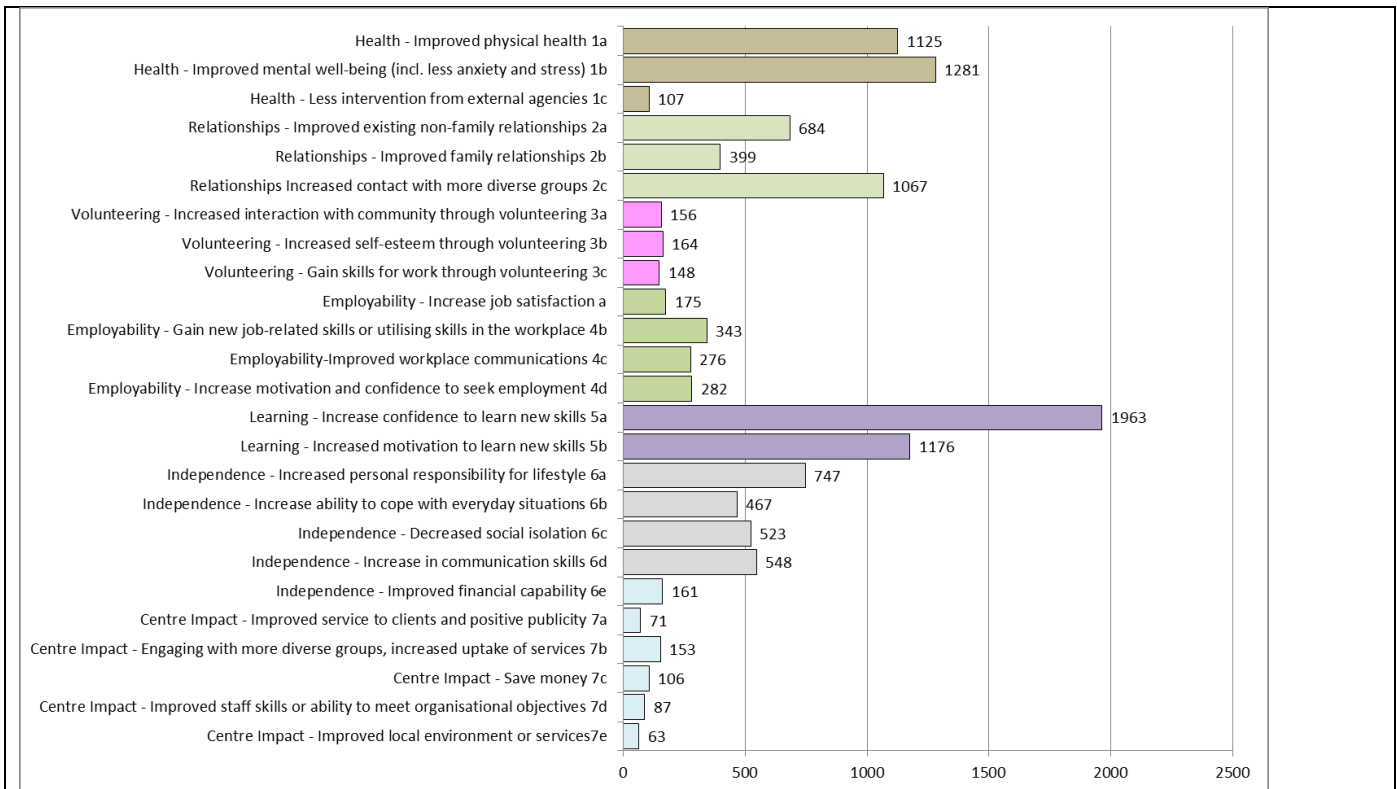
**Positive Impact****Negative Impact**

The most noticeable negative impact will be on learners who cannot travel to other centres for their learning. As the number of disabled people in the population is higher than other areas of Cambridgeshire it may impact disproportionately on that group. The service may not have the data to support this as people frequently do not declare a disability when they sign up for a programme of learning

The learning centres are located in areas of significant deprivation and rural isolation. The closure or reduced availability of a learning centre would impact negatively on those communities.

\*Adult Learning and Skills Wider Outcome data for info.  
See table below





### Neutral Impact

### Issues or Opportunities that may need to be addressed

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

### Version Control

Version no.	Date	Updates / amendments	Author(s)



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health grant: CS&T community engagement/timebanking		Name: Val Thomas & Sue Grace.....
Service / Document / Function being assessed		Job Title: Consultant in Public Health Director of Customer Service and Transformation.....
CS&T – Public Health Expenditure – Community Engagement and Timebanking		Contact details: <a href="mailto:val.thomas@cambridgeshire.gov.uk">val.thomas@cambridgeshire.gov.uk</a> 01223 703264 ..... <a href="mailto:sue.grace@cambridgeshire.gov.uk">sue.grace@cambridgeshire.gov.uk</a> 01223 715680
Business Plan Proposal Number (if relevant)	Public Health MOU	Date completed: 06/01/16 .....  Date approved: .....
Aims and Objectives of Service / Document / Function		
<p>Public Health Funding was allocated to CS&amp;T Customer Services and Community Engagement Team to enable them to provide Contact Centre and community engagement activities, which includes support for Public Health projects and timebanking. These activities support the public health objective of engaging individuals and communities with taking responsibility for their health and the wider Council priorities of supporting healthy lifestyles and the development of community resilience.</p> <p>The CS&amp;T Community Engagement team have strong links into communities across Cambridgeshire which contribute to achieving the Public Health objective of engaging communities in their own health. The links have provided opportunities to link with communities especially in Fenland. Staff from the CS&amp;T Team have provided support to the development of the Healthy Fenland Fund initiative and were involved in the procurement process to award the contract for running the Initiative to Care Network.</p> <p>The Contact Centre has assisted with the winter Warm Homes Healthy People campaign that targets vulnerable groups which includes older people and children under the age of 5. It provides a dedicated telephone number in the winter months that people can call to find out about the services that are available to help them mitigate the impact of winter upon their health and wellbeing.</p>		
What is changing?		
<p>It is proposed to decrease public health grant funding to CS&amp;T by £34.5k which will impact upon community engagement activities (£28k) and the Contact Centre (£6.5k).</p> <p>The wider budget pressures within CS &amp; T, including the significant reduction of the community engagement team in 2014/15 alongside the closure of Shape Your Place, has meant that the public health grant funding has been critical in enabling us to maintain a small core community engagement team of three people to support community engagement / community resilience across the council. This has included the support to Public Health outlined above. This team has supported time-banking county wide, is working closely with Cllr Criswell, the Localism Champion, on the Connecting Councillors programme, is providing leadership in our developing work with Parish Councils and supports the transformation of other council services to reflect the principles and practice outlined in the Community Resilience Strategy Stronger Together. The loss of this investment would mean we could not retain this staffing resource at the current level this would impact on our ability to deliver our Community Resilience Strategy.</p> <p>The Contact Centre is already under significant pressure where the resourcing has not kept pace with the increased volume of work flowing through the centre. These increased volumes have been seen particularly in our support for vulnerable people both young and old. This has regrettably led to an inability for us to meet the performance standards that we would and should be meeting for our customers. This further reduction of support for the Contact Centre would add to this already pressured situation and would impact directly on our ability to respond in a timely and effective way to our customers and to deliver critical support to the most vulnerable through initiatives such as the Winter Warmth campaign.</p> <p>The main focus of the CS&amp;T Community Engagement work in support of Public Health has been in Fenland with</p>		

the Healthy Fenland Fund. The initial engagement work for the Programme has been completed and this will now be taken forward as planned by the community workers employed by Care Network. In addition the Integrated Lifestyle Service provided by Everyone Health employs Health Trainers and engages volunteers who have a remit to develop links with communities and support them to become engaged in health promoting activities. Therefore this tranche of public health developmental work involving CS&T staff has largely finished and been handed on to an external provider. However it is anticipated that as the Programme develops further, Public Health and Care Network would benefit from the support of the CS&T Team. More generally the strategic leadership and support of this small team needs to continue to be available for Public Health colleagues as well as the rest of the council.

Timebanking was started in Cambridgeshire in 2006. It is a way for people to come together and help each other by exchanging knowledge, help and skills on an hourly basis. They may be set up by community organisations or individuals. Timebank coordinators, who are often employed by a community organisations match people's skills, arrange time exchanges and keep a record of all the members 'banked' hours. Cambridgeshire currently has community Timebanks in five different areas, each having its own coordinator. It has almost 500 individual members and 65 organisational members with ages ranging from 3 to 96 years old. The total numbers of hours exchanged to date have been 12,033. The continued development and rollout of this and other initiatives as a means of strengthening community resilience is a key aspect of our implementation of our Community Resilience Strategy Stronger Together which supports many aspects of the public health agenda

The Contact Centre has provided for two years a dedicated number for providing information to the public about the risks to health during the winter months and where support can be secured. For example grants for heating improvements. It is proposed that this bespoke number is discontinued. The Contact Centre has received fewer calls than anticipated since its inception, despite widespread publicity. ( Between 4-6calls per month) Since the number has been established the voluntary sector has expanded its helplines and these provide similar information. In addition as part of the Older People's Service development a bespoke helpline has been established to provide information which includes avoiding the risks to health associated with winter conditions. Nevertheless the Contact Centre needs to retain its ability to respond to the health needs of our customers, through providing information and signposting people to a range of health services including public health in house and commissioned services. In addition it has an important role in supporting Public Health colleagues in conveying key messages and supporting future campaigns.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

This CIA was prepared by Council Officers

#### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age			x
Disability			x
Gender reassignment			x
Marriage and civil partnership			x
Pregnancy and maternity			x
Race			x

Impact	Positive	Neutral	Negative
Religion or belief			x
Sex			x
Sexual orientation			x
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			x
Deprivation			x

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
Community engagement seeks to engage all members of the community especially those at risk of inequalities. The lack of an overall coordinator to facilitate new projects and provide strategic direction could limit the expansion of the Programme in these high risk groups. It can be more difficult to engage people from high risk groups in community activities and additional external support is required to develop projects and new and innovative ways of engagement.
<b>Neutral Impact</b>
None
<b>Issues or Opportunities that may need to be addressed</b>
It takes time to build relationships with communities; change can compromise these relationships and any ongoing engagement work. If community engagement activity becomes more limited and there is a perception that support is being withdrawn before communities are ready to take responsibility for any projects it will need to be addressed.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The withdrawal of external support for community engagement work can as described above undermine the building of communities and community cohesion.

#### Version Control

Version no.	Date	Updates / amendments	Author(s)
V1	29/12/15		Val Thomas
V2	06/01/16		Val Thomas & Sue Grace

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Dr Liz Robin  Job Title: Director of Public Health  Contact details: 01223 703259 <a href="mailto:liz.robin@cambridgeshire.gov.uk">liz.robin@cambridgeshire.gov.uk</a>
Service / Document / Function being assessed		
2016/17 Public Health Savings: Vacancy management and removal		
<b>Business Plan Proposal Number (if relevant)</b>	E/R 6.018	
Aims and Objectives of Service / Document / Function		
The public health directorate staff carry out a range of functions to improve and protect health. These include provision of specialist public health advice and analysis, commissioning of public health services (over 80% of the total directorate budget), and direct delivery of some services such as CAMQUIT.		
What is changing?		
The salary budget for the directorate of approximately £2.4M has previously reflected the salaries of all posts, including vacant posts. This results in budgets being underspent as there are always some vacancies in the directorate due to staff turnover. It is proposed to reduce the salary budget by £115k, firstly by removing a vacant physical activity specialist post, whose role is now covered by a new contract with 'Everyone Health' for an integrated lifestyle service, and secondly by allowing a £100k saving for vacancy management – on the assumption that there will be an average vacancy rate of around 4.2% of all funded posts during 2016/17 which will be covered by existing staff.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
This CIA was compiled by Council officers		

## What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

Impact	Positive	Neutral	Negative
--------	----------	---------	----------

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

None

**Negative Impact**

None

**Neutral Impact**

It is possible that holding of vacancies would place additional pressure on public health staff with some impact on services to residents. However, because the vacancies in the public health directorate may affect a variety of different roles over the year, there is no predictable impact on one particular equalities group. The public health directorate has functioned effectively over recent years with this level of vacancies, resulting in underspend on the staff budget.

**Issues or Opportunities that may need to be addressed****Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Public Health		Name: Val Thomas  Job Title: Director of Customer Services and Transformation  Contact details:
Service / Document / Function being assessed		
2016/17 Public Health Savings: Sharing of DPH and some public health staff members with Peterborough City Council		
<b>Business Plan Proposal Number (if relevant)</b>	E/R 7.103	
Aims and Objectives of Service / Document / Function		
The public health directorate staff carry out a range of functions to improve and protect health. These include provision of specialist public health advice and analysis, commissioning of public health services (over 80% of the total directorate budget), and direct delivery of some services such as CAMQUIT. The Director of Public Health oversees the work of the public health directorate and is a member of the Councils' Strategic Management Team.		
What is changing?		
The Council is piloting a shared Director of Public Health with Peterborough City Council and this also involves some 'subject matter expert' public health staff sharing their time with Peterborough. This arrangement brings some strategic advantages as several partner agencies such as the Cambridgeshire and Peterborough Clinical Commissioning Group, NHS England, the police and the fire service work across the two local authorities. This means that for a number of meetings, one DPH or member of public health staff can attend for both Cambridgeshire and Peterborough, when previously two would have been required. However it also means some reduction in the time spent on Cambridgeshire work for the staff involved.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
This CIA was compiled by Council officers		

### What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation	X		

Impact	Positive	Neutral	Negative
--------	----------	---------	----------

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

Deprivation: Because residents in Fenland, which has higher deprivation than other districts in Cambridgeshire, often use Peterborough services, there may be positive benefits to Fenland residents from a public health team which works across and understands services in both local authorities. This knowledge would make 'gaps' in service for Fenland residents less likely, and could increase effective working of public health services across boundaries.

**Negative Impact****Neutral Impact**

With the exception of the positive impact outlined under 'deprivation' it is unlikely that these new working arrangements would have a specific impact on any equalities groups in Cambridgeshire.

**Issues or Opportunities that may need to be addressed****Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.



## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Public Health		Name: Dr Liz Robin  Job Title: Director of Public Health  Contact details: 01223 703259 <a href="mailto:liz.robin@cambridgeshire.gov.uk">liz.robin@cambridgeshire.gov.uk</a>	
Service / Document / Function being assessed			
2016/17 Public Health Savings: Out of Area Sexual Health Budget Reduction			
<b>Business Plan Proposal Number (if relevant)</b>	E/R 6.001 and 6.002		
Aims and Objectives of Service / Document / Function			
Sexual health clinics offer testing, treatment and contact tracing for people at risk of sexually transmitted infections. Services are 'open access' – i.e. people can refer themselves and are entitled to be seen. They are a mandated local authority public health service under the Health and Social Care Act (2012). When a Cambridgeshire resident is seen at a sexual health clinic funded by another local authority, Cambridgeshire County Council must pay for their treatment and a budget is set aside for this.			
What is changing?			
Budgets set aside for treatment of Cambridgeshire residents at sexual health clinics in other areas have seen lower demand than expected. Following procurement and implementation of a new sexual health service run by Cambridgeshire Community Services in October 2014, Cambridgeshire residents now have good access to community sexual health clinics around the county. The saving is therefore based on observed demand against the out-of-area sexual health budget being lower than predicted, resulting in underspend. Patients will still be entitled to attend out of area sexual health clinics if they wish to do so.			
Who is involved in this impact assessment?			
e.g. Council officers, partners, service users and community representatives.			
This CIA was compiled by Council officers			

### What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

Impact	Positive	Neutral	Negative
--------	----------	---------	----------

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

None

**Negative Impact**

None

**Neutral Impact**

Because this saving is based on observed demand being lower than allowed for, and local residents are still entitled to attend out of area sexual health clinics if they wish to, this saving should not impact on any equality groups.

**Issues or Opportunities that may need to be addressed**

If demand for out of area sexual health clinics increases unexpectedly, then savings may be less than predicted and alternative in-year savings would be required.

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Public Health		Name: Dr Liz Robin  Job Title: Director of Public Health  Contact details: 01223 703259 <a href="mailto:liz.robins@cambridgeshire.gov.uk">liz.robins@cambridgeshire.gov.uk</a>	
Service / Document / Function being assessed			
2016/17 Public Health Savings: Smoking cessation payments to GPs and pharmacies plus medication costs			
<b>Business Plan Proposal Number (if relevant)</b>	E/R 6.007 E/R 6.008		
Aims and Objectives of Service / Document / Function			
The County Council commissions 'level 2' smoking cessation services from GP practices and pharmacies. These services support people who wish to stop smoking and provide a combination of medication such as nicotine replacement therapy (NRT) on prescription, and evidence based one to one or group support for behaviour change. People are four times more likely to succeed in quitting when they use this service than if they try to quit without support or medication. When people succeed in stopping smoking it results in significant improvement to their health and in overall savings to the NHS due to their reduced risk of heart and circulatory disease, lung disease and cancers. It is important that smoking cessation services are easily accessible for people to use, so in Cambridgeshire we have tried to ensure that every GP practice offers a smoking cessation service – either through their own staff, for which payment is made, or through County Council CAMQUIT staff going into the GP practice to deliver clinics.			
What is changing?			
The demand for smoking cessation services in GP practices and pharmacies has reduced over the past few years. There has been a fall in the overall percentage of adults who smoke in the county, and increased usage of electronic cigarettes. Because GPs and pharmacies are paid per person receiving the service, the spend on these services has therefore reduced. Fewer people using the service also means lower medication costs. Due to other pressures, an increased number of GP practices have asked CAMQUIT staff to come in and provide an on-site clinic, which means they are no longer paid. These factors mean that the predicted spend against budgets for smoking cessation services and GP practices have reduced. The saving is therefore made against a predicted reduction in demand on the smoking cessation budget, but smoking cessation services will continue to be easily accessible around the County.			
Who is involved in this impact assessment?			
e.g. Council officers, partners, service users and community representatives.			
This CIA was compiled by Council officers			

### What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	

Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	

<b>Sexual orientation</b>		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
<b>Rural isolation</b>		X	
<b>Deprivation</b>		X	

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
None
<b>Negative Impact</b>
None
<b>Neutral Impact</b>
Because this saving is based on observed demand being lower than allowed for, and local residents are still able to attend smoking cessation services it should not impact on equalities groups. The scale of the saving is such that funding should still be available to promote smoking cessation services in areas of higher deprivation which also have higher smoking rates, and to pilot a harm reduction model for smokers who wish to quit more gradually, in accordance with NICE guidance .
<b>Issues or Opportunities that may need to be addressed</b>
Because this saving relies on a forecast reduction in demand, if demand rises unexpectedly then in-year savings may need to be found from alternative sources.

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

--

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Customer Service and Transformation		Name: Dan Thorp.....
<b>Service / Document / Function being assessed</b>		Job Title: Strategy & Policy Manager .....
The Blue Badge Parking Service		Contact details: 01223 699953 .....
Date completed: 5 January 2016 .....		Date approved: .....
<b>Business Plan Proposal Number (if relevant)</b>	C/R 7.160	
<b>Aims and Objectives of Service / Document / Function</b>		
<p>A Blue Badge is a parking permit that allows people who are registered severely sight impaired, or those with severe mobility issues easier access to public facilities by allowing them to park closer to where they need to go and gives access to reduced price car parking in some locations.</p> <p>In order to qualify for a badge applicants must be permanently and substantially disabled and provide evidence of this. This application process is for both first time applications and customers who have an existing Blue Badge. There is currently a £9 charge when applying for a new Blue Badge and a £5 charge for replacement badges that have been lost, stolen or damaged. Where applications are unsuccessful, the charge is fully refunded. All applicants are required to provide supporting documentation dependent on their qualifying criteria.</p> <p>The scheme contains a number of application criteria by which the applicant is automatically eligible for a badge and a number of discretionary criteria, which are listed below. A blue badge is usually issued for a period of three years, although some badges are issued for shorter periods in accordance with the duration of a state benefit, such as Disability Living Allowance.</p> <p>Automatic Criteria:</p> <ul style="list-style-type: none"> <li>In receipt of the Higher Rate Mobility Component of <a href="#">Disability Living Allowance</a></li> <li>are <a href="#">severely sight impaired (registered blind)</a></li> <li>In receipt of the <a href="#">War Pensioner's Mobility Supplement</a></li> <li>In receipt of a lump sum benefit from the <a href="#">Armed Forces and Reserve Forces Compensation Scheme</a> (within tariff levels 1-8). You must also have been certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.</li> <li>In receipt of 8 points or more under the 'moving around' descriptor for the mobility component of the <a href="#">Personal Independence Payment (PIP)</a>.</li> </ul> <p>Discretionary criteria</p> <ul style="list-style-type: none"> <li>Have a permanent and substantial disability which means you cannot walk or which makes walking very difficult.</li> <li>Drive a motor vehicle regularly, have a severe disability in both arms, and are unable to operate all or some types of parking meter (or would find it very difficult to operate them)</li> <li>Children under the age of 3 who have specific medical conditions which require them to be accompanied by bulky medical equipment or who need to be kept near a vehicle at all times, so that they can, if necessary, be treated in the vehicle, or quickly driven to a place where they can be treated, such as a hospital</li> </ul> <p>The scheme does not currently cater for temporary disability or conditions, or individuals with mental health difficulties.</p>		
<b>What is changing?</b>		

The proposal is to increase the charge for a new or renewed Blue Badge from £9 to £10 and for a replacement badge, from £5 to £10. This is in line with the maximum charge permitted as stated within Section 2, paragraph 4 of The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2011.

This proposal will bring our charges in line with all neighboring authorities with the exception of Peterborough, who continue to charge £5 for a replacement badge.

No changes are being proposed in relation to full refunds where the application has been unsuccessful.

#### Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

Council officers within the Customer Service and Transformation Directorate.

This Impact Assessment also draws on information from the Department of Transport's national 2010 consultation on the Blue Badge scheme.

A public consultation was held from 24 November 2015 to 5 January 2016. The consultation was targeted specifically at Blue Badge holders, but was also open to the public. (This was the first occasion that the Council has utilised new software for carrying out such consultations which has enabled us to target our consultation more effectively to those who are likely to be impacted by the proposed change.)

- 95% of respondents and all seven of the respondent organisations "agreed" or "strongly agreed" with the proposal to increase the charge for applying for a Blue Badge from £9 to £10.
- 87.5% of respondents and all seven of the respondent organisations "agreed" or "strongly agreed" with the proposal to increase the charge for replacement Blue Badges from £5 to £10.

#### What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Rural isolation		x	
Deprivation		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
The changes are not expected to have any positive impact on the protected characteristics.
<b>Negative Impact</b>
Given the response to the targeted and public consultation carried out, it is anticipated that there will be no significant negative impacts to protected characteristics.
<b>Neutral Impact</b>
<p>Given the overwhelming results of the consultation, which was targeted at those most closely impacted by the proposal, it is anticipated that this change would largely have a neutral impact across all protected characteristics outlined in this form.</p> <p>Despite the clarity of feedback from the consultation, showing overwhelming support for implementing the proposed change, the Council will endeavor to monitor the impact of the proposal – if implemented – and maintain an understanding of any individual instances of negative impact.</p>
<b>Issues or Opportunities that may need to be addressed</b>

### Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

Not applicable
----------------

### Version Control

Version no.	Date	Updates / amendments	Author(s)
1	03.11.2015		Jo Tompkins
2	05.01.2016	Updated to reflect the results of the public consultation	Dan Thorp



**General Purposes Committee CIAs (Customer Service &  
Transformation and LGSS Managed)**

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Customer Service & Transformation		Name: Sue Grace  Job Title: Director, Customer Service and Transformation  Contact details: <a href="mailto:sue.grace@cambridgeshire.gov.uk">sue.grace@cambridgeshire.gov.uk</a>  Date completed: 5 January 2016  Date approved:
Service / Document / Function being assessed		
Business Planning proposals covering the whole of the Customer Service & Transformation Directorate		
Business Plan Proposal Number (if relevant)		
Aims and Objectives of Service / Document / Function		
<p>Customer Service and Transformation delivers direct contact and support to communities, as well as providing support across Cambridgeshire County Council to enable the organisation to achieve its aims. This includes:</p> <ul style="list-style-type: none"> <li>Customer Services (including contact centre and corporate reception sites)</li> <li>Emergency planning</li> <li>Strategic Marketing, Communication and Community Engagement</li> <li>Business Planning</li> <li>Research</li> <li>Strategy and Policy (including devolution)</li> <li>Information Management</li> <li>Service Transformation</li> <li>Digital Strategy and web services</li> <li>Chief Executive's office</li> <li>Civic Offices and Duties</li> <li>Smarter Business Programme – rationalisation and optimisation of assets and flexible working</li> </ul>		
What is changing?		

It is proposed that to make the savings required at the same time as maintaining functions that are vital to the running of the organisation, and the provision of services to our communities, we redefine the corporate directorate. This re-definition would see “core” activities within the directorate being funded through the base revenue budget, alongside this we will be seeking GPC approval to retain funding for the transformation function within the directorate through the use of one-off resources

In essence, this means that for the base funded “core” services we have sought to deliver the savings target for 2016-17 through efficiencies and increased income / charging. The summary of savings, efficiencies and income generation proposals for Corporate Services covered within this Community Impact Assessment is as follows:

Area Affected	Description	£000s
<b>Efficiencies</b>		
Transformation teams	Removing support for these teams from the base revenue budget and supporting them in future through the use of one-off resources	£147
Consultation	Reduction in the cost of corporate consultation through changing our approach – this revised approach has already been adopted to support our consultation through the current budget setting process	£10
Senior Management	Saving achieved through the shared Chief Executive arrangement with Peterborough City Council	£100
<b>Increased Fees &amp; Charges</b>		
Research	The Research Team already generate 40% of its income towards the cost of the team this requirement is for further income to be generated to support the directorate's overall budget	£35

There are two further CIAs to cover the full range of Business Planning proposals for the directorate, these focus specifically on Blue Badges and Voluntary and Community Sector Grants.

#### **Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

This assessment has been completed based upon consultation and engagement with staff across the corporate directorate, and with colleagues across the rest of the Council to understand the implications for the Council services supported by the corporate directorate.

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability		X	
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation		X	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
<b>Negative Impact</b>
<b>Neutral Impact</b>
<p>Because the majority of corporate services play an indirect, but nevertheless important, role in the delivery of services it assessed that these proposals themselves will have a neutral impact on the groups above.</p> <p>However, it should be noted that officers are aware of the impact on continued pressure on corporate services in supporting an organisation to deliver as effectively and efficiently as possible.</p>
<b>Issues or Opportunities that may need to be addressed</b>

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

--

## Version Control

Version no.	Date	Updates / amendments	Author(s)
0.1	09/11/2015		Dan Thorp
0.2	04/01/2016	Updated	Dan Thorp

## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Customer Service & Transformation		Name: Sue Grace  Job Title: Director Customer Service and Transformation  Contact details: <a href="mailto:sue.grace@cambridgeshire.gov.uk">sue.grace@cambridgeshire.gov.uk</a>  Date completed: 9 / 11 / 2015  Date approved: .....
Service / Document / Function being assessed		
Changes to voluntary sector infrastructure contracts		
<b>Business Plan Proposal Number (if relevant)</b>  	C/R 6.501	
Aims and Objectives of Service / Document / Function		
<p>The aims of the contract are to support the Voluntary and Community Sector (VCS) to be strong and well-managed. This involves funding for VCS “infrastructure” organisations such as; the Councils for Voluntary Services, Volunteer Centres and Cambridgeshire ACRE.</p>		
What is changing?		
<p>The overall fund of £150,000 is proposed to reduce by £30,000. However, £20,000 has gone unclaimed as it required match funding for parish planning (for Cambridgeshire ACRE to support Parish Council’s to develop a community-led plan) and this has not been forthcoming both in 2015/16 and in previous years, so the only real-term reduction from 2016/17 is £10,000.</p> <p>Discussions have started with the sector about how these contracts can be aligned with the Council's recently adopted Stronger Together: The Council’s Strategy for Building Resilient Communities, and how to work with infrastructure organisations more collaboratively to achieve the best impact for the sector. Discussions are still underway and will develop as part of new 3 year contract to be introduced in Autumn 2016.</p>		
Who is involved in this impact assessment?		
<p>e.g. Council officers, partners, service users and community representatives.</p> <p>Council officers, the lead member for Localism and partner organisations who have joint Service Level Agreements with us with these organisations. The infrastructure organisations themselves have been involved in discussions with the Director of Customer Service and Transformation to start to shape the future of the infrastructure funding, and how we align this work with current Council priorities as part of the new 3 year contract.</p>		

## What will the impact be?

Tick to indicate if the expected impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		x	
Disability		x	
Gender reassignment		x	
Marriage and civil partnership		x	
Pregnancy and maternity		x	
Race		x	

Impact	Positive	Neutral	Negative
Religion or belief		x	
Sex		x	
Sexual orientation		x	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation			x
Deprivation		x	

For each of the above characteristics where there is an expected positive, negative and / or neutral impact, please provide details, including evidence for this view. Consider whether the impact could be disproportionate on any particular protected characteristic. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

<b>Positive Impact</b>
The contract that is being shaped would be clearer, would encourage collaboration between organisations and with the Council and should maximise everyone's input. This should mitigate impact on any of these groups.
<b>Negative Impact</b>
The reduction in parish planning match funding could have had a negative impact on rural areas – but in recent years this has been an undersubscribed match fund.
<b>Neutral Impact</b>
The positive impact of increased collaboration between organisations and with the Council, should maximise everyone's input and ensure a neutral impact on any of these groups.
<b>Issues or Opportunities that may need to be addressed</b>

## Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

The work of the infrastructure organisations and the wider voluntary and community sector has a positive impact on community cohesion.

#### Version Control

Version no.	Date	Updates / amendments	Author(s)
0.1	09/11/2015	First draft	Diane Lane / Dan Thorp
0.2	05/01/2015	Updated	Dan Thorp