

HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE

COMMUNITY IMPACT ASSESSMENTS

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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
Service / Document / Function being assessed		Contact Details: 01223 699772 Tom.Blackburne-maze@cambridgeshire.gov.uk
Reduce energy costs of streetlights.		
Business Plan Proposal Number (if relevant)	B/R.6.127	
Aims and Objectives of Service / Document / Function		
<p>The Streetlighting PFI Contract will provide the communities of Cambridgeshire with a streetlighting service that will:</p> <ul style="list-style-type: none"> • Reduce energy consumption by approximately 46%. • Introduce more efficient white lights in residential areas which have better colour rendering ability. • Provide conversion of every illuminated bollard to solar powered or highly reflective. • Provide a central management system that will allow lighting to be remotely monitored and adjusted. • Provide improved performance and response times to faults and emergencies • Provide reduced hours of illumination and dimming of lights when traffic and pedestrian flows are low. • Provide conversion of illuminated signs to LED. <p>This Community Impact Assessment covers the impact of further efficiencies in the existing street lighting contract.</p>		
What is changing?		
<p>The Business Plan has identified the need to deliver an additional £230,000 of energy savings in 2015/16. This can only be delivered by:</p> <ul style="list-style-type: none"> • Switching off all streetlights in residential roads on the Central Management System between midnight and 6am. <p>and</p> <ul style="list-style-type: none"> • Dimming all streetlights in residential roads on the Central Management System to maximum level (up to 70%) between switch-on and switch-off. 		
Who is involved in this impact assessment?		
<p>e.g. Council officers, partners, service users and community representatives.</p> <p>Tom Blackburne-Maze - Head of Assets and Commissioning John Onslow - Service Director: Infrastructure Management & Operations</p> <p>Officers from Assets and Commissioning Service Officers from Local Infrastructure and Street Management Service Staff from our service providers Balfour Beatty</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			✓
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.

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.

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.

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 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.

Sex

There is the potential for the service changes to have a greater impact on women than men although there is no direct evidence of this. 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 not expected to have any neutral impact on the protected characteristics.

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.
- Remote footpaths and alleys linking residential streets.
- Where there is a statutory requirement to provide lighting.

Early communication of any changes to service levels will be required and this communication will require to be sustained to ensure that expectations are managed.

Community Cohesion

If it is relevant to your area you should also consider the impact on 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 whilst the heaviest used traffic routes continue to be lit to the highest standards.

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
Service / Document / Function being assessed		Contact Details: 01223 699772 Tom.Blackburne-maze@cambridgeshire.gov.uk
Review waste management and recycling.		
Business Plan Proposal Number (if relevant)	B/R.6.129	
Aims and Objectives of Service / Document / Function		
<ul style="list-style-type: none"> To consider options that will deliver a more efficient service whilst achieving necessary Business Plan savings. Work with Members and key partners to consider their views and needs in the development of options in the delivery of the service. To review the efficiency and effectiveness of existing household recycling centres (HRCs) within Cambridgeshire. To look at new income options. Consider alternative ways of delivering the service. 		
What is changing?		
<p>The options being considered will seek to provide annual savings from April 2015 as identified within the Business Plan (ref B/R.6.129). The precise changes will depend on the options approved by Members. However, the potential changes likely to be considered are as follows:</p> <ul style="list-style-type: none"> A Review of the Waste PFI Contract. A re-design of the household waste recycling service to take into account the best value to the 'public purse' with Business Plan savings of £100,000 in 2015/16. Potential to accept trade wastes at household recycling centres (HRCs) for a charge. Introduction of a permit to minimise trade misuse. Initiatives to maximise re-use. Service management by third sector businesses. Changes to operating regimes e.g. opening hours. Potential permanent closure of up to 3 HRCs. Potential to change HRCs to community facilities at a charge to residents. Changes to HRCs to upgrade experience e.g. split-level facilities, which could result in fewer facilities across the County. 		

Who is involved in this impact assessment?

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

Project Team

Officers from Assets and Commissioning together with our service provider Amey Cespa.

Programme Board

Consisting of Officers from Infrastructure Management and Operation directorate, LGSS, Defra and our service provider Amey Cespa.

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.

Positive Impact

Although no specific impacts have been identified as 'positive' at this stage there are certain options such as split level facilities that would change the assessed 'neutral' impact to a more positive result. However, until the options have been finalised the current case scenarios have been used in relation to this assessment.

Negative Impact**Rural Isolation and Deprivation**

The potential closure of household recycling centres in more rural locations has the potential to impact on a large number of people, including the more vulnerable that do not have the ability or opportunity to travel to access services. Any charging mechanisms for such services could also have an impact on the more deprived areas of Cambridgeshire.

The closure of household recycling centre sites could also impact on communities that would have further to travel to reach a household recycling centre, resulting in those communities incurring more transport costs.

Neutral Impact

The protected characteristics shown in neutral are not, in themselves, determining factors about whether an individual needs to use the County Council's Waste Management service. Therefore any changes to the service are expected to have a neutral impact on the following characteristics:

Age, 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

Issues

The following are issues that may need to be addressed:

- How any potential service redesign will impact on the Cambridgeshire communities, working in partnership with City and District Councils.
- The impacts any changes will have on the RECAP (Recycling for Cambridgeshire and Peterborough) partners, including potential risks such as fly-tipping.
- Potential reputational risks to the County Council.
- How to take account of social deprivation when reviewing the service as one size is unlikely to fit all.

Opportunities

The following are opportunities that may arise:

- Upgrades to existing household recycling centre service to make it easier for the elderly and less able within the community to use the facilities e.g. split-level sites that do not require the need to climb up steps outside.
- Key stakeholder and member involvement to help shape the options for the future household recycling service.
- Alternative forms of access and/ or collection.
- To provide an efficient and effective service taking into account the best value to the 'public purse'.

Community Cohesion

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

Not considered relevant in relation to the options associated with the delivery of the household recycling service.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Local Infrastructure and Street Management (LISM)		Name: Nicola Debnam Job Title: Head of Local Infrastructure and Street Management
Service / Document / Function being assessed		Contact Details: 01223 706318 Nicola.Debnam@cambridgeshire.gov.uk
Reduce winter maintenance service		
Business Plan Proposal Number (if relevant)	B/R.6.132	
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"> • Maintaining and improving the road network, bridges, traffic signals and rights of way. • Managing the impact of new developments on the network and providing advice to planning authorities. • Working with partners to reduce deaths and injuries on our roads. • Keeping Cambridgeshire moving through the efficient operation of the network. <p>This Community Impact Assessment covers the impact of a reduction in the winter maintenance service.</p>		
What is changing?		
<p>The way in which we provide our winter maintenance service.</p> <p>This reduction in the level of service will be focussed on three key areas - route optimisation, an increase in the number of weather domains from one to three and leasing the gritting fleet.</p> <p>Whilst these proposals are still being developed and tested it is anticipated that taking forward these efficiencies can produce significant savings.</p> <p>In addition to these efficiency savings we are proposing to reduce the current network coverage (44% of the network) to 32% of the network.</p> <p>This will mean many smaller villages would no longer have a gritted route and some routes that residents regard as important would not be treated.</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 Streets management Network Manager Traffic Manager Road Safety Manager Operations Manager – Skanska</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			✓
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.

Positive Impact

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

Negative Impact

The changes are expected to have a negative impact on the protected characteristics of age, disability, rural isolation and deprivation.

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.

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.

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.

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.

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 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.

The CIA will require to be updated as the proposals are developed and tested.

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.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Local Infrastructure and Street Management (LISM)		Name: Nicola Debnam Job Title: Head of Local Infrastructure and Street Management
Service / Document / Function being assessed		Contact Details: 01223 706318 Nicola.Debnam@cambridgeshire.gov.uk
Reduce grass cutting of highways verges.		
Business Plan Proposal Number (if relevant)	B/R.6.134	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) manage, maintain and improve the county's highway network. This includes:</p> <ul style="list-style-type: none"> • Maintaining and improving the road network, bridges, traffic signals and rights of way. • Managing the impact of new developments on the network and providing advice to planning authorities. • Working with partners to reduce deaths and injuries on our roads. • Keeping Cambridgeshire moving through the efficient operation of the network. <p>This Community Impact Assessment covers the impact of a reduction of grass cutting of highway verges.</p>		
What is changing?		
<p>The number of times we cut our highway verges from three per annum to two.</p> <p>The reduction will begin in April 2015.</p> <p>Visibility areas and a single swathe will be cut twice a year. In between these cuts, if visibility areas are causing a safety concern they may require "reactive" cutting. This will be managed, but is likely to place a burden on frontline maintenance budgets.</p> <p>The amount spent on any reactive work will be monitored and the policy kept under review.</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 Streets management Asset Manager Road Safety Manager Network Manager Operations Manager – Skanska</p>		

What will the impact be?

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

APPENDIX C

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.

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
The changes are not expected to have any impact on the protected characteristics.
Issues or Opportunities that may need to be addressed
<ul style="list-style-type: none"> The reduction in service will be applied consistently across the County. Communication to ensure everyone understands any reduction in the level of service – in particular parish councils who currently undertake some grass cutting within their villages.

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.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Local Infrastructure and Street Management (LISM)		Name: Nicola Debnam Job Title: Head of Local Infrastructure and Street Management
Service / Document / Function being assessed		Contact Details: 01223 706318 Nicola.Debnam@cambridgeshire.gov.uk
Review Rights of Way (ROW) provision		
Business Plan Proposal Number (if relevant)	B/R.6.135	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) service manage, maintain and improve the county's highway network. This includes:</p> <ul style="list-style-type: none"> • Maintaining and improving the road network, bridges, traffic signals and rights of way. • Managing the impact of new developments on the network and providing advice to planning authorities. • Working with partners to reduce deaths and injuries on our roads. • Keeping Cambridgeshire moving through the efficient operation of the network. <p>This Community Impact Assessment covers the impact of reviewing the Rights of Way (ROW) service.</p>		
What is changing?		
<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>Business Plan savings for this area are for further reductions of £50k in 15/16 and £20k in 16/17. To achieve this we are seeking to integrate further the Rights of Way team with the existing highway service. To this end, we have already co-located the two teams in the various highways depots to act as "one" highway service. The savings for 15/16 and 16/17 are anticipated through a further reduction in the level of service we provide 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>		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Head of Local Infrastructure and Streets Management Highways Manager Partners, stakeholders, service users and service providers		

What will the impact be?

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

APPENDIX C

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.

Positive Impact
The changes are not expected to have any impact on the protected characteristics.
Negative Impact
<p>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.</p> <p>Age - It could be more difficult for old people to make use of rights of way. This could impact on their health and wellbeing.</p> <p>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.</p>
Neutral Impact
The changes are not expected to have any impact on the protected characteristics.
Issues or Opportunities that may need to be addressed
<ul style="list-style-type: none"> • 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.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Supporting Businesses and Communities		Name: Nikki Pasek Job Title: Head of Supporting Businesses and Communities
Service / Document / Function being assessed		Contact Details: 01954 284675 Nikki.Pasek@cambridgeshire.gov.uk
Review communications and policy work		
Business Plan Proposal Number (if relevant)	B/R.6.139	
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 our diverse communities. As many elements of our work often target the same outcomes, we provide multi skilled teams that can be deployed across a range of activities enabling us to better engage with our communities, shape growth and deliver efficiencies.</p> <p>The service is established around two key functions:</p> <p>Supporting Businesses Our service works to support businesses to grow and prosper by providing advice and information to help businesses understand and apply legislation relevant. Work is also undertaken to ensure that those businesses identified as 'high risk' are compliant to ensure public safety.</p> <p>Supporting communities Our service protects our local environment by working in partnership to minimise the impact of waste disposal, helps to keep vulnerable residents safe and independent by prosecuting rogue traders, and raises awareness around rogues and scams to protect residents from criminal trading practices. The service also supports people to make healthy, informed and enriched lifestyle choices by tackling underage smoking and drinking, and encouraging participation in cultural activities and events.</p>		
What is changing?		
<p>The service has reviewed the way in which it provides communication and policy work. This work will have a more reactive focus in future and the team will work more closely with the CCC Communications team on preventative work including raising awareness around rogues and scams. These savings are made from our core budgets and have minimal impact on our front line delivery of services.</p>		
Who is involved in this impact assessment?		
<p>e.g. Council officers, partners, service users and community representatives.</p> <p>Nikki Pasek - Head of Supporting Businesses and Communities Aileen Andrews – Operations Manager Elaine Matthews – Operations Manager</p>		

What will the impact be?

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

APPENDIX C

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.

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
Having fully considered the characteristics as detailed above, the service is confident that the implementation of the proposed changes will have neither a positive or negative impact on any of the characteristics.
Issues or Opportunities that may need to be addressed
The service will need to monitor any unidentified issues resulting from the budget reduction to ensure that effective action is taken to prevent any reduction in service levels.

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.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Supporting Businesses and Communities		Name: Nikki Pasek Job Title: Head of Supporting Businesses and Communities
Service / Document / Function being assessed		Contact Details: 01954 284675 Nikki.Pasek@cambridgeshire.gov.uk
Reduce community grants		
Business Plan Proposal Number (if relevant)	B/R.6.143	
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 our diverse communities. As many elements of our work often target the same outcomes, we provide multi-skilled teams that can be deployed across a range of activities enabling us to better engage with our communities, shape growth and deliver efficiencies.</p> <p>The service is established around two key functions:</p> <p>Supporting Businesses Our service works to support businesses to grow and prosper by providing advice and information to help businesses understand and apply legislation relevant. Work is also undertaken to ensure that those businesses identified as 'high risk' are compliant to ensure public safety.</p> <p>Supporting communities Our service protects our local environment by working in partnership to minimise the impact of waste disposal, helps to keep vulnerable residents safe and independent by prosecuting rogue traders, and raises awareness around rogues and scams to protect residents from criminal trading practices. The service also supports people to make healthy, informed and enriched lifestyle choices by tackling underage smoking and drinking, and encouraging participation in cultural activities and events.</p> <p>This Community Impact Assessment covers the impact of reducing the legal advice provider grants budget.</p>		
What is changing?		
<p>The County Council established a number of legal advice provider grants for community organisations a number of years ago. The management of the provision of these grants moved to the Trading Standards service and then to the Supporting Businesses and Communities service during the last directorate restructure.</p> <p>Grants are currently provided to 5 community organisations:</p> <ul style="list-style-type: none"> - Cambridge Family Mediation Service - Cambridgeshire Human Rights and Equality Support Service (CHESS) - Disability Huntingdonshire - Citizens Advice Bureau (Cambridge and Rural) - Victim Support Cambridgeshire <p>The current proposals will see these grants reduce by approximately 30% in 2015/2016 with similar phased reductions in 2016/2017 and 2017/2018.</p>		

Who is involved in this impact assessment?

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

Nikki Pasek - Head of Supporting Businesses and Communities

Aileen Andrews – Operations Manager

Elaine Matthews – 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.

Positive Impact

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

Negative Impact

The reduction in grants proposed for 2015/16 is expected to have an increasing impact on all 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 a likelihood that some of these organisations will reduce their service levels and this would impact on the availability of legal advice and support to those that may have protected characteristics as detailed above. Whilst the initial reductions will be modest and could be accommodated to a significant extent by the organisations, further reductions planned for future years are likely to have a more significant impact. However, the phasing of reductions will give the opportunity for the service to work with the organisations to adjust and plan for reduced funding.

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 is the opportunity to work with these organisations to see whether they can access other funding and support, however, following previous reductions in 2012 and 2013, many organisations felt that the opportunity to access alternative funding was limited.

Community Cohesion

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

If the changes proposed result in the closure of any organisation, this may have an impact on community cohesion, given that the organisations affected are legal advice provider services that give people support and advice on problems or issues that may directly affect them or their local community.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment		Name: Christine May
Community and Cultural Services		Job Title: Head of Community and Cultural Services
Service / Document / Function being assessed		Contact details: 01223 703521 Christine.May@cambridgeshire.gov.uk
Redefine Library Service provision and structure		
Business Plan Proposal Number (if relevant)	B/R.6.148	
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.</p> <p>The statutory service is delivered through 32 libraries (25 single staffed community libraries and 7 larger hub libraries), 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 fourth busiest library in the country. The Library Service issues around 3M items; serves 2.5M visitors and delivers around 3000 community activities annually. In addition there are 10 voluntary run Library Access Points which provide valuable additional access to library services in their communities.</p>		
What is changing?		
<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 and generating more income (totalling £1,835,000 over the next 3 financial years).</p> <p>2015/16 savings will focus on:</p> <ol style="list-style-type: none"> 1. Reducing the cost of larger libraries by reviewing the current 'hub and cluster' model of library service delivery, in order to reduce costs at the larger libraries. (Savings are already being made through careful management of vacancies in order to mitigate the number of compulsory staff redundancies, which are expected to be few). 2. A more targeted approach to mobile service delivery, shifting away from mobile delivery where other options can be found. 3. Reducing the stock fund through careful planning and management. 		

4. Generating new income from the introduction of business support services in libraries.
5. Making efficiencies in professional and support services.

The overall vision for the transformation of library services in Cambridgeshire is to place much greater control in the hands of local people to commission and deliver the services they want, to meet their needs, and to work in partnership with other services and agencies in order to maximise the use of resources.

The review will focus on redesigning the service through co-delivery with other Council services, the private sector and with communities. Council run library services will be targeted to areas of greatest need, whilst looking to build the capacity of local communities to take a greater role in running library services.

Who is involved in this impact assessment?

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

John Onslow - Service Director: Infrastructure, Management & Operations

Christine May - Head of Community and Cultural Services

Jill Terrell - Support Services Manager

Lynda Martin - Library Operations and Development Manager

Helen Hollebon - Community Hubs Programme 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.

Positive Impact

A high proportion of mobile library service users also use static libraries (where there is more choice, much longer opening hours and access to other services), which they will continue to be able to do. Small collections permanently available in residential homes may prove more beneficial than a short monthly mobile service. An individual service provided by Library at Home volunteers may, in some cases, prove more regular and beneficial than current monthly mobile library visits. Using community transport to bring people to a static library, rather than taking a mobile library out to them, could offer

more choice and a broader offer, as well as access to other services.

Business support services in libraries will promote small businesses and economic growth, whilst bringing a valuable new income stream, helping to sustain services.

Negative Impact

There is a risk of negative impact from the proposal to reduce the mobile library service on those who only access the mobile service and live in rural isolated communities, and on those who suffer deprivation and cannot access good, regular public transport or afford other means of travel to services in nearby villages or towns. These groups include older people, parents with young children, those with disabilities, and the rural isolated. Inability to access mobile library services risks further isolation, lack of reading material to encourage literacy and reading for pleasure by children and to keep older people mentally active. It is planned to mitigate these negative impacts by investigating alternative options for continuing to serve those who are most isolated, disadvantaged and unable to access library services in other ways.

There will be a negative impact on a small number of staff who will be made redundant and may experience financial hardship, as well as on remaining staff who will have an increased workload. The number of compulsory redundancies has been significantly reduced by careful management of vacancies.

Neutral Impact

It is not expected that there will be any particular or unfair impacts on service users or staff with the protected characteristics identified, other than the issues raised above.

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 when making changes and reductions to the Library Service. There is a risk of legal challenge and user campaigns. This could result in time delays, legal bills, stress on staff involved, intense media interest and reputational damage to the Council.

Appropriate and genuinely open public consultation is essential in order to mitigate the risk of legal challenge. Recent cases demonstrate that the Council will be found to have failed in its duty if it does not engage in meaningful consultation that can change outcomes and plans in advance of these being implemented.

Community Cohesion

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

Libraries are often one of the last places/ services remaining in communities where everyone is welcome, free of charge, with universal entitlement. They are neutral, trusted, non-commercial places used by the most diverse range of people, and as such provide ideal opportunities for people to come together and meet, interact and connect. The Community Hubs agenda is seeking to make these spaces more flexible to enable more meeting spaces available for longer hours, and opening these up for a wide range of local community groups to use in a variety of ways from exercise classes to cultural events and meetings.

Working with communities to help them deliver their own services offers the potential for them to increase usage and manage locally to meet their own needs as they see best. However, it will be important to ensure that communities retain the principles of non-judgemental entitlement to services.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Community and Cultural Services		Name: Christine May Job Title: Head of Community and Cultural Services
Service / Document / Function being assessed		Contact Details:
Coroners service efficiencies		01223 703521.
Business Plan Proposal Number (if relevant)	B/R.6.152	Christine.May@cambridgeshire.gov.uk
Aims and Objectives of Service / Document / Function		
<p>Coroners investigate sudden or unexplained deaths (around half of all deaths), to identify the deceased and establish how, where and when a death occurred. This may involve arranging for post mortems and holding an inquest. The service also has a major role in the County's Temporary Mortuary and Mass Fatalities Plans. The Coroners Service is currently provided by two part time Senior Coroners for Cambridgeshire, who are independent judicial officers, supported by a team of Coroners Officers and a Service Administrator, based at Lawrence Court in Huntingdon.</p>		
What is changing?		
<p>Both incumbent Coroners have advised that they will retire in April 2015.</p> <p>There are presently 99 Coroner Areas in England and Wales (with 96 Senior Coroners). It is the view of the Chief Coroner, following up on the recommendations of the <i>Luce Review</i> in 2003, that the number of Coroner Areas should be reduced in order to create sensibly sized coroner areas, taking into account the numbers of reported deaths, geographical size and types of coroner work in the area. In many cases, 3,000-5,000 reported deaths would be an appropriate number, although smaller or larger areas may in places be appropriate. There are many part-time coroner jurisdictions which are too small for effective management and cost-efficiency.</p> <p>In September 2013, the Resources and Performance Overview and Scrutiny Committee (Cambridgeshire County Council) commissioned a review into the Coroner Service, specifically to look at 'the feasibility of a contingency for a single jurisdiction in terms of coroner areas, and also looking at transparency and accountability, Service Level Agreements and further changes that could be made'.</p> <p>Recommendation 2.2 of the review advised that the Council should make the necessary preparations to:</p> <p>a) Merge the two Cambridgeshire jurisdictions, subject to the advice of the Chief Coroner on how to effect this.</p> <p>b) Appoint a full time Senior Coroner in relation to the new jurisdiction from 1 April 2015 or in time for the retirement of the current part-time Coroners, if that date is earlier or later.</p> <p>Moving to a single Cambridgeshire jurisdiction would be in line with new guidance from the Chief Coroner issued 1 May 2014, which also makes it easier to merge with Peterborough should this be considered a feasible option.</p> <p>CCC has started negotiations with Peterborough City Council to look at the possibility of a merger. The Chief Coroner has been written to and a response is anticipated.</p> <p>Both Cambridgeshire County Council and Peterborough City Council recognise the need for change to their respective coroner services to improve the efficiency of service delivery and drive down costs</p>		

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without compromising on the quality of the service delivered. Under the framework set out in the Coroners and Justice Act 2009, the Councils, in consultation with the Senior Coroners in the area, have entered discussions to consider a merger of the Cambridgeshire coroner areas with Peterborough into a single, larger coroner area.

The authorities consider that this drive to optimise services would result in benefits including:

- Cost savings for mortuary services.
- A reduction in organisational complexity with, for example, one hub for service delivery and a greater degree of staff resilience across the new coroner area.
- Greater cost transparency particularly around expenses and allowances which are currently paid.
- A direct link between demand and resources. For example, there would be better use of the funeral director premises for body storage, cutting costs paid to Hospitals.
- Increased opportunity for process efficiencies.
- Better support for Coroner's Officers.
- Consistency of support arrangements across a wider coroner area.

Who is involved in this impact assessment?

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

Christine May – Head of Community & Cultural Services

Rachel Middleton – Coroners Service 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.

Positive Impact

Merge of the two Cambridgeshire jurisdictions will provide much needed modernisation of the service. One single full time Coroner Area will have the means to more effectively meet the needs of the bereaved whilst also creating savings.

Negative Impact
<p>The merger will inevitably cause great concern to staff impacted and could result in some redundancies and different terms of employment if staff at Peterborough are involved in the process.</p> <p>It is not expected that any of the protected characteristics listed above will be unduly impacted.</p>
Neutral Impact
<p>The changes are not expected to impact on any of the protected characteristics listed above. Throughout the process the Council's HR policies and procedures will be followed to ensure it is a fair and transparent process. Guidance from the Chief Coroner and also from the Ministry of Justice is also being sought at every stage.</p> <p>It is not expected that any of the protected characteristics listed above will be unduly impacted.</p>
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.

Not applicable.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Local Infrastructure and Street Management (LISM)		Name: Nicola Debnam Job Title: Head of Local Infrastructure and Street Management
Service / Document / Function being assessed		Contact Details: 01223 706318 Nicola.Debnam@cambridgeshire.gov.uk
Working practice efficiencies arising from the Highway Asset Management Plan.		
Business Plan Proposal Number (if relevant)	B/R.6.160	
Aims and Objectives of Service / Document / Function		
<p>The Local Infrastructure and Street Management (LISM) manage, maintain and improve the county's highway network. This includes:</p> <ul style="list-style-type: none"> • Maintaining and improving the road network, bridges, traffic signals and rights of way. • Managing the impact of new developments on the network and providing advice to planning authorities. • Working with partners to reduce deaths and injuries on our roads. • Keeping Cambridgeshire moving through the efficient operation of the network. <p>This Community Impact Assessment covers the impact of efficiencies in reviewing our Highway policies and procedures.</p>		
What is changing?		
<p>The existing highway policies and standards have not been reviewed since 2011.</p> <p>This review has comprehensively looked at highway policies and standards and has sought to bring our operations in line with current best practice – e.g. Highways Maintenance Efficiency Programme guidance – but what is also sustainable in the current financial climate.</p> <p>This may mean that our response times and intervention levels have to change – e.g. potholes - non emergency repairs - new response time to be 5 days, 24 hour response for non-emergency repairs extended to 36 hours for a variety of defects (i.e. uneven slabs, manhole covers, etc.).</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 Streets management Asset Manager Operations Manager – Skanska</p>		

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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.

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
The changes are not expected to have any impact on the protected characteristics.
Issues or Opportunities that may need to be addressed
<ul style="list-style-type: none"> Any changes to service levels will be applied consistently across the County. These changes will result in altering timescales for responses or altering intervention levels. Early communication of any changes to service levels will be required and this communication will require to be sustained to ensure that expectations are managed. <p>The CIA will require to be updated as the proposals are developed and tested.</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.

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Supporting Businesses and Communities		Name: Nikki Pasek Job Title: Head of Supporting Businesses and Communities
Service / Document / Function being assessed		Contact Details: 01954 284675 Nikki.Pasek@cambridgeshire.gov.uk
Implement cost recovery models for Supporting Businesses and Communities		
Business Plan Proposal Number (if relevant)	B/R.7.017	
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 our diverse communities. As many elements of our work often target the same outcomes, we provide multi skilled teams that can be deployed across a range of activities enabling us to better engage with our communities, shape growth and deliver efficiencies.</p> <p>The service is established around two key functions:</p> <p>Supporting Businesses Our service works to support businesses to grow and prosper by providing advice and information to help businesses understand and apply legislation relevant. Work is also undertaken to ensure that those businesses identified as 'high risk' are compliant to ensure public safety.</p> <p>Supporting communities Our service protects our local environment by working in partnership to minimise the impact of waste disposal, helps to keep vulnerable residents safe and independent by prosecuting rogue traders, and raises awareness around rogues and scams to protect residents from criminal trading practices. The service also supports people to make healthy, informed and enriched lifestyle choices by tackling underage smoking and drinking, and encouraging participation in cultural activities and events.</p> <p>This Community Impact Assessment covers the impact of implementing cost recovery models for our Service.</p>		
What is changing?		
The service has previously introduced charging models for some areas of work such as business advice services and the use of our financial investigators by other authorities. These charging models will continue to be expanded and developed.		
Who is involved in this impact assessment?		
e.g. Council officers, partners, service users and community representatives.		
Nikki Pasek - Head of Supporting Businesses and Communities Aileen Andrews – Operations Manager Elaine Matthews – Operations Manager		

APPENDIX C

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.

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
Having fully considered the characteristics as detailed above, the service is confident that the implementation of the proposed changes will have neither a positive or negative impact on any of the characteristics.
Issues or Opportunities that may need to be addressed
The services will consider all of the issues plus the potential opportunities for cost recovery models within Supporting Businesses and Communities as plans are developed further.

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