

## **HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE**

### **COMMUNITY IMPACT ASSESSMENTS**

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## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE Cross-Directorate		Name: Celia Melville .....  Job Title: Head of Policy and Business Development.....  Contact details: 01223 715659 .....  Date completed: .....  Date approved: .....
Service / Document / Function being assessed		
Centralise Business support posts across Economy Transport and Environment (ETE)		
Business Plan Proposal Number (if relevant)	B/R.6.002	
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>
<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)

## 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			
<b>Business Plan Proposal Number (if relevant)</b>	<b>B/R.6.101</b>		
Aims and Objectives of Service / Document / Function			
<p>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.</p> <p>This impact assessment concerns the transfer of the Cromwell Museum in Huntingdon, currently a directly provided CCC service, to an independent charitable trust</p>			
What is changing?			
<p>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.</p> <p>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.</p> <p>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.</p>			
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.

<b>Positive Impact</b>
N/A
<b>Negative Impact</b>
N/A
<b>Neutral Impact</b>
The transfer of the Museum service to the Trust is expected to have neutral impact on the protected characteristics listed above.
<b>Issues or Opportunities that may need to be addressed</b>

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.

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.

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.

## 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 highway depots to a shared service.</p>			
What is changing?			
<p>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.</p> <p>The team is currently carrying one vacancy and therefore it is proposed that for 2016/17 this vacancy is offered up as a saving.</p> <p>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.</p> <p>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.</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  
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.

**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**

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  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			
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**

<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)  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>Supporting Businesses</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>Supporting Communities</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.

#### **Positive Impact**

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

#### **Negative Impact**

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

#### **Neutral Impact**

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

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

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**

<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)  Assets and Commissioning (A&C)		Name: Tom Blackburne-Maze  Job Title: Head of Assets and Commissioning  Contact Details: (01223) 699772 <a href="mailto:Tom.Blackburne-Maze@cambridgeshire.gov.uk">Tom.Blackburne-Maze@cambridgeshire.gov.uk</a>	
Service / Document / Function being assessed		Date Completed:  Date Approved:	
Downscale the team managing the streetlighting private finance initiative (PFI) contract			
<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 12.00pm 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 at least midnight 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 <a href="mailto:Tom.Blackburne-maze@cambridgeshire.gov.uk">Tom.Blackburne-maze@cambridgeshire.gov.uk</a>
Service / Document / Function being assessed		
Switch off streetlights in residential areas between at least midnight and 6am		
Business Plan Proposal Number (if relevant)	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 an additional £174,000 of energy savings in 2015/16 and a further £98,000 in 2016/17. The 2015/16 savings were deferred until 2016/17 meaning that £272,000 of savings are needed to be delivered in 2016/17. This can only be delivered by:</p> <ul style="list-style-type: none"> <li>Switching off streetlights in most residential areas, footpaths and non-traffic routes throughout Cambridgeshire on the Central Management System between 12.00pm and 6.00am.</li> <li>Increasing the dimming of all streetlights on the Central Management System by up to 60% at all times between switch-on and switch-off.</li> </ul>		
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
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. 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**

<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		
Reduce Rights of Way (RoW) provision.		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.110	
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 RoW provision.</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>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>		
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		

Highway Manager  
 Network Manager  
 Partners, stakeholders, service users and service providers

### 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: Alan Akeroyd</b>  <b>Job Title: Archives and Local Studies Manager</b>  <b>Contact Details:</b> <a href="mailto:Alan.Akeroyd@cambridgeshire.gov.uk">Alan.Akeroyd@cambridgeshire.gov.uk</a>  <b>Date Completed: 21.10.15</b>  <b>Date Approved:</b>	
Service / Document / Function being assessed			
Reduce Service Levels in Archives			
<b>Business Plan Proposal Number (if relevant)</b>	<b>B/R.6.112</b>		
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;</p>



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 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.

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 Control

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  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			
Withdraw County Council funding for school crossing patrols.			
Business Plan Proposal Number (if relevant)	B/R.6.114		
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>The funding for school crossing patrols is to be withdrawn in its entirety, resulting in the cessation of the school crossing patrol service.</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
Service / Document / Function being assessed		Contact Details: (01954) 284659 <a href="mailto:Aileen.Andrews@cambridgeshire.gov.uk">Aileen.Andrews@cambridgeshire.gov.uk</a>
Remove community grants		Date Completed:
<b>Business Plan Proposal Number (if relevant)</b>	<b>B/R.6.116</b>	Date Approved:
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 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>Supporting Businesses</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>Supporting communities</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.

<b>Positive Impact</b>
The changes are not expected to have any positive impacts on the protected characteristics.
<b>Negative Impact</b>
<p>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.</p> <p>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.</p>
<b>Neutral Impact</b>
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.
<b>Issues or Opportunities that may need to be addressed</b>
<p>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).</p> <p>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.</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)

## 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.		
<b>Business Plan Proposal Number (if relevant)</b>	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

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.

### **Neutral Impact**

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**

<b>Version no.</b>	<b>Date</b>	<b>Updates / amendments</b>	<b>Author(s)</b>
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		
Business Plan Proposal Number (if relevant)	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.

<b>Positive Impact</b>
The changes are not expected to have any positive impacts on the protected characteristics.
<b>Negative Impact</b>
<p>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</p> <p>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.</p>
<b>Neutral Impact</b>
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.
<b>Issues or Opportunities that may need to be addressed</b>
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

Version no.	Date	Updates / amendments	Author(s)
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 and Environment (ETE)  Community and Cultural Services (C&CS)		Name: Lynda Martin  Job Title: Operations and Development Manager	
Service / Document / Function being assessed		Contact Details: lynda.martin@cambridgeshire.gov.uk	
Withdraw funding for the four mobile libraries		Date Completed: 8 <sup>th</sup> October 2015  Date Approved:	
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.121		
Aims and Objectives of Service / Document / Function			
<u>Aims and Objectives of the Mobile Library service</u> <ul style="list-style-type: none"> <li>To deliver a Mobile Library and information service countywide.</li> <li>To deliver a comprehensive, inclusive and efficient service countywide.</li> <li>To ensure that those most in need have access to a service that contributes towards education, information and wellbeing, as part of the Council's equality duty.</li> </ul> <p>The Mobile Library service is currently delivered by four vehicles, which are operated by driver Library Assistants. The four vehicles service approximately 250 communities through around 420 monthly visits. Following previous cutbacks in 2010, the Mobile Library service is particularly targeted at residential homes, sheltered housing and more isolated rural schools. The more isolated rural schools have in particular welcomed the mobile library service, following the closure of the Schools Library service in 2010.</p>			
What is changing?			
<p>The Mobile Library service is proposed to be withdrawn in response to severe budget pressures.</p> <p>In order to mitigate the impact of this service cut, it is planned to withdraw the service over a two year period, which will give the communities most in need of the service time to make alternative arrangements, including the use of community transport schemes to access static libraries and the recruitment of volunteers to take library resources to people within the community who are housebound. It will also allow time for discussions to take place around potential alternative models, such as micro-library provision with small communities and box collections for residential homes.</p>			
Who is involved in this impact assessment?			
e.g. Council officers, partners, service users and community representatives.			
<b>Council officers:</b> <b>Lynda Martin, Operations and Development Manager</b>			

**Christine May, Head of Community and Cultural Services**

**Service users, schools, residential homes and parish councils impacted by this proposal will need to be consulted.**

**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**

Everyone in the communities and residential and sheltered homes listed below, will have their local Mobile Library service withdrawn. To achieve the savings, there will not be a replacement service for these communities or those living in sheltered or residential homes.

This will negatively impact on the rural areas most deprived in the county, from the 2015 Deprivation report:

“Cambridgeshire now (in the Index of Multiple Deprivation results for 2015) has 16 Local Super Output Areas (LSOAs) in the 20% most deprived nationally – this is compared to 9 in 2010. Two are in Cambridge city, two are in Huntingdonshire and 12 are in Fenland. Four Fenland LSOAs are in the 10% most deprived nationally.”

The following is a detailed list of all the Mobile Library stops in each community, indicating any special features such as a visit to a school, residential home or sheltered accommodation.

Abbots Ripton	School	School
Abbotsley	Church lay-By, High St	
Abington Piggots	The Pig and Abbot	
Alconbury	Maypole Square	
Alconbury	Crown Gardens, High St.	
Alconbury		
Weston	The Green	
Aldreth	High Street	
Alwalton	Cuckoo Pub, Church Street	
Arrington	Church Lane	
Ashley	The Pond	
Ashley	Silverley Way	
Babraham	High Street	
Balsham	Bandstand	
Balsham	Mays Avenue	sheltered housing
Balsham	Horseshoe Close	
Barrington	Bus Shelter	
Barrington	Glebe Road	
Barton	Roman Hill	
Barton	Kings Grove	
Barton	Great Close	sheltered housing
Barton	Allens Close	sheltered housing
Bassingbourn	Knutsford Road	
Benwick	Chapel Gardens	
Benwick	Village Hall	
Black Horse		
Drove	Community Centre	
Bluntisham	Poplars	
Bottisham	Hilton Park	Residential home
Bottisham	Downing Close	Residential home
Bourn	Meadow Rise	sheltered housing
Bourn	School, Riddy Lane	school
Bourn	Hall Close	
Brampton	High Street, Post Office.	
Brampton	West End	
Brampton	Miller Way opp Emery Close	
Brampton	Hanover Court, Miller way	sheltered housing
Brampton	Hilary Lodge, Horseshoes way.	Residential home
Brington	Church Lane	
Brinkley	High Street	
Buckworth	Bus Shelter, Barham Road.	
Bunkers Hill	Lay-by	
Burwell	Ash Grove	sheltered housing
Bury	The Glebe	sheltered housing
Bythorn	Old School, School lane.	
Caldecote		
Highfields	Nr 113 Highfield Road	
Cambridge	Community Room, West	Playgroup



	Cambridge Site	
Cambridge	Brandon Court	Residential home
Cambridge	Hester Adrian	Residential home
Cambridge	Canon New Court	Residential home
Cambridge	Haig Court	Residential home
Cambridge	Havenfield	Residential home
Cambridge	Pippin Drive	Residential home
Cambridge	Storeys House	Residential home
Cambridge	Neville Road	Residential home
Cambridge	Brooklyn Court	Residential home
Cambridge	Normanhurst	Residential home
Cambridge	Denis Wilson Court	Residential home
Camps End	Sangers Farm	
Castle Camps	Claydon Close	
Catworth	Station Road, (bus shelter)	
Caxton	Brockholt Road	
Chatteris	Quaker Way	sheltered housing
Chatteris	Lyons Court	sheltered housing
Chatteris	Salem Court	sheltered housing
Chesterton	Lay-by, 43 Oundle Way	
Chettisham	The Hamlet	
Cheveley	Somerset House	sheltered housing
Cheveley	Holland Park	
Chippenham	Village Hall	
Christchurch	Lay-by	
Coates	The Green	
Coates	Grounds Way	
Coldham	Lay-by	
Colne	Village Hall, East St.	
Comberton	Nursery Way	sheltered housing
Conington	Lay-by, Church Road.	
Coton	Footpath	
Coton	St Peters Road	
Cottenham	Orchard Close	sheltered housing
Cottenham	Stephens Close	sheltered housing
Cottenham	Franklin Gardens	sheltered housing
Cottenham	Coolidge Gardens	sheltered housing
Covington	Cross Street, (post box)	
Croydon	Clopton Close	
Diddington	Manor Farm	
Doddington	26 Newgate	
Doddington	Clock Tower	
Doddington	Child Lane	
Doddington	26 Newgate	
Doddington	Clock Tower	
Doddington	Child Lane	
Doddington	Peyton Close	
Doddington	Doddington Court, Sanctuary	Residential home

	Housing.	
Dry Drayton	Pettitts Lane	
Dullingham	Stetchworth Rd/ Algar Drive	
Dullingham	Vicarage Close	
Duxford	Laceys Way	
Duxford	Green Acres	
Duxford	Carter Close	
Duxford	Petersfield Road	
Duxford Airfield	Whitehall Gardens, Heathfield	
Earith	Bus Shelter, Whybrows Lane	
Earith	68 Greenfields/ School Road	
East Hatley	Phone Box, Main Street	
Eaton Socon	Church, School Lane.	
Eaton Socon	McNish Court, Grenville Way	
Eaton Socon	Queens Court	Residential home
Ellington	Mermaid Pub	Residential home
Elm	Church Hall	
Elm	31 Friday Bridge Road	
Elm	The Dale	sheltered housing
Elm	Roseberry Road	
Elsworth	The Poacher	
Eltisley	The Green	
Elton	Bus Stop, Middle St/Overend	
Ely	Bell Holt	sheltered housing
Ely	Fairfax Court	sheltered housing
Ely	Militia Way	sheltered housing
Eynesbury	Poppyfields, Buttercup Avenue.	
Eynesbury	Howitts Gardens	
	Caernarvon Road / Carisbrooke	
Eynesbury	Way	
	Old School Yard/garages, Luke	
Eynesbury	St,	
Farcet	Main Street	
Farcet	Marshalls Way	
Fen Ditton	Wrights Close	
Fen Drayton	School, Cootes lane	school
Fen Drayton	War Memorial	
Fenstanton	Headlands, Tythe Piece.	
Fenstanton	Chapel Green	
Folksworth	Elm Rd [near No.49]	
Fordham	Harry Palmer	sheltered housing
Fordham	Mildenhall Road	
Fordham	Trinity Close	
Fordham	Victoria Hall	
Fordham	Murfitts Lane	
Fowlmere	High Street	
Foxton	Hillfields	
Foxton	Recreation Centre	school

Foxton	West Hill Road	
Friday Bridge	The School	school
Friday Bridge	17 Mill Way, off The Stitch	
Fulbourn	Hospital site,	hospital
Fulbourn	St Vigors Road	sheltered housing
Gamlingay	Avenells Way	sheltered housing
Gamlingay	Blythe Way	sheltered housing
Girton	Thornton Court	sheltered housing
Girton	Abbeyfield	Residential home
Girton	St Vincents Close	sheltered housing
Girton	Orchard Close	Residential home
Girton	Hicks Lane	
Girton	Gretton Court	Residential home
Girton	Playgroup/ Church	Playgroup
Girton	Churchfield Court	Residential home
Glatton	The Green, Infield Rd.	
Godmanchester	Tudor Road, opp York Close	sheltered housing
Godmanchester	Rectory Gardens	sheltered housing
Godmanchester	McCartney House	sheltered housing
Godmanchester	Old Court Hall	Residential home
Godmanchester	Oaktree Court, West St.	sheltered housing
Gorefield	School	School
Gorefield	Post Office Stores	
Gorefield	Mill Height	
Grafham	Breach Road	
Grantchester	Stulpfield Road/Tabrum Close	sheltered housing
Great Abington	North Road	
Great Abington	Magna Close	
Great Abington	The Shop	
Great Chishill	The Church	
Great Eversden	Old Post Office	
Great Gidding	Playing Field, Winwick Road	
Great Gransden	Church Street	
Great Paxton	Towgood Way	
Great Raveley	Raveley Road (Carpenters)	
Great Shelford	Chaston Way	sheltered housing
Great Staughton	The Causeway	
Great Stukeley	Church Road, Phone kiosk.	
Great Wilbraham	The Green	
Guilden Morden	Three Tuns, High Street	
Guilden Morden	St. Marys Church	
Guyhirn	Chapelfield	
Haddenham	Camping Close	sheltered housing
Haddenham	Orchard Way	sheltered housing
Haddenham	High Street	
Hail Weston	Orchard Close	sheltered housing
Hamerton	Sawpit Lane	
Hardwick	School, The Limes	School

Hardwick	St Neots Road layby [Tall trees]	
Hardwick	Blue Lion, Main St.	
Harlton	Bolton Way	
Harlton	Lay-by	
Harston	The Limes	
Harston	Queens Close	
Haslingfield	The Green	
Haslingfield	The Meadows	
Hauxton	The Green	
Hemingford		
Abbots	Axe & Compass	
Hemingford Grey	Church Street	
	Old Pound Close, opp The	
Hemingford Grey	School.	
Heydon	Fowlmere Road	
Hildersham	Church Green	
Hilton	Village Hall car park.	
	Wellcome Trust Genome	
Hinxton	Campus	
Hinxton	War Memorial	
Histon	Burdett House, Station Rd	Residential home
Histon	Kay Hitch Way	sheltered housing
Histon	St Audrey's Close	sheltered housing
Holme	Holmewood	
Holywell	Ferryboat Inn car park	
Horningsea	High Street	
Horseheath	Old Nurseries	
	The Three Horseshoes Inn car	
Houghton	park.	
Huntingdon	Lord Protector	Oxmoor
Huntingdon	Skeels Court, Thames Rd.	sheltered housing
Huntingdon	Medway Court, Medway Road.	sheltered housing
Huntingdon	Millfield House	sheltered housing
Ickleton	Brookhampton Street	
Isleham	Church Street	
Isleham	Mill Street	
Kennett	Dane Hill	
Kimbolton	Stow Road (Newtown)	
Kimbolton	Castle Gardens	
Kingston	Crossroads	
Kirtling	Village Hall	
Landbeach	High Street	
Leighton		
Bromswold	The Avenue	
Leverington	Dowgate Road	
Leverington	Richmond Way	
Leverington	Popes Lane	
Leverington	Perry Road	
Leverington	Pear Tree Crescent	

Common		
Linton	Flaxfields	Residential home
Linton	Chalklands	sheltered housing
Litlington	Church Street	
Little Abington	Westfield	
Little Downham	Village Hall	Joint with Book Café
Little Eversden	Harlton Road	
Little Eversden	Recreation Ground	
Little Gransden	Chequers Pub	
Little Paxton	Gordon Road, Lay by.	
Little Stukeley	Church Way	
Little Thetford	Church	
Little Wilbraham	High Street	
Littleport	Beach Court	Residential home
Littleport	Anchor Court	sheltered housing
Littleport	New Orchard Park	Mobile home park
Lode	Longmeadow	
Lode	Northfields	
Lode	Post Office	
Lolworth	The Green	
Longstanton	The Dale	sheltered housing
Longstanton	Prentice Close	
Longstowe	Rushbrook Close	
Manea	Festival Close	sheltered housing
Manea	Station Road	
Manea	High Street	
March	Elliott Lodge	sheltered housing
March	Shaftesbury Court	sheltered housing
March	Upwell Park	sheltered housing
March	Fleming Court	sheltered housing
Melbourn	John Impey Way	sheltered housing
	Vicarage Close, Sheltered	
Melbourn	Housing	sheltered housing
Meldreth	Bell Close	sheltered housing
Mepal	Post Office	
Milton	Post Office	
Milton	The Rowans	
Milton	Community Centre	
Molesworth	Telephone Kiosk	
Murrow	School	School
Murrow	Station Avenue	
Murrow	Front Road, Paddocks	
Needingworth	Playing Field, Overcote Lane.	
New Wimpole	A603 Lay-by	
Newmarket	Duchess Drive	
Newmarket	Issinglass Close	
Newnham	Lammas Court	sheltered housing
Newnham	Pinehurst/Grange Road	sheltered housing

Newnham	Larchfield/Gough Way	sheltered housing
Newton	The Green	
Newton (Fenland)	Goodens Lane	
Oakington	Coles Lane/High Street	
Offord Cluny	Elm Drive	
Offord Darcy	Orchard Way, off Bramley Drive.	
Old Weston	Village Hall car park.	
Orwell	Lordship Close	sheltered housing
Orwell	Meadowcroft Way	sheltered housing
Orwell	Hurdleditch Road	
Over	The Green, Willingham Rd.	
Over	Elm Court, Drings Close.	sheltered housing
Over	Hilton Street	
Pampisford	The Church	
Parson Drove	The Bank	
Parson Drove	Newlands Corner	
Parson Drove	Henlow Farm	
Parson Drove	Payne School	School
Perry	Chichester Way	
Pidley	Village Hall, Warboys Rd.	
Prickwillow	Main Street	
Pymoor	Main Street	
Queen Adelaide	Herb Garden	
Rampton	The Green	
Ramsey	Jones Court	sheltered housing
Ramsey	Mill House	sheltered housing
Ramsey Forty Foot	Phone Box	
Ramsey Heights	Council Houses	
Ramsey		
Mereside	Marriots Drove	
Ramsey St		
Mary's	School	School
Ramsey St		
Mary's	Bucks Drove	
Reach	Fair Green	
Rings End	March Road	
Sawston	Chapelfield Way	sheltered housing
Sawston	Green Road	sheltered housing
Sawston	Uffen Way	sheltered housing
Sawtry	Mellors Court, High St.	
Saxon Street	The Reindeer	
Shepreth	Frog End	
Shepreth	Blenheim Close	
Shudy Camps	Main Street	
Six Mile Bottom	Delamere Close	sheltered housing
Snailwell	Roman Way	
Soham	Causeway, No 78-80	sheltered housing

Soham	Crescent	sheltered housing
Soham	Honeysuckle Close	sheltered housing
Somersham	Windsor Court, Springfield.	sheltered housing
Southoe	The Church	
Spaldwick	Stow Road Corner - High St.	
St Ives	Broadleas Court	sheltered housing
St Ives	Harvest Court, North Rd.	sheltered housing
St Ives	Field Lodge	sheltered housing
St Neots	Hanover Court	sheltered housing
St Neots	Cavendish Court, Crossall Rd.	sheltered housing
St Neots	Waterside Court, Church Street.	sheltered housing
St Neots	Old Market Court, Tebbuts Road.	sheltered housing
St Neots	The Close/ Meadow Close	sheltered housing
St Neots	Chesterton Court, Russel St.	sheltered housing
Stapleford	Cox's Close	sheltered housing
Steeple Morden	Russell Close	
Stetchworth	Jubilee Court	sheltered housing
Stibbington	The Green	
Stilton	The Talbot	
Stow cum Quy	Wheelwright Close	sheltered housing
Stow Longa	The Green	
Stretham	Meadowcroft	
Stretham	Hazel Court	sheltered housing
Stretham	Church	
Stretham	Cambridge Road	
Stuntney	Nr Social Centre	
Sutton	Brooklands Centre	
Sutton	Scott Court	sheltered housing
Swaffham	Commercial End	
Swaffham		
Bulbeck	High Street	
Swaffham Prior	Cage Hill	
Swaffham Prior	Chapel	
Swavesey	Thistle Green	sheltered housing
Tadlow	Post Box	
Teversham	Shepherds Way	sheltered housing
Teversham	Lady Jermy Way	
Thriplow	Middle Street / School Lane	
Thriplow	Sheralds Croft Lane	
Toft	Post Office Green	
Toseland	High Street	
Trumpington	Bishops Road	
Trumpington	Anstey Way /Crossways	
Trumpington	Foster Road	Over 60's group
Turves	Beggars Bridge	
Tydd St Giles	Hockland Road	
Tydd St Giles	Kinderley School	School
Upton	The Church	

Upware	Upware Road	
Upwood	Public House	
Waresley	Duncombe Arms	
Waterbeach	Denson Close	sheltered housing
Waterbeach	The Green	sheltered housing
Waterbeach	Chapel Close	sheltered housing
Waterbeach	Buchanan Centre	Playgroup
	Waterbeach Lodge, Cambridge Road	
Waterbeach		sheltered housing
West Wickham	Streetley End	
West Wickham	Council Houses	
West Wrattling	High Street	
Westley		
Waterless	Telephone Kiosk	
Weston Colville	Mill Hill	
Weston Green	Post Office	
Whaddon	Bridge Street	
Whaddon	Meldreth Road	
Whittlesey	St Mary's House	sheltered housing
Whittlesey	Sudbury Court	sheltered housing
Whittlesey	Palmers Court	sheltered housing
Whittlesford	Ascham Lane	sheltered housing
Whittlesford	Lettice Martin Croft	sheltered housing
Whittlesford	Royston Road	
Wicken	Village Hall	
Wilburton	Bakery Close	sheltered housing
Wilburton	Church	
Wilburton	Littlefield Close	
Wimblington	Bus Stop, Doddington Road	
Wimblington	King Street	
Winwick	The Green	
Wisbech	Rose Lodge	sheltered housing
		Day & Children's centre
Wisbech	Oasis Centre	Waterlees
Wisbech	Fenland Village	sheltered housing
Wisbech	Osborne Park	sheltered housing
Wisbech	Edina Court	sheltered housing
Wisbech	Nene Court	sheltered housing
Wisbech	Onyx Court	sheltered housing
Wisbech St Mary	Church Road	
Wisbech St Mary	Cannon Close	
Wisbech St Mary	Blundell Terrace	
Wistow	T junction	
Witcham	Village Centre	
Witchford	Bedwell Hey Lane	
Witchford	Manor Court	sheltered housing
Witchford	West End	
Witchford	Victoria Gardens	
Wood Walton	Public House/ New Road	



Woodditton	The Three Blackbirds
Woodhurst	Old Post Office, Church St.
Wyton	Pine Hill Park, Sawtry way.
Wyton on the Hill	Cambridge Square, playground.
Yelling	High Street

### Neutral Impact

The change is expected to have a neutral impact on the protected characteristics of gender, race, marital status, religious belief, sex and sexual orientation.

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

- There will be a disproportionate negative impact on older people in residential and sheltered accommodation who will no longer be able to access a service – with a risk of failure to provide a comprehensive statutory service in rural areas as part of the county, thereby failing in the Council's equality duty.
- There will be a disproportionate negative impact on under 5's and families without transport – risk of further inequalities regarding opportunity for children and young people.
- Impact on homeworkers and rural businesses (e.g. visit to Genome Research Centre so that workers can access books for their families).
- Negative impact on schoolchildren and students in rural areas – support for education and literacy.
- There may be a negative impact on pregnant women and mothers with young children, particularly in isolated rural communities or where they struggle with mobility.
- Impact on increasing rural isolation, especially in the Fenland area, an area of higher deprivation in relation to the rest of the county
- Negative impact on areas of deprivation in the county – e.g. Waterlees and Oxmoor.
- Negative impact on the ability to deliver information on behalf of other Cambridgeshire County Council and partner services to more isolated and deprived people, e.g. Winter Warmth packs, hearing aid batteries.
- Impact on health and well-being of older people – evidence of the importance for older people to keep reading to retain mental abilities and to reduce loneliness.
- Impact on the quality of life in rural areas as services are withdrawn.

### Community Cohesion

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

- Serious negative impact on community cohesion as opportunity for social interaction, access to learning, reading information no longer available – people often meet up around the mobile library visit.
- Volunteers cannot access the service to support others, for example to deliver books to Library at Home readers locally, so would need to travel to the nearest static library and back again.
- Loss of a valued community resource.

- Impact on associated activities in areas of deprivation, (e.g. literacy support, speech and language development), and the contribution to reducing inequalities in target areas.
- The only countywide Cambridgeshire County Council service reaching all areas of the county and acting as a gateway to Council and essential information, especially for those not online.

## Version Control

Version no.	Date	Updates / amendments	Author(s)
1	8.10.15		L. Martin and A. Clarke
2	12.10.15		LM, AC and JA
3	14.10.15		LM,AC,CM
4	21.10.15		CM

## 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 cyclic and reactive highway maintenance.			
<b>Business Plan Proposal Number (if relevant)</b>	B/R.6.124 B/R.6.125		
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 highway maintenance.</p>			
What is changing?			
<p>The highway maintenance service is to be scaled back, resulting in:</p> <ul style="list-style-type: none"> <li>Reduce Rights of Way grass cutting to two cuts per year from three</li> <li>Reduce weed kill treatment to one per year from two</li> <li>Reduce payment to Districts / Parishes for grass cutting from three to two</li> <li>Reduce payment to City &amp; HDC for weed kill to one application per year</li> <li>Scaling back pothole maintenance i.e. fewer pot holes will be repaired each year</li> <li>Reduced number of drains that are cleared each year</li> <li>Scaling back of footway repairs that are carried out each year</li> <li>Reduced number of signs that are repaired / replaced each year</li> </ul> <p>The reduction in service will also result in a loss of posts.</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

Highway Manager

Network 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.

**Positive Impact**

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

**Negative Impact**

The reduction of highway maintenance (both cyclic and reactive) will over time result in a deteriorating network. This will lead to accessibility issues as road users are unable to travel around in a safe and efficient manner. In turn a poor highway network impacts on communities ability to access services / facilities, potentially increases a sense of isolation, reduces mobility, impacts on general participation in public life.

**Neutral Impact**

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

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

Wider issues potentially include a negative impact on the growth agenda and a likelihood that the social deprivation gap between communities / regions across the county could widen.

There is the potential to develop greater community resilience, seeking those communities that are able and willing to take on some of the highway roles for their area.

**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: 23 October 2015  Date approved: .....	
Service / Document / Function being assessed			
Reduce staff following reduction in provision of highway maintenance services.			
<b>Business Plan Proposal Number (if relevant)</b>	6.124 6.125		
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 highway maintenance and the knock-on reduction of staff to deliver the reduced service.</p>			
What is changing?			
<p>The highway maintenance service is to be scaled back, resulting in:</p> <ul style="list-style-type: none"> <li>Reduce Rights of Way grass cutting to two cuts per year from three</li> <li>Reduce weed kill treatment to one per year from two</li> <li>Reduce payment to Districts / Parishes for grass cutting from three to two</li> <li>Reduce payment to City &amp; HDC for weed kill to one application per year</li> <li>Scaling back pothole maintenance i.e. fewer pot holes will be repaired each year</li> <li>Reduced number of drains that are cleared each year</li> <li>Scaling back of footway repairs that are carried out each year</li> <li>Reduced number of signs that are repaired / replaced each year</li> </ul> <p>The reduction in service will also result in a loss of posts – the emerging proposals will result in the deletion of existing vacancies:</p> <p>District Highway Manager post;</p>			

Local Highway Officer post.
<b>Who is involved in this impact assessment?</b> e.g. Council officers, partners, service users and community representatives.
Undertaking the assessment - Head of Local Infrastructure and Street Management

### 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>

These changes will result in a reduction in the level of service in this area.

### **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 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.

<b>Positive Impact</b>
The changes are not expected to have any particular impact on the protected characteristics.
<b>Negative Impact</b>
The changes are not expected to have any particular impact on the protected characteristics
<b>Neutral Impact</b>
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?			
<p>e.g. Council officers, partners, service users and community representatives.</p> <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?		
<p>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.</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          Traffic Manager          Parking Operations Manager          Parking Policy Manager          Cambridge City Council - Parking Services</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>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**

<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			
Extend the hours of enforcement of bus lanes and increase the number of bus lanes being enforced in Cambridge city from 1 April 2016.			
Business Plan Proposal Number (if relevant)	B/R.7.108		
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.

**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. 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.

**Neutral Impact**

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

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

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.

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.

Increase resource costs to cover the extended hours – longer staff hours, more back officer equipment etc.

### 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			
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?			
<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          Traffic Manager          IHMC Manager          Event Liaison Officer</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>
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.
<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 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)

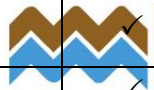
## COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment  Assets and Commissioning		Name: Tom Blackburne-Maze  Job Title: Head of Assets and Commissioning  Contact Details: 01223 699772 <a href="mailto:Tom.Blackburne-maze@cambridgeshire.gov.uk">Tom.Blackburne-maze@cambridgeshire.gov.uk</a>
Service / Document / Function being assessed		
Introduce Street Lighting Attachment Policy		
<b>Business Plan Proposal Number (if relevant)</b>	B/R.7.114	
Aims and Objectives of Service / Document / Function		
<p>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.</p>		
What is changing?		
<p>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.</p> <p>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.</p>		
Who is involved in this impact assessment?		
<p>Tom Blackburne-Maze - Head of Assets and Commissioning  John Onslow - Service Director: Infrastructure Management &amp; Operations  Graham Hughes – Executive Director: Economy, Transport and the Environment  Officers from Assets and Commissioning Service  Staff from our service provider Balfour Beatty</p>		



### 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			
Sex		✓	
Sexual orientation		✓	

### 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)
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