

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: Graham Hughes
Proposal being assessed		Job Title: Executive Director
Senior Management Review in ETE		Contact details: graham.hughes@cambridgeshire.gov.uk and 01223 715660
Business Plan Proposal Number (if relevant)	B/R.6.001	Date completed: 03/10/16 Date approved: 03/10/16
Aims and Objectives of the Service or Function affected		
<p>The services affected will be cross-directorate in the Economy, Transport and Environment (ETE) Directorate. ETE provides services across the county including highway maintenance and improvement, the delivery of all major transport infrastructure schemes, the management of a series of major contracts such as highways, waste and street lighting, tackling rogue and other illegal trading and providing business advice, delivery of non-commercial superfast broadband services, waste disposal, libraries and cultural services, registration and coroner services, planning, s106 negotiation, economic development, floods and water management, adult learning and skills, development of transport policy, funding bids, cycling, commissioning of community transport, operation of the Busway and the park and ride sites, and management of home to school, special needs and adults transport</p>		
What is the proposal?		
<p>This is a review of senior management in ETE to reduce cost and simplify structures, as well as sharing services with partners. The objective is not to affect the front line services delivered by ETE.</p>		
Who will be affected by this proposal?		
<p>.</p> <p>This proposal will affect staff working within ETE at senior levels (head of service and above) and is intended not to impact directly on front line services.</p>		
What positive impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> • Reduction of cost • Simplification of structures 		
What negative impacts are anticipated from this proposal?		
<p>Potential negative impacts from less senior staff resource although through the associated simplification of processes, this impact can be minimised.</p>		

Are there other impacts which are more neutral?
None

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
There will not be any disproportionate impact on protected characteristics.

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	03.10.16	CIA Completed	Graham Hughes
1.1	12.10.16	Minor additions	Christine May

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
ETE Cross-Directorate		Name: Tamar Oviatt-Ham
Proposal being assessed		Job Title: Business Development Manager – Policy and
Centralise Business Support posts across ETE		Business Development ETE
Business Plan Proposal Number (if relevant)	B/R.6.104	Contact Details: tamar.oviatt-ham@cambridgeshire.gov.uk
		Date completed: 29 September 2016
		Date approved:
Aims and Objectives of the Service or Function affected		
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.		
What is the proposal?		
A further review of Business Support roles across ETE will be carried out in order to ensure that Business Support roles across ETE services are fit for purpose and that efficiencies and saving can be made were appropriate. The savings figures for the business plan proposal are £20k in 2017/18.		
Who will be affected by this proposal?		
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No effect on the community. Staff may be affected as part of the review.		
What positive impacts are anticipated from this proposal?		
N/A.		
What negative impacts are anticipated from this proposal?		
N/A.		
Are there other impacts which are more neutral?		
N/A.		

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
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Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
N/A

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	29.09.16	CIA drafted	Tamar Oviatt-Ham

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Directorate Highways Service		Name: Richard Lumley Job Title: Head of Highways
Proposal being assessed		Contact details: Richard.lumley@cambridgeshire.gov.uk Date completed: 19 September 2016 Date approved:
Upgrade streetlights to LEDs		
Business Plan Proposal Number (if relevant)	B/R.6.202	
Aims and Objectives of the Service or Function affected		
<p>Cambridgeshire County Council is responsible for maintaining the lighting on public roads (with the exception of street lights owned by Parish and District Councils or Highways England). The Authority is responsible for over 50,000 lights which consumed 14.4m kwh of energy in 2015/16.</p> <p>Over the last five years Cambridgeshire County Council have been working in partnership with Balfour Beatty to upgrade street lights across the County which has resulted in significant energy savings and reduced carbon emissions.</p> <p>Lights that have become the Authority's responsibility through public highway adoption (accrued street lights) have not been upgraded and further energy savings could be achieved by replacing the lanterns with LEDs.</p>		
What is the proposal?		
<p>It is proposed to replace approximately 2,700 accrued streetlights with more efficient LED lanterns that will deliver further energy savings and reduce the Authority's overall energy costs.</p> <p>The accrued street lights are old and inefficient in comparison to the newly upgraded lights now seen throughout the county. In some cases accrued lights burn twice as much energy compared to upgraded lights.</p> <p>It is proposed to upgrade the accrued lights with the newest LED technology. LEDs were not affordable when the PFI Contract was agreed in 2011, however since then prices have substantially reduced making LEDs a viable option when looking to replace inefficient units. The energy savings are expected to be significant.</p> <p>The proposal is in line with policies operated by other local authorities including Essex, Norfolk and Suffolk.</p>		
Who will be affected by this proposal?		
<p>The proposal will affect certain roads within the county namely recently adopted roads (approximately 300 streets comprising of circa. 2,700 street lights).</p>		
What positive impacts are anticipated from this proposal?		
<p>LED lanterns are highly energy efficient and if installed will reduce the Authority's overall energy costs. Further positive impacts include;</p> <ul style="list-style-type: none"> - longer life expectancy compared to traditional lamps - reduced light pollution - reduced light intrusion into residents' homes 		

What negative impacts are anticipated from this proposal?
<ul style="list-style-type: none"> - Disruption to the highway network whilst the upgrade to LED lanterns is being carried out - Initial investment may have a longer payback period than desired - Loss of light spill illuminating the frontage of residents' properties
Are there other impacts which are more neutral?
<ul style="list-style-type: none"> - The general highway user will not notice any changes as 'white light' is used throughout Cambridgeshire.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
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Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
There is no disproportionate impact on protected characteristics from this proposal.

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	19.09.2016	Document written	Richard Lumley
1.1	17.10.2016	Title Amendment	Anna Bartol-Bibb

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE)		Name: Richard Lumley
Highway Service		Job Title: Head of Highways
Proposal being assessed		Contact details: (01223) 703839
Rationalise business support in Highways depots to a shared service.		Richard.Lumley@cambridgeshire.gov.uk
Date completed: 14 October 2015		Date approved:
Business Plan Proposal Number (if relevant)	B/R.6.203	
Aims and Objectives of the Service or Function affected		
<p>The Highway Service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> • Maintaining and improving the road network, bridges, traffic signals and rights of way. • Managing the street lighting PFI. • Managing and coordinating street works. • Working with partners to reduce deaths and injuries on our roads. • Keeping Cambridgeshire moving through the efficient operation of the network. <p>This Community Impact Assessment covers the impact of rationalising business support in highway depots to a shared service.</p>		
What is the proposal?		
<p>The business planning option put forward in 2015 was for a £50k saving; split £25k in 2016/17 and £25k in 2017/18, which is the equivalent of two Business Support Assistant posts.</p> <p>The saving for 2016/17 has been achieved through the deletion of an existing vacancy.</p> <p>Since this proposal was put forward a new Highway Service has been created following the merger of the Local Infrastructure & Street Management Service and the Assets & Commissioning Service. This has brought together two business support teams. Coupled with this is the current ongoing procurement of a new Highway Services contract, which could provide further opportunities to streamline business support as the contract evolves.</p>		
Who will be affected by this proposal?		
<p>Those affected by the proposal:</p> <ul style="list-style-type: none"> - Staff within the service who are providing support to deliver the service. - Potentially local communities across Cambridgeshire due to remaining resources having to do more self-support therefore less time spent on front line delivery. 		
What positive impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Opportunity to review current processes and streamline further where possible. 		
What negative impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Less time spent on front line delivery due to those officers having to spend more time on self-support. 		

Are there other impacts which are more neutral?

If it is possible to streamline existing processes further and join up services then in theory there should be no impact by this proposal, with the same level of service continuing.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

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Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

There is no disproportionate impact on protected characteristics from this proposal.

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	14.10.2015	Original CIA produced.	Richard Lumley
1.1	21.09.2016	2015 CIA reviewed and updated as part of 2016 business planning process.	Richard Lumley

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Directorate Highways Service		Name: Richard Lumley Job Title: Head of Highways
Proposal being assessed		Contact details: Richard.lumley@cambridgeshire.gov.uk
Replace rising bollards with cameras		Date completed: 16 September 2016
Business Plan Proposal Number (if relevant)	B/R.6.205	Date approved:
Aims and Objectives of the Service or Function affected		
<p>There are currently ten sites within Cambridge that make use of rising bollards to control traffic flow during specific times of the day. The technology that sits behind these bollards is outdated and the bollards are increasingly susceptible to failure requiring regular repair and maintenance. As part of the bollard infrastructure, vehicles permitted to pass through the bollards when in operation are issued with a transponder. However these transponders are no longer manufactured.</p>		
What is the proposal?		
<p>When the bollards are working well they fulfil their objective, namely to manage traffic flow. However all too often they are broken, which creates a heavy burden on maintenance budgets. Coupled with the outdated technology it is becoming increasingly difficult to get parts to repair the bollards.</p> <p>It is therefore proposed to replace the rising bollards with Automatic Number Plate Recognition (ANPR) cameras. The use of cameras and associated signage, whilst not presenting a physical barrier in the manner that bollards do, will still act as a deterrent due to the threat of motorists being fined.</p> <p>The back office support to the cameras will come from the current resource that is in place for the bus lane enforcement cameras, which comprises the same technology.</p>		
Who will be affected by this proposal?		
<p>The proposal only affects Cambridge City.</p> <p>In this instance the service users are road users, excluding pedestrians and cyclists. This proposal is to replace outdated infrastructure, but the new infrastructure will carry out the same function i.e. to manage traffic flow in specific roads in Cambridge. There is therefore no new impact on road users to that which currently exists, unless a road user who is not permitted to enter the area does so, in which case they will be fined.</p>		
What positive impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Reduce the maintenance liability and ease pressure on already stretched maintenance budgets. - Could potentially provide a small revenue stream through fines. - Provide modern infrastructure that will work alongside future City Deal infrastructure. 		
What negative impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Could potentially lead to increased traffic in certain areas due to the removal of a physical barrier. - Could generate negative press if the focus is on the cameras generating income for the council. 		

Are there other impacts which are more neutral?

Ultimately this proposal is to replace outdated technology with modern technology, but the role of both types of infrastructure remains the same, therefore the impact should in theory be neutral.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

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Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

There is no disproportionate impact on protected characteristics from this proposal.

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	16.09.2016	Document written	Richard Lumley
1.1	23.09.2016	Minor change to content.	
1.2	12.10.2016	One minor alteration	Christine May

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Directorate Highways Service		Name: Richard Lumley
Proposal being assessed		Job Title: Head of Highways
Highways Services Transformation		Contact details: Richard.lumley@cambridgeshire.gov.uk
Business Plan Proposal Number (if relevant)	B/R.6.207	Date completed: 18 September 2016
Date approved:		
Aims and Objectives of the Service or Function affected		
<p>Cambridgeshire County Council is the local highway authority for Cambridgeshire (excluding Peterborough) and is responsible for the management, maintenance and operation of the highway network, including public rights of way, across the county.</p> <p>The highway services that the County council undertake include:</p> <ul style="list-style-type: none"> - Highway maintenance - Road Safety Engineering & Education - Asset Management (Inc. responsibility for the definitive map) - Implementing new schemes (local projects and major infrastructure) - Transport planning and policy (including transport modelling) - Development management in support of the planning process - Winter operations (e.g. gritting) - School crossing patrols - Street Lighting (via a PFI with Balfour Beatty & Connect Roads) <p>The current highway contract commenced in September 2006 between Cambridgeshire County Council and Atkins. In 2013 Atkins sold off its operations arm to Skanska.</p>		
What is the proposal?		
<p>The county is coming towards the end of a ten year highway contract with Atkins-Skanska (due to end 30 June 2017, following a ten month extension) and is in the process of procuring a new contract. Members have asked officers to seek a strategic long term partner for an initial ten year contract, but with the option to extend to 15 years.</p> <p>The procurement process is using the competitive dialogue approach, with the new contract set to be awarded on 14 February 2017, ready to start on the 1 July 2017. Dialogue has been taking place with two interested bidders; Skanska and Kier.</p> <p>The County Council's aspiration is for a fully integrated highway service, which achieves significant savings and year on year efficiencies, whilst providing access to a flexible resource pool, in order to deliver Cambridgeshire's challenging growth agenda.</p> <p>Savings sought include £800k against the revenue budget with the first year (9 months – given contract commences 1 July) and a further £2.2million (capital and revenue) by the end of the second year of the partnership.</p>		

Who will be affected by this proposal?
<p>The proposal will affect all road users across the Cambridgeshire.</p> <p>The proposal will impact on all County partners involved in delivering new infrastructure that impacts on or is impacted by the public highway network.</p>
What positive impacts are anticipated from this proposal?
<ul style="list-style-type: none"> - A more closely aligned and integrated highway service. - Increased efficiencies. - Improved customer service. - Improved quality of work. - Increased value for money. - A safe and efficient highway network.
What negative impacts are anticipated from this proposal?
<ul style="list-style-type: none"> - In theory there should not be any negative impacts, however any new contract requires a bedding in period, especially if the new partner is not the current incumbent.
Are there other impacts which are more neutral?
<p>There are no neutral impacts.</p>

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

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Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
<p>There is no disproportionate impact on protected characteristics from this proposal. The impact of the new highways service will be the same to all groups.</p>

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	18.09.2016	Document written	Richard Lumley

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) C&CS		Name: Jill Terrell
Proposal being assessed		Job Title: Acting Head of Service (C&CS) – Libraries and Archives
Reduce library management and systems support and stock (book) fund		Contact details: jill.terrell@cambridgeshire.gov.uk
Business Plan Proposal Number (if relevant)	B/R.6.209	Date completed: 29 September 2016
		Date approved:
Aims and Objectives of the Service or Function affected		
<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).</p> <p>Cambridge Central Library welcomes 700,000 visitors in a year, issues nearly 0.5M items and is the county's busiest library. The Library Service issues nearly 3M items; receives 2.5M visits and delivers around 3000 community activities annually.</p> <p>The current budget for libraries is £3.65M. Since 2010/11, total savings of £2.5m have been achieved.</p>		
What is the proposal?		
<p>1. Stock Fund</p> <p>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 as library copies must be licenced for multiple use. 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.</p> <p>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 systems. The re-introduction of a reservation fee in June 2016 has had some impact on the movement of stock and is aimed at raising funds for the service. 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.</p> <p>The proposal is to reduce the stock fund by £325k in 2017/18, with the intention to return £230k to the fund the following year – once savings are released through transformation of the service, potentially by transferring libraries to the community and restructuring as part of a potential community hubs strategy in 2018/19. This would leave an overall reduction of £110k, which is 15% reduction of the current book fund. £325k is 45% of the fund. £200k was removed in 2016/17.</p>		

It is anticipated that savings will be made across all areas of stock, including children's books. The service will cease to provide new music CDs, new DVDs, any printed magazines or newspapers and will reduce online resources.

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. 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 small savings from IT contracts and general purchases in the region of £5k. This saving will carry an element of risk for the business as it will mean the deletion of support contracts for a number of self-service machines. The other £10k in savings is likely to be achieved by re-routing the van delivery service which could impact on services to the volunteer managed libraries and slow the delivery of reservations and requests.

Who will be affected by this proposal?

The Library Service is a universal service and these proposals will impact on children, families, adults, older people, job seekers and vulnerable people using the library for information.

What positive impacts are anticipated from this proposal?

There will be a complete review of the stock provision. The service will invite donations of funds (it now has the ability to gather donations electronically) and books. It is likely to attract attention from campaign groups and local people who may be able to support the stock fund in other ways.

What negative impacts are anticipated from this proposal?

There is likely to be reputational risk for the Council. Other authorities have attracted national media attention with severe reductions in the book fund. The greatest impact will be the inability to satisfy stock reservations and requests from customers. Some target groups will have reduced choice and limited up to date titles to choose from.

Are there other impacts which are more neutral?

Customers will have an established library stock to choose from.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	X
Disability	X
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	X
Deprivation	X

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

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 and children 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 last year demonstrated that it was books that customers said they value above all of our other services in libraries.

The removal of new stock in audio-visual categories, such as music CDs and DVDs will impact those who use these collections for leisure, study and research. The inability to provide printed newspapers and magazines will impact a large number of people who visit the library for this purpose. eNewspapers and eMagazines will still be available for those with devices capable of downloading them.

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	29.09.2016		Jill Terrell
1.1	29.09.2016	Minor changes	Christine May
1.2	12.10.2016	Minor changes	Christine May
1.3	17.10.2016	Title amendment	Anna Bartol-Bibb

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Directorate Highways Service		Name: Richard Lumley
Proposal being assessed		Job Title: Head of Highways
Road Safety projects and campaigns- savings required due to changes in Public Health grant		Contact details: Richard.lumley@cambridgeshire.gov.uk
Business Plan Proposal Number (if relevant)		Date completed: 16 September 2016
B/R.6.211		Date approved:
Aims and Objectives of the Service or Function affected		
<p>Cambridgeshire County Council's Road Safety Education team are responsible for managing and running campaigns and events linked to Road Safety themes. This includes work with schools, radio campaigns, nationally recognised campaigns (e.g. drink drive, seat belts etc.) and locally based events.</p>		
What is the proposal?		
<p>The Road Safety Education team currently receive a Public Health grant of £189k. This is on the basis that the team's objectives are aligned to Public Health outcomes. However from the 1 April 2017 the Public Health grant is being reduced by £84k.</p> <p>In order to accommodate this reduced funding the team will scale back the number and level of campaigns it carries out. In addition the County Council has agreed to work much more collaboratively with the Emergency Services and Policy Crime Commissioner through the Cambridgeshire & Peterborough Road Safety Partnership.</p> <p>Specific programme elements that will be scaled back significantly or removed entirely unless alternative funding can be sourced externally are:</p> <ul style="list-style-type: none"> - Children's Traffic Club – resources currently delivered to approx. 2500 families of 3 year old children via their early years setting - Publicity/marketing activity funded by CCC budget e.g. motorcycle safety, cycle safety, fresher's fair (other publicity/marketing is delivered through the Road Safety Partnership via Police channels) - Theatre in Education related to promoting active travel and teenage road safety 		
Who will be affected by this proposal?		
.		
<p>The proposal will affect those across the County who currently take up the offer of road safety education – schools, specific road user groups e.g. motorcyclists etc.</p>		
What positive impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Increased collaboration and partnership working through the Cambridgeshire & Peterborough Road Safety Partnership. 		
What negative impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Reduced impact of campaigns. - Potential increase in road user casualties. - Reduced level of road safety education to children. 		

Are there other impacts which are more neutral?

- No requirement at this stage to further reduce staff resource in an already very small road safety education team.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	x
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

It is likely that the greatest impact will be on young children who could miss out on road user education and grow up without the required behaviour, understanding or awareness to remain safe on the roads.

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	16.09.2016	Document written	Richard Lumley
1.1	30.09.2016	Minor changes	Briony Davies
1.2	12.10.2016	Minor changes	Christine May

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Directorate Highways Service		Name: Richard Lumley
Proposal being assessed		Job Title: Head of Highways
Move to full cost-recovery for non-statutory highways works		Contact details: Richard.lumley@cambridgeshire.gov.uk
Date completed: 18 September 2016		
Business Plan Proposal Number (if relevant)	B/R.6.213	Date approved:
Aims and Objectives of the Service or Function affected		
<p>Cambridgeshire County Council's highway service facilitates the local highway improvement (LHI) initiative and third party (privately funded) schemes) on the public highway, across Cambridgeshire.</p> <p>In both cases these are community led and funded (LHI require a minimum 10% contribution to the scheme cost), small scale highway improvement schemes.</p> <p>Highway's officers work closely with local communities, local members and Parish / Town councils to support, guide and implement the desired improvements.</p>		
What is the proposal?		
<p>The County Council is aware that at present not all costs associated with this work are being accurately recorded and thus recovered. Given the significant pressure on budgets it is important that true cost of work is known and that those communities that want highway schemes to take place are aware of the full cost and can then cover the cost.</p> <p>It is proposed to implement a time recording system for all highways staff across the county to use, to start recording the time spent on individual projects. This information will then build up a picture of how much a particular type of scheme will cost, thereby enabling the Council to provide accurate quotes for schemes. This in turn will allow the applicant to make an informed decision as to whether or not they wish to proceed.</p> <p>Council officers will be educated in the use of the system and the more commercial approach that the organisation needs to take going forward.</p> <p>Greater transparency will also enable the County Council to resource itself accordingly, therefore ensure that if the money is available from the applicants then the scheme can be progressed.</p>		
Who will be affected by this proposal?		
<p>The proposal will affect all those that wish to apply for highway improvement schemes, either via the LHI application process or privately funded work.</p> <p>County Council staff will have to change their mind set and approach to delivering LHI and privately funded schemes, ensuring that time is recorded accurately in order to recover the full cost of schemes.</p>		
What positive impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Reduced pressure on already stretched budgets, therefore potential for the money to go further. - Greater transparency regarding small scale highway improvement schemes. - County staff becoming more commercially minded. - Increased certainty that schemes will be delivered due to appropriate resource and better programme management. 		

What negative impacts are anticipated from this proposal?
<ul style="list-style-type: none"> - The cost of schemes to communities will increase. - Poorer communities may not be able to fund highway improvements. - Could lead to an increased divide between areas of the county.
Are there other impacts which are more neutral?
There are no neutral impacts.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	x

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
<p>The likelihood is that the cost of schemes will increase; therefore some of the more deprived communities may not be able to afford to pay for highway improvement schemes. However there are still other types of funding available through the local transport plan that will ensure the whole county benefits from highway improvements. The LHI initiative is also designed in such a way that communities only have to pay a contribution, rather than cover the cost of the whole scheme.</p>

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	18.09.2016	Document written	Richard Lumley
1.1	12.10.2016	Minor change	Christine May

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment Directorate Infrastructure Management and Operations- Waste		Name: Daniel Sage
Proposal being assessed		Job Title: Strategic Project Manager
Renegotiation of Waste PFI contract		Contact details: 07587 585457
		Date completed: 7 September 2016
Business Plan Proposal Number (if relevant)	B/R.6.302	Date approved:
Aims and Objectives of the Service or Function affected		
<p>CCC has a 28-year Waste PFI Contract with Amey. The Contractor operates the following services on our behalf:</p> <ul style="list-style-type: none"> ○ Residual waste (black bin) treatment through an Mechanical Biological Treatment (MBT) plant ○ Kerbside garden and kitchen waste disposal (green bins) through an in-vessel composting plant ○ Garden waste from Household Recycling Centres (HRC) through an open air windrow ○ Operation of 9 Household Recycling Centres ○ Operation of 2 Waste Transfer Stations (for bulking up waste in March and Alconbury before being transported in large lorries to Waterbeach) ○ Conference and Education Facilities ○ Associated transport and equipment provision <p>The Waste PFI contract is costing the Council more than comparatively newer contracts so the intention is to renegotiate this to remove significant cost. As this is the largest contract within ETE, it is potentially the area which can generate the most savings.</p>		
What is the proposal?		
<p>CCC, in partnership with Defra, are carrying out a major review of the Waste PFI Contract with the intention of making fundamental changes to the contract in order to deliver significant savings.</p> <p>Everything in terms of the contract is in scope, including re-financing, changes to processing methods and reducing the services provided under the contract.</p> <p>A high-level negotiating group has been set up with senior representatives from both organisations. The negotiating group will be responsible for identifying the changes needed to deliver the savings required. A Members' Steering Group has also been set-up to give a steer to officers on the direction of the negotiations and the service review.</p>		
Who will be affected by this proposal?		
<p>At this stage in the review it is difficult to identify whether there will be an impact on Cambridgeshire residents. The core of the review seeks fundamental changes to the way the MBT facility processes waste, and these changes are unlikely to directly affect residents or local communities. Once the options for the review are agreed, there may be a separate Community Impact Assessment carried out if it is considered that the changes will have an impact on the local community.</p> <p>As part of the overall savings programme there is likely to be a review of the Household Recycling Centres, although this will be carried out separately from this project. Until this review is carried out it is unclear what the impact on communities will be.</p>		

What positive impacts are anticipated from this proposal?
The existing waste solution relies on using landfill to treat outputs from the Mechanical and Biological Treatment facility. The review is seeking to move away from this approach and look for more sustainable and cost-effective solutions to recover value from these outputs. One area being considered, for instance, is utilising the outputs as a Refuse Derived Fuel in an Energy from Waste facility.
What negative impacts are anticipated from this proposal?
<p>The Household Recycling Centres are the front-facing service within the Waste PFI. Therefore, should the review include any changes to these services it is expected that this may affect residents. However, it is unclear whether the changes will have a negative impact on the residents or whether they will simply be different than what is currently offered.</p> <p>The Waste PFI treatment and disposal infrastructure is located at Waterbeach Waste Management Park. At present, the majority of outputs from the MBT facility are dealt with at the Waterbeach site. Should an alternative to landfill be agreed, some material may need to be exported to alternative treatment facilities which could have an impact on the highway network.</p>
Are there other impacts which are more neutral?
It is likely that the vast majority of changes arising from the review will have a neutral impact on the community. Issues such as refinancing, improving plant efficiency and more effective contract management will not have a visible impact on the community.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
None identified at this stage.

Version Control

Version no.	Date	Updates / amendments	Author(s)
1	19.09.2016	CIA drafted	Dan Sage
2	12.10.2016	Minor changes	Christine May

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) Community and Cultural Services- Libraries, Archives and Information		Name: Alan Akeroyd
		Job Title: Archives Manager
Proposal being assessed		Contact details: alan.akeroyd@cambridgeshire.gov.uk
Increase income from digital archives services		Date completed: 7 Sept 2016
		Date approved:
Business Plan Proposal Number (if relevant)	B/R.7.100	
Aims and Objectives of the Service or Function affected		
<p>The Archive service has a dedicated in-house digitisation unit which specialises in the high quality digitisation of archival records. The unit has one part time member of staff and attracts digitisation work from (1) archive service users who wish to acquire copies of documents held by the archives service and (2) outside bodies who have valuable historical items of their own they do not wish to entrust to commercial companies for digitisation but which they are happy to entrust temporarily to the county's archives service. The service currently operates from a general office within Shire Hall. The current annual income target for the digitisation unit is £8,000.</p>		
What is the proposal?		
<p>From 2018 the unit will operate from the new fit for purpose Ely archives centre and it is proposed to (1) promote the existence and quality of the service (2) increase charges as much as the market will bear, with the ultimate goal of increasing income by £25,000.</p> <p>This is a challenging income target for a small service and is a considerable stretch beyond the current income target of £8,000. The proposal assumes that the new digitisation equipment, purchased in 2015/16, continues to work well. This in turn necessitates prompt and suitable support from colleagues within IT. Successful promotion of the digitisation unit's service depends heavily on the willingness of corporate web team to provide assistance with attractive online publicity.</p>		
Who will be affected by this proposal?		
<p>The proposal affects users of Cambridgeshire Archives. This includes local residents, national and international researchers and work with local schools / students.</p>		
What positive impacts are anticipated from this proposal?		
<p>By making more digital documents available for purchase, some users will no longer be obliged to visit the archives in order to carry out their research. This increases the accessibility of the documents for all.</p> <p>The document searchrooms will still need to continue, as the majority of documents will still exist in original form. Digitisation is a lengthy process and many users will prefer to, or may need to for research purposes, consult the originals. Given the scale of the holdings (well over 1,000 cubic metres of documents) it will be many decades before a majority of records are digitised.</p>		

What negative impacts are anticipated from this proposal?
None
Are there other impacts which are more neutral?
Digitisation raises the profile and reputation of Cambridgeshire Archives, and by extent the County Council.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

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Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
N/A

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	09.2016		Alan Akeroyd

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport and Environment (ETE) Highway Service		Name: Richard Lumley
Proposal being assessed		Job Title: Head of Highways
Introduce a charge for commercial events using the highway		Contact details: (01223) 703839 Richard.lumley@cambridgeshire.gov.uk
Business Plan Proposal Number (if relevant)	B/R.7.109	Date completed: 14 October 2015 Date approved:
Aims and Objectives of the Service or Function affected		
<p>The Highways service manages, maintains and improves the county's highway network. This includes:</p> <ul style="list-style-type: none"> • Maintaining and improving the road network, bridges, traffic signals and rights of way. • Managing the impact of new developments on the network and providing advice to planning authorities. • Working with partners to reduce deaths and injuries on our roads. • Keeping Cambridgeshire moving through the efficient operation of the network. <p>This Community Impact Assessment covers the impact of introducing a charge for all commercial events using the highway.</p>		
What is the proposal?		
<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. The impact on resources for managing such events is significant, as well as the impact on the wider highway network and travelling public.</p> <p>The business plan proposal is to extend the charge to include charity and community events, which are deemed to be large in nature and this result in a significant impact on the operation and running of the highway network, as well as the level of resource required to manage the staging of the event.</p>		
Who will be affected by this proposal?		
<p>.</p> <ul style="list-style-type: none"> - All those individuals / organisations / local communities that run large scale events on the public highway. 		
What positive impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - All costs associated with helping to facilitate the event would be covered, e.g. staff cost. - Ensure better management / coordination of the events with the wider operation of the highway network. 		

What negative impacts are anticipated from this proposal?
<ul style="list-style-type: none"> - Impacts on community cohesion. - Increased cost of running an event on the highway.
Are there other impacts which are more neutral?
None.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

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Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	x

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
<p>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).</p> <p>The addition of a charge to encompass large community / charity events could result in some of the more deprived communities opting against holding certain types of events and therefore missing out on the positive benefits events can bring.</p>

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	14.10.2015	Original CIA produced	Richard Lumley
1.1	21.09.2016	CIA amended as per the updated template as part of the 2016 business planning process.	Richard Lumley
1.2	22.11.2016	CIA amended to reflect further comments at H&CI committee.	Richard Lumley

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Directorate Highways Service		Name: Richard Lumley
Proposal being assessed		Job Title: Head of Highways
Increase highways charges to cover costs		Contact details: Richard.lumley@cambridgeshire.gov.uk
Business Plan Proposal Number (if relevant)	B/R.7.110	Date completed: 16 September 2016
Date approved:		
Aims and Objectives of the Service or Function affected		
<p>Cambridgeshire County Council carries out a number of tasks that are chargeable, both statutory (e.g. section 74 – overstay charges) and discretionary (e.g. skip licence). These tasks enable the County Council to carry out its role as Highway Authority effectively, as well as allowing actions to take place on the highway network in a safe and managed way, for example carrying out traffic counts and implementing new highway schemes.</p>		
What is the proposal?		
<p>In the majority of cases the officer time and cost involved in undertaking the task outweighs the fee that is charged to the applicant. Therefore it is proposed that year on year highway fees and charges are reviewed and increased accordingly to ensure that where permitted the full cost of managing and administering the task is covered.</p>		
Who will be affected by this proposal?		
<p>The proposal will affect all those across the County who currently apply to the County Council for highway related tasks / work. For example to have a dropped kerb installed or a business wishing to place tables & chairs on the public highway.</p>		
What positive impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Ability to continue providing the services that the public want. - Potential to create revenue streams. 		
What negative impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Increased cost to the applicants. 		
Are there other impacts which are more neutral?		
<ul style="list-style-type: none"> - Retaining sufficient resource to manage and administer the relevant processes. - A managed and coordinated approach to carrying out highway functions. - A good level of service for the applicants. 		

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

Impact	Tick if disproportionate impact
Age	
Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed

None of the categories above are disproportionately affected. The increased cost applies only to those that require the service for which they are applying for.

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	16.09.2016	Document written	Richard Lumley
1.1	16.09.2016	Minor amendments	Emma Middleton

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment
Economy, Transport & Environment Directorate Highways Service		Name: Richard Lumley
Proposal being assessed		Job Title: Head of Highways
Introduce a highways permitting system		Contact details: Richard.lumley@cambridgeshire.gov.uk
Business Plan Proposal Number (if relevant)	B/R.7.111	Date completed: 16 September 2016
Date approved:		
Aims and Objectives of the Service or Function affected		
<p>Cambridgeshire County Council is the local highway authority for Cambridgeshire (excluding Peterborough) and is therefore responsible for the management and coordination of works that take place on the public highway. The County Council's Street Work's team is the team that carries out this role and assists the Traffic Manager to fulfil our network management duty. This is a statutory duty that requires the highway authority to ensure the safe and efficient movement of traffic (including pedestrians and cyclists).</p> <p>Currently works on the highway are managed and coordinated using the Noticing regime, as per the New Roads & Street Works Act 1991.</p>		
What is the proposal?		
<p>A Permitting scheme (under the Traffic Management Act 2004) has now been introduced to carry out the management and coordination of works on the public highway. A permitting scheme gives the Highway Authority much greater control and power to say when and how work is carried out, thereby increasing collaboration, encouraging early engagement and ultimately reducing disruption to road users.</p> <p>Works agents (including utilities and our own contractors) now have to apply for a permit each time they wish to carry out work on the highway. As part of this process the Highway Authority is able to apply conditions to the permit, which if ignored will result in substantial fines against the companies carrying out the work.</p>		
Who will be affected by this proposal?		
<p>The proposal affects all roads within the County that form the public highway.</p> <p>This change will impact on all County partners and work's operators / agents that carry out work on the public highway. All road users will also be affected, albeit in a positive way, by the proposal.</p>		
What positive impacts are anticipated from this proposal?		
<ul style="list-style-type: none"> - Reduce disruption to road users. - Improved management and coordination of road works. - Greater forward visibility of upcoming works. - Greater collaboration and partnership working between utilities and County partners. - Creation of a revenue stream. - All costs associated with the management and operation of the scheme are covered by the scheme. 		

What negative impacts are anticipated from this proposal?
<ul style="list-style-type: none"> - Increased staff resource required to manage the scheme. - Budget needs to be identified to cover initial set up costs.
Are there other impacts which are more neutral?
There are no neutral impacts.

Impacts on specific groups with protected characteristics

Specific consideration should be given as to whether the proposal has a particular or disproportionate impact on any of the groups listed below.

Please consider each characteristic and tick to indicate any where there will potentially be a disproportionate impact (positive or negative) from implementation of the proposal. Do not tick the boxes if the impact on these groups is the same as the impact on the community as a whole (described in the above sections)

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Disability	
Gender reassignment	
Marriage and civil partnership	
Pregnancy and maternity	
Race	

Impact	Tick if disproportionate impact
Religion or belief	
Sex	
Sexual orientation	
Rural isolation	
Deprivation	

Details of Disproportionate Impacts on protected characteristics and how these will be addressed
There is no disproportionate impact on protected characteristics from this proposal.

Version Control

Version no.	Date	Updates / amendments	Author(s)
1.0	16.09.2016	Document written	Richard Lumley
1.1	12.10.2016	Updated	Christine May

