

APPENDIX B

Equality Impact Assessment for LHI prioritisation

This EIA form will assist you to ensure we meet our duties under the Equality Act 2010 to take account of the needs and impacts of the proposal or function in relation to people with protected characteristics. Please note, this is an ongoing duty. This means you must keep this EIA under review and update it as necessary to ensure its continued effectiveness.

Section 1: Proposal details

Directorate / Service Area:		Person undertaking the assessment:	
Place and Economy Highways		Name:	Matt Staton
Proposal being assessed:		Job Title:	Highway Projects & Road Safety Manager
Prioritisation of Local Highway Improvement applications		Contact details:	01223 699652 Matt.staton@cambridgeshire.gov.uk
Business Plan Proposal Number: (if relevant)	Business Plan ref B/C.1.011	Date commenced:	07/02/2020
		Date completed:	07/02/2020
Key service delivery objectives:			
<p><i>Include a brief summary of the current service or arrangements in this area to meet these objectives, to allow reviewers to understand context.</i></p> <p>The Local Highway Improvement (LHI) initiative invites community groups to submit an application for funding of up to £15,000, subject to them providing at least 10% of the total cost of the scheme. The schemes are community driven, giving local people a real influence over bringing forward highway improvements in their community that would not normally be prioritised by the Council.</p> <p>Where applications involve ongoing operational costs such as the cost of power supplies for measures such as zebra crossings, the applicant is expected to meet these costs, or, for some non-standard highway features or equipment, become responsible for the asset itself.</p>			
Key service outcomes:			
<p><i>Describe the outcomes the service is working to achieve</i></p> <p>Applications from community groups are assessed and prioritised. Funding is allocated to prioritised schemes for delivery. Delivered schemes achieve improvements to local highway infrastructure and thus benefit local communities and users.</p>			
What is the proposal?			
<p><i>Describe what is changing and why</i></p> <p>Applications:</p> <ol style="list-style-type: none"> 1) Due to the popularity of this initiative, applications are limited as follows: 			

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- Parish councils - one bid per parish
 - Town councils - one bid per county council division in the town
 - Cambridge City - five bids per county council division
- 2) Community groups submit applications demonstrating how their scheme fulfils 4 set criteria which will be scored by the LHI Member Advisory Panel for each district area.

The prioritisation process:

- 1) Officers complete feasibility studies with applicants in advance of panel meetings, in a bid to provide a more consistent stage of development for applications.
- 2) The panel assessment meetings remain a member led process, where applicants are invited to present their proposal. Member Panels have been set up to assess the priorities for funding, based on the available budget for each District, including Cambridge City. Political group leaders appoint members based on current political proportionality, with the exception of the City Panel, which is agreed by the Cambridge Joint Area Committee.
- 3) Panel members have been asked to consider and score applications which will determine how the budget should be allocated. The panels adopted a scoring system assessing four categories; persistent problem, road safety, community improvement and added value. Each category was scored out of 5 and the average across all panel members was then used to rank applications. Panel members were not permitted to score applications in their own division.
- 4) The rationale for proposing which applications are delivered is based upon the scoring system and available budget per District area. The scoring criteria is as follows:

Score 0 Fails to deliver any improvement

Score 1 Delivers negligible improvement/ aims of the LHI Initiative

Score 2 Delivers limited improvement/ aims of the LHI Initiative

Score 3 Delivers some improvement/ aims of the LHI Initiative

Score 4 Delivers substantial improvement/ aims of the LHI Initiative

Score 5 Delivers exceptional improvement/ aims of the LHI Initiative

- 5) It is recommended that no application scoring less than 1 should be implemented, as the scoring indicates that the project delivers negligible improvements/aims of the LHI Initiative.

Budget allocation:

- 1) It is then recommended that projects be approved for delivery, working down from the highest score to the lowest, until the budget for the District area is fully allocated.
- 2) Should any applications subsequently prove unfeasible, or the actual cost be less than expected, further applications from the priority list may be allocated funding later in the year.

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- 3) All estimated project costs incorporate the estimated cost of time spent by officers designing, managing and delivering it. The actual cost of the new feasibility stage, when completed, is top sliced from each district area budget before being allocated to applications. (The recharge of both the feasibility and officer project delivery costs was agreed by Highways & Community Infrastructure Committee in July 2017, to better reflect the actual cost to the authority of delivering the LHI Initiative.)
- 4) The LHI budget is allocated to each district area based on xxxx

What information did you use to assess who would be affected by this proposal?

For example, statistics, consultation documents, studies, research, customer feedback, briefings, comparative policies etc.

- Feedback from the LHI Member Advisory Panels on the scoring criteria.
- Analysis of past funding applications, scheme costs, planned and actual scheme delivery timescale.
- number of Members in each district area, which is used to apportion the LHI budget to each district area

Are there any gaps in the information you used to assess who would be affected by this proposal?

If yes, what steps did you take to resolve them?

No

Who will be affected by this proposal?

A proposal may affect everyone in the local authority area / working for the local authority or alternatively it might affect specific groups or communities. Describe:

- *If the proposal covers all staff/the county, or specific teams/geographical areas;*
- *Which particular employee groups / service user groups would be affected;*
- *If minority/disadvantaged groups would be over/under-represented in affected groups.*

Consider the following:

- *What is the significance of the impact on affected persons?*
- *Does the proposal relate to services that have been identified as being important to people with particular protected characteristics / who are rurally isolated or experiencing poverty?*
- *Does the proposal relate to an area with known inequalities?*
- *Does the proposal relate to the equality objectives set by the Council's Single Equality Strategy?*

The proposed changes will affect local residents but not staff.

The proposed prioritisation of schemes for funding will affect all Cambridgeshire areas in their respective districts.

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The 'added value' criteria is used by councillors to reflect the size of funding contribution offered by the Parish/Town/City Council in relation to their precept size and any additional time/resource investment undertaken by the local community.

Consultation evidence

State who was consulted and when (e.g. internal/external people and whether they included members of the affected groups). State which potentially affected groups were considered. Append consultation questions and responses or equivalent.

In 2019 a refinement of the LHI process was undertaken following discussion at Highways & Infrastructure Committee in March 2019. This included seeking the views of County Councillors on ways the process could be refined.

Details of the results were presented to the Highways & Infrastructure Committee in May 2019 – agenda item 7:

https://cambridgeshire.cmis.uk.com/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/788/Committee/7/Default.aspx

The financial impact of the scheme on small parishes with small precepts was considered, as these rural and often deprived areas are potentially disadvantaged fund the 10% contribution and the need for them to pay all costs over the maximum scheme contribution of the County Council.

The disparity in the number of bids allowed was considered as some wards in Cambridge City had previously submitted a large number of bids due to there being no restriction on the number of applications in the City, while Parishes are limited to 1 bid per Parish area and Town Councils to one per County Council division in the town.

Based on consultation evidence or similar, what positive impacts are anticipated from this proposal?

This includes impacts retained from any previous arrangements. Use the evidence you described above to support your answer.

The maximum County Council contribution being raised from £10k to £15k will support smaller parishes with schemes that are over £10k in cost.

Precept and CIL funding available to each Parish was included in the information provided to panel members in order for them to assess the value of the community contribution as part of the assessment.

An additional section was added to the feasibility assessment to RAG rate the level of community support for the proposal, reflecting the addition of this to the application form and the expectation that proper evidence of this has been provided.

Restricting the number of bids per City Council area will provide more parity of access to the scheme across all wards in Cambridge City.

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Based on consultation evidence or similar, what negative impacts are anticipated from this proposal?

This includes impacts retained from any previous arrangements. Use the evidence you described above to support your answer.

Smaller, rural parishes could be disadvantaged by the requirement to provide at least 10% funding as they generally have smaller precepts and therefore less funding available.

Rural parishes may only submit one bid per parish area while towns get one per County Council division and Cambridge City get five per County Council division. This could disadvantage rural areas in terms of the number of improvements available to them.

How will the process of change be managed?

Poorly managed change processes can cause stress / distress, even when the outcome is expected to be an improvement. How will you involve people with protected characteristics / at risk of poverty/isolation in the change process to ensure distress / stress is kept to a minimum? This is particularly important where they may need different or extra support, accessible information etc.

Communication is made to all parish, town and city council areas at the same time. Applicants have the opportunity to appeal decisions made to withdraw schemes at feasibility stage to the Chair of the Highways and Infrastructure Committee and Executive Director, Place and Economy.

Panel prioritisation scores are ratified at Highways and Infrastructure Committee enabling transparency and scrutiny.

How will the impacts during the change process be monitored and improvements made (where required)?
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How will you confirm that the process of change is not leading to excessive stress/distress to people with protected characteristics / at risk of isolation/poverty, compared to other people impacted by the change? What will you do if it is discovered such groups are being less well supported than others?

Panel prioritisation scores are ratified at Highways and Infrastructure Committee enabling transparency and scrutiny.

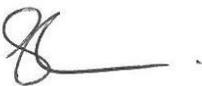
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Section 4: Equality Impact Assessment - Action plan

See notes at the end of this form for advice on completing this table.

Details of disproportionate negative impact <i>(e.g. worse treatment / outcomes)</i>	Group(s) affected	Severity of impact <i>(L/M/H)</i>	Action to mitigate impact with reasons / evidence to support this or Justification for retaining negative impact	Who by	When by	Date completed
Small, rural parishes unable to access comparative improvements to town/city areas	Rural isolation, poverty	M	Improvements made to current process in May 2019 – monitoring of these improvements will take place in 2020/21	MS and H&I Ctte	End march 2021	

Section 5: Approval

Name of person who completed this EIA:	Matt Staton	Name of person who approves this EIA:	Richard Lumley
Signature:		Signature:	
Job title:	Highway Projects & Road Safety Manager	Job title: <i>Must be Head of Service (or equivalent) or higher, and at least</i>	Assistant Director - Highways

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		<i>one level higher than officer completing EIA.</i>	
Date:	07/02/2020	Date:	07/02/2020

Guidance on completing the Action Plan

If our EIA shows that people with protected characteristics and/or those at risk of isolation/poverty will be negatively affected more than other people by this proposal, complete this action plan to identify what we will do to prevent/mitigate this.

Severity of impact

To rate severity of impact, follow the column from the top and row from the side and the impact level is where they meet.

		Severity of impact				Priority and response based on impact rating		
		Minor	Moderate	Serious	Major	High	Medium	Low
Likelihood of impact	Inevitable	M	H	H	H	<i>Amend design, methodology etc. and do not start or continue work until relevant control measures are in place. Or justify retaining high impact</i>	<i>Introduce measures to control/reduce impact. Ensure control measures are in use and working. Or justify retaining medium impact</i>	<i>Impact may be acceptable without changes or lower priority action required. Or justify retaining low impact</i>
	More than likely	M	M	H	H			
	Less than likely	L	M	M	H			
	Unlikely	L	L	M	M			

Actions to mitigate impact will meet the following standards:

- *Where the Equality Act applies: achieve legal compliance or better, unless justifiable.*
- *Where the Equality Act does not apply: remove / reduce impact to an acceptably low level.*

Justification of retaining negative impact to groups with protected characteristics:

There will be some situations where it is justifiable to treat protected groups less favourably. Where retaining a negative impact to a protected group is justifiable, give details of the justification for this. For example, if employees have to be clean shaven to safely

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use safety face masks, this will have a negative impact on people who have a beard for religious reason e.g. Sikhism. The impact is justifiable because a beard makes the mask less effective, impacting the person's safety. You should still reduce impact from a higher to a lower level if possible, e.g. allocating work tasks to avoid Sikhs doing tasks requiring face masks if this is possible instead of not employing Sikhs.