

Cambridge City Council Equality Impact Assessment (EqIA)



1. Title of strategy, policy, plan, project, contract or major change to your service:
A Policy for the use of Parks and Open Space for Events
2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)
https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=176&MIId=3289&Ver=4
3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?
<ul style="list-style-type: none">a. To make recommendations to the Council and its partners for improvements in the arrangements for future events that are consistent with current policy, including the aims and objectives of the Cultural Strategy and seek to minimise any potential adverse effect on parks.b. To identify potential improvements in the administration process for letting outdoor spaces for events.c. To gain a greater understanding of the impact of events, including on the culture of the City, local people and businesses.d. To gain a greater understanding of the financial impact and budget implications of events on Parks and Open Spaces.e. To provide benchmark fees and charges for each category of event and show how current charging might be improved.f. To reflect and comment on recent large events that have taken place in Cambridge.g. To identify each park in Cambridge which is considered viable for events and suggest suitable events for them.h. Review infrastructure for each location, identifying restrictions and Health & Safety issues and make recommendations for improvement where applicable
4. Responsible Service
Environment – Streets and Open Space

5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- ☒ Residents of Cambridge City
- ☒ Visitors to Cambridge City
- ☐ Staff

Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here):

6. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- ☐ New
- ☐ Major change
- ☒ Minor change

7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)

- ☐ No
- ☒ Yes (Please provide details):

Community Development

8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?

Community Services Scrutiny Committee – January 2018

9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?

The review was divided into three distinct phases; research, analysis, and report writing.

Research

A variety of methods were used to gather information including; review of existing documentation and policies, desk top research, conversations with other authorities, meetings with stakeholders, site visits to parks and open spaces and events.

Existing document research included licensing information, hire documentation, the Council's website and key policy documents such as: previous outdoor events policy decisions, existing classification sizes and number of events as approved by Community Service Scrutiny Committee Jan 2011, Streets & Open Spaces Operational Plan, management and conservation plans for various open spaces, Cambridge City Council Corporate Plan, The Arts Plan 2015-18.

Benchmark information was collated from websites, including policies, prices, safety guidance and application forms. Authorities were then contacted by phone for clarification and to discuss the advantages and disadvantages of their processes.

Benchmarking was completed with: Birmingham; Brighton; Bristol; Glasgow; Huntingdon; Nottingham; and Oxford.

Partial benchmarking and useful information was also obtained from: East Cambs; Edinburgh; Liverpool; London Royal Parks; Norwich; Sheffield; South Cambs; Sheffield; York; and the Association for Public Service Excellence (APSE).

The following stakeholders were invited to provide feedback towards the review:

Executive Councillor; Ward Councillors; Cambridge BID; Cambridge Live; event organisers; Friends groups; Licensing Officer; Cambridgeshire Police Service; Safety Advisory Group (SAG) members; Cambridge City Council internal stakeholders including Community Services, Enforcement and Corporate Health & Safety.

Information regarding the cultural impacts of events was supplied by the Culture and Community Manager, Cambridge City Council.

Financial information regarding the income derived from events was supplied by Streets and Open Spaces.

Analysis

Site suitability assessments were initially conducted with the Streets and Open Spaces Development Manager, Cambridge City Council, by completing a pre-prepared matrix of all parks & open spaces.

Each of the top scoring sites was then visited and a more detailed site suitability assessment form completed.

Report Writing

Initial findings, format and content of report were reviewed with the Development Manager and the Senior Asset Development Officer in June. This report was completed on 29th August 2017.

10. Potential impacts

For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

(a) Age - Any group of people of a particular age (e.g. 32 year-olds) , or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and vulnerable adults

Older people are less likely to use internet: Recent research shows that virtually all adults aged 16 to 34 years were recent internet users (99%), in contrast with 41% of adults aged 75 years and over.

Office for National Statistics (ONS) publication Internet Access:

<https://www.ons.gov.uk/peoplepopulationandcommunity/householdcharacteristics/homeinternetandsocialmediausage/bulletins/internetaccesshouseholdsandindividuals/2017>

The continuation of a paper based application process will allow those that do not use the internet to be able to make an application to hold an event.

(b) Disability - A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities

22% of disabled adults had never used the internet in 2017 compared to 11% of the population as a whole. The continuation of a paper based application process will allow those that do not use the internet to be able to make an application to hold an event.

(c) Sex – A man or a woman.

None specific to this protected characteristic.

(d) Transgender – A person who does not identify with the gender they were assigned to at birth (includes gender reassignment that is the process of transitioning from one gender to another)

None specific to this protected characteristic.

(e) Pregnancy and maternity

None specific to this protected characteristic.

(f) Marriage and civil partnership

None specific to this protected characteristic.

(g) Race - The protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

None specific to this protected characteristic.

(h) Religion or belief

None specific to this protected characteristic.

(i) Sexual orientation

None specific to this protected characteristic.

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty

Fees (not charges) for small, free and community events, not taking place on premier sites, should be waived in favour of a nominal administration cost and that there should be no charge for free, volunteer community activities which promote health and wellbeing or other community wellbeing objectives, and do not take away use from others or cause damage.

11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqIA accordingly.)

The data collection, equalities monitoring and review of applicants, the type of event and the anticipated audience profiles will allow Officers to identify if our existing policies may be having an impact on those with protected characteristics either in a positive or negative way. The new policy is intended to encourage new applications, for local venues and from groups that offer a broader range of diverse cultural offers.

12. Do you have any additional comments?

An explanation and statement of a vision for events on open space has been created, and it is required so as to achieve a balance in the number of events at a location vs over use.

There needs to be a change of emphasis to smaller more diverse events on parks and open space, this is deemed as a **(positive impact)**.

To create a charging model that allows for free community events **(positive impact.)**

Fees (not charges) for small, free and community events, not taking place on premier sites, should be waived in favour of a nominal administration cost and that there should be no charge for free, volunteer community activities which promote health and wellbeing or other community wellbeing objectives, and do not take away use from others or cause damage. **(positive impact)**

A variety of stakeholders requested a clearer and more prominent timetable for the notification and processing of applications, **(positive impact.)**

There is general support from the majority of event organisers for the introduction of an electronic booking and the ability to be able to upload applications and documentation **(positive impact.)**

Not all applicants will have access to IT to support them in their application **(negative impact)** The continuation of a paper based application process will allow those that do not use the internet to be able to make an application to hold an event.

13. Sign off

Name and job title of lead officer for this equality impact assessment:

Alistair Wilson – Development Manager

Names and job titles of other assessment team members and people consulted:

Jane Wilson - Culture and Community Manager

Eddie Barcan - Splendid Events

Date of EqlA sign off: 14 July 2017

Date of next review of the equalities impact assessment: July 2020

Sent to Helen Crowther, Equality and Anti-Poverty Officer?

☒ Yes

☐ No

Date to be published on Cambridge City Council website (if known):

