



**South
Cambridgeshire
District Council**

EQUALITY IMPACT ASSESSMENT

Full Assessment Form

This form is for use in undertaking a full equality impact assessment of a policy following the findings from an equality screening.

Name of Policy being assessed	Draft Caldecote Village Design Guide Supplementary Planning Document
Service Area	Planning
Lead Officer	Hana Loftus
Team	Built and Natural Environment
Completion date of equality screening	23 January 2019
Start date of assessment	28 February 2019
Completion of assessment	6 March 2019

A. STATUS AND SCOPE OF THE POLICY BEING ASSESSED

For the purposes of this assessment, the term 'Policy' refers to a Policy, Strategy, Programme, Procedure, Function or Decision.

A1. What are main aims, objectives, purpose and intended outcomes of the Policy?

The purpose of Supplementary Planning Documents (SPD) is to expand on policies set out in the Local Plan and to provide additional detail. The draft Caldecote Village Design Guide SPD expands on Policy HQ/1: High Quality Design as well as other policies contained within the adopted South Cambridgeshire Local Plan 2018.

South Cambridgeshire is a high growth area, experiencing unprecedented planning applications within, on the edges of, and beyond established villages, which are varied in size, scale, settlement pattern and character. The Local Plan seeks to “shape development of all scales, be that small scale rural housing to major new communities, to create sustainable and successful places that protect the special qualities of the district’s rural character, whilst using the opportunities presented by development to enhance the built and natural environment, and create vibrant communities.”

The Caldecote Village Design Guide SPD includes detailed analysis of the distinctive character of the village, and identifies guidance points that should be used to inform development, relating to a number of key themes and priorities of the village communities.

The aims of the Village Design Statement initiative are to:

- Reinforce local distinctiveness, leading to high quality environments for local communities, benefitting quality of life for residents.
- Increase the sense of ownership from Parish Councils and local communities about the changes taking place in their village/community either through neighbourhood planning or as a result of planning permissions for new developments.
- Give more weight to design quality when determining planning applications through reference to the adopted Village Design Guide SPD.
- Upskill local communities in understanding the qualities and characteristics of places, planning and design issues, giving parishes and community members more confidence in how they can shape positive outcomes from new developments by proactively engaging with the planning process.
- Develop a toolkit for producing Village Design Guides using tried and tested methodologies, in a time and cost efficient process.
- Reduce uncertainty in the development process for applicants and create greater clarity around local distinctiveness and character, to help shape design discussions at pre-application and reserved matters planning application stages.

A2. What is the status of this Policy? (New, existing or under review)

The Caldecote Village Design Guide will be a new Supplementary Planning Document and is currently in draft form pending the outcome of formal consultation.

A3. What is the timescale and decision-making route for approval of the Policy?

The draft Caldecote Village Design Guide will be recommended to Cabinet in April 2019 for approval to undertake a six week statutory public consultation. The six week consultation will be open to a range of external stakeholders including the general public and during the consultation the draft Caldecote Village Design Statement and supporting documents will be available to view on SCDC's website. A one day exhibition will also be held in the village itself, and paper copies will be available to view at SCDC's offices.

Following the consultation period, the representations received will be reviewed and amendments will be made to the Caldecote Village Design Guide where necessary. The Caldecote Village Design Guide will be recommended to Cabinet in Autumn 2019 for adoption. A Consultation Statement will be produced to detail the representations received and the subsequent amendments proposed to the draft SPD before it is adopted.

A4. Is this policy associated with the Council's strategic Aims, Approaches and Actions (The Three 'A's')? If so, please state the relevance and association to The Three 'A's'.

The Caldecote Village Design Guide addresses the following strategic aims of the Council:

Aim 1 – Living Well. Support our communities to remain in good health whilst continuing to protect the natural and built environment. The Caldecote Village Design Guide will help to ensure that Caldecote is a healthy, safe and attractive place to live through safeguarding its distinctive and locally valued character.

Aim 2 – Homes for our Future. Secure the delivery of a wide range of housing to meet the needs of existing and future communities. The Caldecote Village Design Guide will facilitate higher quality development proposals which are more acceptable to the local community and more compliant with the adopted design policy in the South Cambridgeshire Local Plan 2018. This will help to increase the certainty and speed of planning decision making in the District.

A5. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?

The draft Caldecote Village Design Guide SPD has been prepared to provide a clear understanding of the distinctive character and local qualities of Caldecote which it is desirable to protect and enhance, to inform decision making related to development proposals within the village.

The beneficiaries and stakeholders of the Caldecote Village Design Guide are:

- Village residents, in benefitting from new development that better addresses their priorities.
- Parish councils and Neighbourhood Plan groups, in having more tools and capacity to assess and engage with the development of key sites.
- Developers, property owners and their designers, in considering potential development proposals.
- Development Management officers in the assessing of and determination of planning applications.
- Statutory and non-statutory consultees, including parish councils and members of the public, in commenting on planning applications.

A6. Are external partners involved in delivering this policy? If so, what are their roles, and level of involvement/influence?

The draft Caldecote Village Design Guide has been developed by external consultants appointed to undertake the work on behalf of the Council, working with village communities and SCDC.Policy, Built and Natural Environment and Development Management teams

B. EVIDENCE, DATA AND CONSULTATION

It is important to consider all information that is available in determining whether the Policy could have a differential impact. Please include examples of monitoring information, research or consultation reports.

B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the Policy?

The draft Caldecote Village Design Guide SPD is only concerned with the development of land, therefore it only directly relate to land uses and not the people living on the site. Monitoring Indicators set out in the South Cambridgeshire Local Plan 2018 will help review the success of the SPD. The County Council Research Group provide a break down of Census information in district and ward level profiles. This includes useful information on Gender, Age, Race, Disability, and Religion / Faith.

B2. Have you compared the data you have with the equality profile of the local population? What does it show?

The draft Caldecote Village Design Guide SPD is only concerned with the development of land, therefore it only directly relate to land uses and not the people living on the site.

B3. Have you identified any improvements or other changes that could be made from monitoring the data?

The draft Caldecote Village Design Guide SPD should assist with the delivery of the highest quality sustainable development, taking into account local opinions expressed through the development of the SPD and the public consultation exercise. Local people, including residents, will continue to have the opportunity to share their experience and help to shape the place in which they live and work.

B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?

The draft Caldecote Village Design Guide SPD was developed with the involvement of community members from the village, including representatives from the Parish Council. The draft Caldecote Village Design Guide SPD will be subject to a six week period of public consultation with a range of external stakeholders. A list of consultees is included in the Consultation Statement which accompanies the SPD. During the consultation the draft Caldecote Village Design Guide SPD will be available on SCDC's website. A one day exhibition will also be held in the village itself, and paper copies will be available to view at SCDC's offices. A Consultation Statement will be produced and will detail the representations received and any subsequent amendments proposed to the draft SPD before it is adopted.

B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?

The draft Caldecote Village Design Guide has been developed with the oversight of a Project Board at SCDC bringing together representatives of the different teams within Planning, including Natural and Built Environment, Planning Policy and Development Management. The draft Village Design Statement has been reviewed by staff from these teams and their feedback has been incorporated into the SPD. A summary of the feedback is included in the Consultation Statement which accompanies the SPD.

B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.

The draft Caldecote Village Design Guide SPD will be published for a six week public consultation, as detailed in B4 above. Consultation will accord with the Council's Statement of Community Involvement. A list of consultees is included in the Consultation Statement which accompanies the SPD.

Based on the evidence and information you have gathered, and any consultations you have carried out, you should:

- Identify any **opportunities to advance equality of opportunity or foster good relations** for people with different protected characteristics (Section C) and;
- **Assess the likely differential impact** – positive or negative - of the policy on people with protected characteristics (Section D).

It is important to **identify whether the Policy could affect some groups of people differently** (a ‘differential impact’). It is particularly important to consider whether the policy would *discriminate against or disadvantage people* on the grounds of any of the protected characteristics, or whether there are *any opportunities to better promote equality or good relations* between different groups of people through modifying the Policy.

Use the table below to summarise the findings of the information and evidence you have gathered. This might include statistical data, external research, or feedback from formal or informal consultations with staff or residents. Consider the information as it relates to the range of protected characteristics (listed in the left hand column) before proceeding to Section D.

If there is no information available about the impact (or potential impact) of the Policy on people with a particular protected characteristic, you should note this in the table.

C. OPPORTUNITIES TO ADVANCE EQUALITY OF OPPORTUNITY OR FOSTER GOOD RELATIONS

You do not need to fill in every single box. The questions are there as a guide, and are prompts to help you consider the way that a policy or decision will impact on people with different protected characteristics before proceeding to Section D.

Protected Characteristics	What does the information or evidence we have gathered tell us about the impact of this Policy on different groups of people?			
	Does the evidence suggest that people with different protected characteristics have different needs or experiences in relation to this Policy?	Could any aspect of the Policy amount to discrimination (either direct or indirect) against people on the grounds of a protected characteristic?	In what ways does this Policy promote opportunities to advance equality of opportunity or foster good relations between people with different	From the evidence you have gathered, what opportunities might there be to better promote opportunities to advance equality of opportunity or foster

			characteristics (e.g. male and female; different racial groups)	good relations between different groups of people through <i>modifying the Policy</i> in some way?
Age	Yes	No	The Village Design Guide promotes accessible and inclusive design that provides places and spaces which are user-friendly and meet broad community priorities	None
Disability	Yes	No	The Village Design Guide promotes accessible and inclusive design that provides places and spaces which are user-friendly and meet broad community priorities	None
Gender Reassignment	No	No	The Village Design Guide promotes accessible and inclusive design that provides places and spaces which are user-friendly and meet broad community priorities	None
Marriage and Civil Partnerships	No	No	The Village Design Guide promotes accessible and inclusive design that provides places and spaces which are user-friendly and meet broad community priorities	None
Pregnancy and Maternity	Yes	No	The Village Design Guide promotes accessible and	None

			inclusive design that provides places and spaces which are user-friendly and meet broad community priorities	
Race	No	No	The Village Design Guide promotes accessible and inclusive design that provides places and spaces which are user-friendly and meet broad community priorities	None
Religion/ Belief	No	No	The Village Design Guide promotes accessible and inclusive design that provides places and spaces which are user-friendly and meet broad community priorities	None
Sex	No	No	The Village Design Guide promotes accessible and inclusive design that provides places and spaces which are user-friendly and meet broad community priorities	None
Sexual Orientation	No	No	The Village Design Guide promotes accessible and inclusive design that provides places and spaces which are user-friendly and meet broad community priorities	None
Others e.g. Rurality; caring responsibility;	Yes	No	The Village Design Guide promotes accessible and inclusive design that	None

working pattern etc.			provides places and spaces which are user-friendly and meet broad community priorities	
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D. DIFFERENTIAL IMPACT OF THE POLICY

Assess the potential differential impact on each of the following protected characteristics. The impact could be negative, positive or neutral. **If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high.**

DESCRIPTION OF IMPACT	Nature of Impact (Positive, Neutral, Adverse)	Extent of Impact (Low, Medium, High)
AGE: Identify the potential impact of the policy or function on different age groups.		
The Caldecote Village Design Guide will positively impact the quality and design of new development in Caldecote. The guidance will help ensure that the design of public realm, housing and open areas meet community priorities and create spaces that meet the needs of users of different age groups, including children and young people, families and older people.	Positive	Medium
DISABILITY: Identify the potential impact of the policy or function on disabled people.		
The Caldecote Village Design Guide will positively impact the quality and design of new development in Caldecote. Specific guidance has been included regarding the accessibility of building and spaces to users with differing needs. The guidance will help to ensure that the design of housing, public realm and open areas are developed with the needs of disabled people in mind and create safe and functional environments for all.	Positive	Medium
GENDER REASSIGNMENT: Identify the potential impact of the policy or function on people that have changed gender identity.		
There is no evidence that the Caldecote Village Design Guide SPD will have impacts on people who have changed gender identity.	Neutral	

MARRIAGE AND CIVIL PARTNERSHIPS: Identify the potential impact of the policy or function on people who are married or in a civil partnership.		
There is no evidence that the Caldecote Village Design Guide SPD will have impacts on people who are married or in a civil partnership.	Neutral	
PREGNANCY AND MATERNITY: Identify the potential impact of the policy or function on pregnant or maternal mothers and those women who wish to breastfeed.		
The Caldecote Village Design Guide SPD will positively impact the quality and design of new development in Caldecote. Specific guidance has been included regarding the accessibility of building and spaces to users with differing needs. The guidance will help to ensure that the design of housing, public realm and open areas are developed with the needs of varied users in mind and create safe and functional environments for all.	Positive	Medium
RACE: Identify the potential impact of the policy or function on different ethnic groups, including national origins, colour and nationality.		
There is no evidence that the Caldecote Village Design Guide SPD will have impacts on people due to race or ethnicity.	Neutral	
RELIGION/BELIEF: Identify the potential impact the policy or function on different religious/faith groups.		
There is no evidence that the Caldecote Village Design Guide SPD will have impacts on different religious/faith groups.	Neutral	
SEX: Identify the potential impact of the policy or function on men and women.		
There is no evidence that the Caldecote Village Design Guide SPD will have impacts on people due to their sex.	Neutral	
SEXUAL ORIENTATION: Identify the potential impact of the policy or function on lesbian, gay men, bisexual or heterosexual people.		
There is no evidence that the Caldecote Village Design Guide SPD will have impacts on people due to sexual orientation	Neutral	

OTHER CHARACTERISTIC SPECIFIC TO SOUTH CAMBRIDGESHIRE – RURALITY: Identify the potential impact of the policy or function on people who are rurally isolated.		
The Caldecote Village Design Guide will positively impact the quality and design of new development in Caldecote. This will specifically impact on people who are rurally isolated, through promoting new development that increases connectivity between existing and new communities, improved pedestrian and cycle links, better quality public realm and play facilities, and well designed new homes.	Positive	Medium

E. ACTION PLAN

You should now be able to identify whether the Council needs to take any action to eliminate discrimination, disadvantage or unfair impact, or to make changes to more effectively promote equality, diversity or good relations. Alternatively, you might have identified that you cannot fully assess the impact of the policy on different groups until you have more information, data or other evidence. Actions that you might identify at this stage could include:

Changes to the policy itself
 Collecting and analysing data not currently available
 Consulting further with staff, residents and customers in order to find out more about how the policy or decision will affect people
 Undertaking surveys or other research.

Action/change required	Responsibility	Timescale	Resources required	What issue/problem will this action address?
Monitoring Indicators in the South Cambridgeshire Local Plan 2018 will help review the success of the SPD	Greater Cambridge Shared Planning Policy Team	Authority Monitoring Report to be endorsed by Members, usually in December each year.	From within existing resources within the Greater Cambridge Shared Planning Policy Team	

F. RECOMMENDATION

You should now recommend whether the Council should adopt, modify, pilot or reject the policy (please indicate your proposed recommendation from the options below).

Adopt the policy in its originally proposed format (no issues identified)	Yes – issue draft Caldecote Village Design Guide SPD for consultation
Modify the policy to address any negative impact or to better exploit any potential to promote equality, diversity and good relations	
Continue with the policy despite identifying issues (note: justification must be provided)	
Reject the policy entirely, due to the findings of the EqIA	
Pilot the policy and re-evaluate the equality impact after the pilot period	
Modify the policy to meet separate statutory changes, not linked to equality/diversity	
Please briefly set out your reasons for this recommendation.	

SIGN OFF: The officers below confirm that this full assessment has been completed in accordance with the Council's guidance

Signature of Lead Officer	<i>Hana Loftus</i>	Date:
Signature of Head of Service or Director	<i>Paul Frainger</i>	Date:

Please retain the original form in your service area and return an electronic copy of the completed form to the Policy and Performance Team for publication.