

# Equality Impact Assessment (EqIA): Draft Little Shelford Design Guide SPD

## Introduction – Please read

The Public Sector Equality Duty, introduced under the Equality Act 2010, requires all public bodies, including local authorities, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation
- Advance equality of opportunity between those who share a protected characteristic and those who do not
- Foster good relations between those who share a relevant protected characteristic and those who do not

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that we are meeting this legal duty by demonstrating due regard for the provisions of the Public Sector Equality Duty
- Identify possible negative impacts on individuals and groups with protected characteristics, plan mitigating action and seek to maximise opportunities to advance equality within our activities.

EqIAs provide a methodical approach to the assessment of impacts across the [nine protected characteristics](#) and should be completed during the development and review of all Council policies, strategies, procedures, projects or functions. Where there is any doubt, the completion of an EqIA is always recommended.

Throughout the course of this form, please hover over the  symbol for guidance in relation to specific questions. When the form is completed, please send an electronic copy to [equality.schemes@scambs.gov.uk](mailto:equality.schemes@scambs.gov.uk). If you require any additional support completing the form, please email the above address.

# Equality Impact Assessment Complete Form

## Section 1: Identifying Details

- 1.1 Officer completing EqIA: **Alison Talkington**
- 1.2 Team and Service: **Planning Policy**
- 1.3 Title of proposal: **Draft Little Shelford Design Guide Supplementary Planning Document**
- 1.4 EqIA completion date: 24 August 2021
- 1.5 Proposal implementation date: 6 September 2021
- 1.6 Who will be responsible for implementing this proposal: Greater Cambridge Shared Planning Service

## Section 2: Proposal to be Assessed

- 2.1 Type of proposal: Supplementary Planning Document

If other, please specify

**2.2** Is the proposal:

**2.3** State the date of any previous equality impact assessment completed in relation to this proposal (if applicable): NA

**2.4** What are the headline aims of the proposal and the objectives that will help to accomplish these aims? (Approximately 250 words)

The aims of the Village Design Guide SPD 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 Little Shelford Parish Council and the local community about the changes taking place in their village 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.
- 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.

**2.5** Which of South Cambridgeshire District Council's business plan priorities does this proposal link to?

- Helping Businesses to grow - ✓
- Building homes that are truly affordable to live in - ✓
- Being green to our core - ✓



- A modern and caring council - ✓

**2.6** Which of South Cambridgeshire District Council's equality objectives (as detailed in SCDC's Equality Scheme) does this proposal link to or help to achieve?

- Identify, prioritise and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community- ✓
- ~~SCDC is an employer that values difference and recognises the strength that a diverse workforce brings - ✓~~
- Protected characteristic groups have a voice and are represented in forming the future shape of the district - ✓

**2.7** Which of Cambridge City Council's equality objectives (as detailed in CCC's Equality Scheme) does this proposal link to or help to achieve?

- To further increase our understanding of the needs of Cambridge's growing and increasingly diverse communities so that we can target our services effectively - ✓
- To continue to work to improve access to and take-up of Council services from all residents and communities - ✓
- To work towards a situation where all residents have equal access to public activities and spaces in Cambridge and are able to participate fully in the community - ✓

**2.8** Which groups or individuals will the proposal affect:

- Service Users ✓
- External Stakeholders ✓
- Employees ✓
- Councillors ✓
- Other ✓

If other, please specify – all residents and visitors to the Greater Cambridge area.

- 2.9** How will these groups or individuals be affected? (you will be asked to provide more detail on the specific impacts on different protected characteristic groups later on in the form) (approximately 250 words)

The draft Little Shelford Village Design Guide SPD has been prepared to provide a clear understanding of the distinctive character and local qualities of Little Shelford 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 Little Shelford 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.

- 2.10** How many people will this proposal affect? (Approximately)

The whole of the population living in the parish of Little Shelford

All those proposing or having to determine planning applications within the parish.

- 2.11** If any part of the proposal is being undertaken by external partners, please specify how SCDC will ensure that they will meet equality standards? (Approximately 250 words)

The draft Little Shelford Village Design Guide has been developed by Little Shelford Parish Council, working with village communities and SCDC.Policy, Built and Natural Environment and Development Management teams

## Section 3: Evidence and Data

- 3.1** Describe any research (this could include consultation) and analysis you have undertaken to understand how [protected characteristic groups](#) are likely to be affected? Please list any key sources that you used to obtain this Information. 

(Approximately 250 words)

The draft Little Shelford Village Design Guide SPD is primarily concerned with the development of land, therefore it only directly relates to land uses and not the people living on the site. However it should be recognised that it is people who will develop the land and be impacted by how the land will be developed. The draft SPD has been prepared with input from the local community and originated from ideas included in the Village Plan for Little Shelford that was prepared for the parish where the majority of the respondents wished to play a part in influencing any future development within the parish. This has helped to shape the contents of the draft SPD to provide guidance for future development within the parish to ensure they benefit the village as a whole. The formal public consultation process about to be undertaken will give an opportunity for everyone to have their say on the proposals within the VDG and to highlight if any of the design guidance needs reviewing to ensure they are fair to all.

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

- 3.2** Describe any research (this could include consultation) and analysis you have undertaken to understand any effects on any other groups of people not mentioned in the nine [protected characteristic groups](#) (for example people

who live in rural areas, who live in areas of high growth, or from low income backgrounds). [📖](#)

(Approximately 250 words)

See answer to 3.1

- 3.3** If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place. [📖](#)

(Approximately 250 words)

Consultation has taken place within the parish to get the support of the local community to the SPD. This draft SPD is to be formally put out for public consultation if agreed by members. This will formally give the opportunity of everyone in the community to participate in the consultation and comment on the SPD. The consultation process will involve sending notification to statutory bodies and general groups in the district. These groups will include those that represent hard to reach members of the community.

The VDG provides the opportunity for greater influence of local planning matters by local people including those with Protected characteristics who may sometimes find it difficult to input or have their voice heard.

## Section 4: Impact of proposal on those with protected characteristics

### 4.1 [Age:](#)

- 4.1.1** Has your research identified that the proposal will have an impact on this protected characteristic? Yes

~~If you have selected no – please move forward to question 4.2 Disability~~

If you have selected yes – please continue below (4.1.2)

**4.1.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 📖
- approximately 250 words per impact
  
- Positive impact
- Medium impact
- The Little Shelford Village Design Guide will positively impact the quality and design of new development in the parish. 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. Through the guidance in the VDG the community will be able to influence the content of future planning applications within the parish which will have to take account of this guidance.

**4.1.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
Ensuring SPD is used by all proposing or determining planning applications in the parish. Monitoring	Greater Cambridge Shared Planning Policy Team	Authority Monitoring Report to be endorsed by Members, usually in December each year.	Annual monitoring report

<p>4.2 Indicators in the South Cambridgeshire Local Plan 2018 will help review the success of the SPD</p>			
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Disability:

**4.2.1** Has your research identified that the proposal will have an impact on this protected characteristic? Yes

**~~If you have selected no – please move forward to question 4.3 Gender Reassignment~~**

**If you have selected yes – please continue below (4.2.2)**

**4.2.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact
  
- Positive impact as the VDG will encourage good design for all new development in the parish and consideration of lifetime homes to suit a wider part of the community.
- Medium impact
- The Little Shelford Village Design Guide will positively impact the quality and design of new development in Little Shelford. 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.

**4.2.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

4.3

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
Ensuring SPD is used by all proposing or determining planning applications in the parish. 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.	Annual monitoring report

[Gender Reassignment:](#)

**4.3.1** Has your research identified that the proposal will have an impact on this protected characteristic?

There is no evidence that the Little Shelford Village Design Guide SPD will have impacts on people who have changed gender identity.

**If you have selected no – please move forward to question 4.4 Marriage and Civil Partnership**

**~~If you have selected yes – please continue below (4.3.2)~~**

**4.3.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

**4.3.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
4.4			

**[Marriage and Civil Partnership:](#)**

**4.4.1** Has your research identified that the proposal will have an impact on this protected characteristic?

There is no evidence that the Little Shelford Village Design Guide SPD will have impacts on people who are married or in a civil partnership.

**If you have selected no – please move forward to question 4.5**

**Pregnancy and Maternity**

**~~If you have selected yes – please continue below (4.4.2)~~**

**4.4.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 📖
- approximately 250 words per impact

**4.4.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?

#### 4.5 Pregnancy and Maternity:

**4.5.1** Has your research identified that the proposal will have an impact on this protected characteristic? Yes

**If you have selected no – please move forward to question 4.6 Race  
If you have selected yes – please continue below (4.5.2)**

**4.5.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
  - whether it is a high, medium or low impact. 📖
  - approximately 250 words per impact
- 
- Positive impact
  - Medium impact

**4.5.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?

4.6

Race:

**4.6.1** Has your research identified that the proposal will have an impact on this protected characteristic?

There is no evidence that the Little Shelford Village Design Guide SPD will have impacts on people due to race or ethnicity.

**If you have selected no – please move forward to question 4.7 Religion or Belief**

~~**If you have selected yes – please continue below (4.6.2)**~~

**4.6.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 📖
- approximately 250 words per impact

**4.6.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?

#### 4.7 Religion or Belief:

**4.7.1** Has your research identified that the proposal will have an impact on this protected characteristic?

There is no evidence that the Little Shelford Village Design Guide SPD will have impacts on different religious/faith groups.

**If you have selected no – please move forward to question 4.8 Sex**

**If you have selected yes – please continue below (4.7.2)**

**4.7.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

**4.7.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?

## 4.8 Sex:

**4.8.1** Has your research identified that the proposal will have an impact on this protected characteristic?

There is no evidence that the Little Shelford Village Design Guide SPD will have impacts on people due to their sex.

**If you have selected no – please move forward to question 4.9 (Sexual Orientation)**

**If you have selected yes – please continue below (4.8.2)**

**4.8.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

**4.8.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?

## 4.9 Sexual Orientation:

**4.9.1** Has your research identified that the proposal will have an impact on this protected characteristic?

There is no evidence that the Little Shelford Village Design Guide SPD will have impacts on people due to sexual orientation

**If you have selected no – please move forward to question 4.10 (Other)**

**If you have selected yes – please continue below (4.9.2)**

**4.9.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

**4.9.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?

**4.10 Other:** (e.g. rurality, growth, socio-economic status etc.).

**4.10.1** Has your research identified that the proposal will have an impact on this protected characteristic?

Yes, to rurality

~~If you have selected no – please move forward to question 5.1~~

If you have selected yes – please continue below (4.10.2)

**4.10.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact
  
- Positive impact
- Medium impact
- The Little Shelford Village Design Guide will positively impact the quality and design of new development in Little Shelford. 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. The VDG provides the opportunity for greater influence of local planning matters by local people including those with Protected characteristics who may sometimes find it difficult to input of have their voice heard.

**4.10.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
Ensuring SPD is used by all proposing or determining	Greater Cambridge Shared	Authority Monitoring Report to be endorsed by	AMR

<p>planning applications in the parish. Monitoring Indicators in the South Cambridgeshire Local Plan 2018 will help review the success of the SPD</p>	<p>Planning Policy Team</p>	<p>Members, usually in December each year.</p>	
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## Section 5: Summary

- 5.1** Briefly summarise the key findings of the EqIA and any significant equality considerations that should be taken into account when deciding whether or not to proceed with the proposal (this section can be included within the 'equality implications' section of any committee reports). (Approximately 250 words)

The Village Design Guide promotes accessible and inclusive design that provides places and spaces which are user-friendly and meet broad community priorities

- 5.2** Confirm the recommendation of the officer completing the EqIA (delete as appropriate):

- Approved (No major change): Your analysis demonstrates that the policy is robust, and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.
- ~~Adjust proposal and approve: This involves taking steps to remove barriers or to better advance equality. It can mean introducing measures to mitigate the~~

~~potential effect. This should be done before the proposal is implemented. Where this cannot happen the action plan must outline how you are going to achieve this.~~

- ~~• Reject the proposal: If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy altogether. If a policy shows unlawful discrimination it must be removed or changed.~~

5.3 Signature of individual completing EqIA: Alison Talkington

5.4 Date of completion: 24 August 2021

## Section 6: Sign Off

6.1 Approving officer EqIA review outcome: (delete as appropriate):

- Approved (No major change): Your analysis demonstrates that the policy is robust, and the evidence shows no potential for discrimination and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.
- ~~• Adjust proposal and approve: This involves taking steps to remove barriers or to better advance equality. It can mean introducing measures to mitigate the potential effect. This should be done before the proposal is implemented. Where this cannot happen the action plan must outline how you are going to achieve this.~~
- ~~• Reject the proposal: If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy altogether. If a policy shows unlawful discrimination it must be removed or changed.~~

6.2 Do you give permission to publish this EqIA on SCDC website (delete as appropriate)? If no, please state reason



**6.3** When will this proposal next be reviewed and who will this be?

Following the public consultation on the draft Village Design Guide in the autumn the document will be reviewed to take into account representations received during the consultation. During the adoption process of the SPD the EqIA will be reviewed.

**6.4** Approving officer signature: Hana Loftus

**6.5** Date of approval: 25 August 2021

Please send a copy to [Equality.Schemes@scambs.gov.uk](mailto:Equality.Schemes@scambs.gov.uk)