

South Cambridgeshire District Council Equality Impact Assessment (EqIA)

Introduction

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.

When the form is completed, please send an electronic copy to 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:
Stephen Kelly
- 1.2** Team and Service:
Greater Cambridge Shared Planning Service
- 1.3** Title of proposal:
Update of the GCSP Compliance Policy
- 1.4** EqIA completion date:
31 October 2022, Updated 19 February 2023
- 1.5** Proposal implementation date:
March 2023
- 1.6** Who will be responsible for implementing this proposal:
Greater Cambridge Shared Planning Service - Compliance

Section 2: Proposal to be Assessed

- 2.1** Type of proposal; Policy minor update: Update of the GCSP Compliance Policy

[Strategy / Policy / Procedure / Project / Service / Function / Other (please specify)]

2.2 Is the proposal

Update to an established policy / procedure

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

N/A

2.4 What are the headline aims of the proposal and the objectives that will help to accomplish these aims?

The government expects Local Authorities to ensure that their approach to regulatory activities is transparent and accountable, and that clear service standards are set which establish what those they regulate should expect from them and how they respond to non-compliance. The response to non-compliance is based on risk, the response is determined on a case-by-case basis.

The Compliance Policy applies to Greater Cambridge Shared Planning.
This is a review of the policy with minor changes, aligning both Cambridge City Council and South Cambridge City Council.

2.6 Which of the council's business plan priorities does this proposal link to?
Putting Customers at the centre of everything we do/ supporting businesses.

2.7 Does this proposal contribute to the achievement of any of South Cambridgeshire District Council's (SCDC) equality objectives (as detailed in the council's Equality Scheme)?

No.

2.8 Which groups or individuals will the proposal affect (delete as appropriate):

All groups with and without protected characteristics, will be subject to the Policy, as currently.

2.9 How will these groups or individuals be affected (specific impacts on different protected characteristic groups will be assessed later in the form)?

See below.

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

Up to 100 people per annum (estimate).

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?

None.

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.

Consultation will take place following agreement by Planning Committee, and in line with our Statement of Community Involvement. Noted that there is no impact currently and this is a minor update to an existing policy.

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)

Consultation took place following agreement by Planning Committee, and in line with our Statement of Community Involvement. Noted that there is no impact currently and this is a minor update to an existing policy. This was held for 6 weeks from 9 December 2022 until 20 January 2023. This was advertised on our website and to all interested parties. Responses (9 no. in total) were reviewed, and the policy updated, where necessary.

- 3.3** If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place.

See above

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?

No

[Yes / No]

- 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.

Neutral impact.

The Corporate Safeguarding policy would be followed should at any point during any investigation, Officers are concerned about young people or vulnerable people. We issue multiple copies of an enforcement notice to recipients so a copy can be forwarded to another party to deal with if the original recipient is unable to be the point of contact due to age or disability. Older people may require letters come in larger font, which we can provide if requested.

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: N/A

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

There is no impact currently and this is a minor update to an existing policy.

4.2 Disability:

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

No

[Yes / No]

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.

Officers are required to consider the desirability of the type of enforcement, if any, on a person who is suffering from mental health or ill health. We issue multiple copies of an enforcement notice to recipients so if required, for example due to disability, a copy may be forwarded to another party to deal with. Notices can also be provided in larger sizes if requested. We provide PDF copies which are accessible and able to be read with screen reader software..

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: N/A

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

There is no impact currently and this is a minor update to an existing policy.

4.3 Gender Reassignment:

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

No

[Yes / No]

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.

The policy is relevant regardless of gender.

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: N/A

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

There is no impact currently and this is a minor update to an existing policy.

4.4 Marriage and Civil Partnership:

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

No

[Yes / No]

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.

Policy is relevant regardless of relationship status.

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: N/A

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

There is no impact currently and this is a minor update to an existing policy.

4.5 Pregnancy and Maternity:

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

No

[Yes / No]

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.

Policy is relevant regardless of status.

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: N/A

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

There is no impact currently and this is a minor update to an existing policy.

4.6 Race:

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

No

[Yes / No]

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.

Account will be taken for the understanding of English and therefore the use of interpretation and translation services may be used where necessary. It is important when taking enforcement action that all parties have a clear understanding of what is required. We have used the council's translation services to send out breach letters in another language when requested for persons whom do not use English as their first language. However, formal enforcement notices served must stay in English as they are a legal document. [explanation of any advice given to people who don't speak English who receive one of these].

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: N/A

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

There is no impact currently and this is a minor update to an existing policy.

4.7 Religion or Belief:

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

No

[Yes / No]

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.

Officers will aim to take account of people's religious beliefs where possible, for example if requested not to visit on Friday due to attendance at Mosque Synagogue this is usually honoured if possible

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: N/A

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

There is no impact currently and this is a minor update to an existing policy.

4.8 Sex:

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

No

[Yes / No]

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.

Neutral 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: N/A

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

There is no impact currently and this is a minor update to an existing policy.

4.9 Sexual Orientation:

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

No

[Yes / No]

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.

Staff are encouraged to believe in the dignity of all people and their right to respect and equality of opportunity. It values the strength that comes with difference and the positive contribution that diversity brings to our communities.

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: N/A

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

There is no impact currently and this is a minor update to an existing policy.

4.10 Other:

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

No

[Yes / No]

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.

Neutral.

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?

There is no impact currently and this is a minor update to an existing policy.

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).

Consultation took place following agreement by Planning Committee, and in line with our Statement of Community Involvement. Noted that there is no impact currently and this is a minor update to an existing policy.

No adverse effects were identified during the consultation period, this is limited to an update of an existing policy.

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

- Proceed with the proposal with no actions identified as required within Section 4 of the EqIA: Analysis demonstrates that the policy is robust, the evidence shows no potential for discrimination, and we have taken all appropriate opportunities to advance equality and foster good relations between groups.

It is further recommended that this policy is accepted, following consultation.

5.3 Signature of individual completing EqIA:

Stephen Kelly

5.4 Date of completion:

31 October 2022, updated 19 February 2023

Section 6: Sign Off

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

- Proceed with the proposal with no actions identified as required within Section 4 of the EqlA: Analysis demonstrates that the policy is robust, the evidence shows no potential for discrimination and we have taken all appropriate opportunities to advance equality and foster good relations between groups.
- Adjust proposal and proceed: We will take steps to remove barriers or better advance equality as detailed in the action tables in Section 4. Where possible actions should be done before the proposal is implemented. Where this isn't possible, timescales for completion are included in Section 4 action tables.
- Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed.

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

Yes / No (reason if no) YES

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

October 2025

6.4 Approving officer signature:

[Input here]

6.5 Date of approval:

[Input here]

Please send a copy to Equality.Schemes@scambbs.gov.uk
EqlA can be translated into different languages (if requested).