

South Cambridgeshire District Council Equality Impact Assessment (EqIA)

Introduction – Please read

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that the Council are meeting its legal duty, demonstrating due regard for the provisions of the [Public Sector Equality Duty](#) as below:
 - 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
- Methodically consider and assess the impacts of proposals across the [nine protected characteristics](#)
- Allow the Council to develop and implement high quality proposals that maximise positive outcomes for all.

EqIAs 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. Further support and guidance, [including a video on how to fill out EqIAs](#), is available on Insite or you can contact the Policy and Performance Team.

Equality Impact Assessment Complete Form

Section 1: Identifying Details

- 1.1 Officer completing EqIA:
Eddie Spicer and Martyn Hilliam
- 1.2 Team and Service:
Housing
- 1.3 Title of proposal:
Gas Servicing & Safety Policy
- 1.4 EqIA start date:
22/10/2025
- 1.5 Proposal implementation date:
12/12/2025
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
Eddie Spicer (Housing Assets)

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Policy
If other, please specify
[Click or tap here to enter text.](#)
- 2.2 Is the proposal:
New
- 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? (Max 250 words)

This policy outlines how SCDC will comply with the Regulatory requirements for Social Housing in England, including best practice standards and continual improvement in compliance performance.

This policy applies to all residential and communal buildings owned and managed by SCDC. This does not include properties managed by Ermine Street Housing or Shire Homes Lettings, as they have their own policies.

SCDC has a duty of care in respect of gas appliances in leaseholders or shared owners' homes, as some Lease agreements have a requirement to ensure the leaseholder has a gas compliance safety check undertaken annually. SCDC will ensure checks are made annually to confirm leaseholders are complying with this requirement. SCDC will also encourage Leaseholder awareness to promote gas safety.

The objectives of the policy are to:

- To safeguard residents, visitors, staff, contractors, and the wider public from the risks associated with gas, as far as is reasonably practicable.
- To meet legal obligations under landlord duties.
- To ensure equitable access to gas safety services for all residents.

- 2.5 Which of the Council's equality objectives (as detailed in the Council'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.
- ☐ None.
- 2.6 Which groups or individuals will the proposal affect:
- ☒ Service Users ☐ Councillors
- ☐ External Stakeholders ☐ Other
- ☒ Employees
- If other, please specify [Click or tap here to enter text.](#)
- 2.7 Broadly speaking, 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 in the form) (max 250 words)
- [As this policy applies to all residential and communal buildings owned and managed by SCDC that have gas, the relevant social housing tenants that this policy may affect are all individuals who may identify under one, or more, of the different protected characteristics.](#)
- 2.8 If any part of the proposal is being undertaken by external partners, please specify how the Council will ensure that they will meet equality standards? (Max 250 words)
- [The work described within the policy will be carried out by external contractors, but they will be expected to ensure that reasonable adjustments can be made to ensure services are accessible to all. This may include:](#)

- Contact preferences
- Use of advocates or interpreters
- Alternative communication formats, such as large print or translated materials
- Adjusting appointment times
- Adjusting to accommodate mobility or health needs

Section 3: Evidence and Data

- 3.1 Describe any work you have done (this could include consultation) to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources (e.g. web-search, previous versions of document, customer feedback etc) that you used to reach your conclusions.

(Max 250 words)

The Gas Servicing & Safety policy was produced in consultation with tenant representatives. As part of our resident involvement activities, we have a policy panel that have input into our policies and can help to shape our service. We have also asked for feedback and comments from our Housing Service Managers team.

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

(Max 250)

N/A.

Section 4: Impact of proposal on those with protected characteristics

4.1 Please select all characteristics that may or will be impacted (positive or negative). When providing details of the impact please consider the following questions

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. (both the number of persons affected and the severity of the impact)
- you will be asked to set out actions to manage these impacts in the following question (4.2)

☐ All - general to all protected Characteristics.

Details: [Click or tap here to enter text.](#)

☒ Age

Details: Some older tenants may struggle with digital communications or access for inspections. In these circumstances we would ensure our communication methods were tailored to the person's requirements and be flexible with appointment scheduling in order to facilitate any inspections/servicing/works.

☒ Disability

Details: Some tenants with mobility or cognitive difficulties may experience barriers during inspections/servicing/works. In these circumstances we would make reasonable adjustments (such as flexible/longer appointment times, accessible formats and support services) where needed.

☐ Gender reassignment

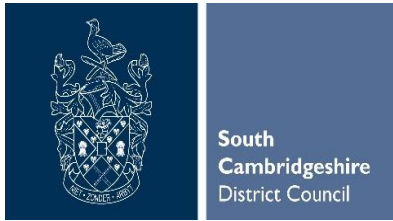
Details: Neutral – Low/No Impact.

☐ Marriage and Civil Partnership

Details: Neutral – Low/No Impact.

☐ Pregnancy and maternity

Details: Neutral – Low/No Impact.



☐ Race

Details: Neutral – Low/No Impact.

☐ Religion and belief

Details: Neutral – Low/No Impact.

☐ Sex

Details: Neutral – Low/No Impact.

☐ Sexual orientation

Details: Neutral – Low/No Impact.

☐ None of the above

4.2 Other characteristics

Some characteristics are not yet protected in law, but the Council has made declarations it will consider them in policy making.

☒ Digital inclusion ([what is this?](#))

Details: Neutral – Low. We do not envision that this policy would have a negative impact to those that do not use digital devices or the internet. There are no barriers within the policy that would prevent any services from being accessed due to not being online. We will take people's communication preferences into account and will provide physical documentation/guidance where it is required.

☐ Care experience ([what is this?](#))

Details: Neutral – Low.

☐ Rurality

Details: Neutral – Low.

☐ Socio-economic

Details: Neutral – Low.

4.3 Considering the above impacts you have identified above, please detail any actions (specific or general) which may help to enhance or mitigate impacts.

Please include the timescale for completing the action.

Action and timescale	Officer
Review any gas safety and servicing related content on the SCDC website to ensure it is up to date and easy to access.	Housing Assets 2026
Monitor any complaints or feedback that relate to gas safety and safety.	Service Manager – Housing Assets.
Reasonable adjustments and/or support based on individual needs to be made when required.	Service Manager – Housing Assets.
Ensure any related materials are accessible and can be translated where required.	Service Manager – Housing Assets.

4.4 How will you monitor that the above actions have been completed and that this proposal, once implemented, is impacting fairly on everyone it affects? In answering this question, please include information about feedback you will seek and/or data you will collect and analyse, and how often you will do this

This will be assessed via feedback from customer satisfaction, star surveys, complaints and any general communications with our tenants.

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 how to proceed with the proposal (this section can be included within the 'equality implications' section of any committee reports). (Max. 250 words)

This Equality Impact Assessment demonstrates that the Gas Safety and Servicing Policy is designed to promote safety and wellbeing for all residents, staff, and contractors, while recognising and addressing the diverse needs of individuals within the community. By identifying potential barriers and implementing targeted mitigation measures, the policy supports inclusive service delivery and ensures compliance with equality legislation. Ongoing

monitoring and engagement will help maintain fairness, accessibility, and continuous improvement in how gas safety services are delivered across the council's housing stock.

5.2 Confirm the recommendation of the officer completing the EqIA:

☒ Proceed with the proposal (with any actions identified as required within Section 4 of the EqIA). Analysis demonstrates that the proposal is robust, we have taken all appropriate opportunities to advance equality and foster good relations between groups.

☐ Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed

Section 6: Sign Off

6.1 Signature of individual completing EqIA:

Eddie Spicer & Martyn Hilliam

(Service Manager – Housing Assets & Housing Policy Officer).

6.2 Date of completion:

21/10/2025

6.3 When will this proposal next be reviewed and who will this be? (when in doubt 3 years minimum)

21/10/2028

6.4 Approving officer signature *, this should be your Head of Service, Service Area Manager, or Project Sponsor:

Peter Campbell (Head of Housing)

6.5 Date of approval:

03/07/2026



Please send the completed document to Equality.Schemes@scambs.gov.uk for publishing on the website.

**in the event that this EqIA is completed by Head of Service, then no additional approving signature is required.*