



South Cambridgeshire District Council Equality Impact Assessment (EqIA)

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. 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:
Ryan Coetsee
- 1.2 Team and Service:
Sustainable Communities and Wellbeing (Transformation)
- 1.3 Title of proposal:
Community Liaison Meetings
- 1.4 EqIA completion date:
29/06/2020
- 1.5 Proposal implementation date:
29/06/2020
- 1.6 Who will be responsible for implementing this proposal:
Sustainable Communities Team
- A member of the community's team will facilitate the individual meetings, draft agendas, take minutes and follow-up on actions.
 - Individual stakeholders will be required to take necessary actions within their varying remits between meetings.
 - Local Councillors will chair the meetings themselves but in order for the meetings to be a success, the responsibility lies with everyone to engage in the process and follow up on their actions to drive the agenda forward.

Section 2: Proposal to be Assessed

2.1 Type of proposal:

Function

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):

Click or tap to enter a date.

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

There are 2 main aims to introducing the meetings:

- 1) To mitigate any construction-related issues on new developments, within existing villages, containing between 50-500 homes through early and continuous key stakeholder engagement.
- 2) To create a “soft landing” for new residents using community development techniques to facilitate community integration.

Objectives

- 3) Meetings will be installed in villages experiencing the highest percentage of growth.
- 4) Key stakeholders will be invited to attend quarterly meetings.
- 5) PCs will be engaged prior to first occupation to create community integration material.

Actions

- Quarterly meetings between key stakeholders.



- PC engagement prior to first occupation.

2.6 Which of the 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

2.7 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.

2.8 Which groups or individuals will the proposal affect:

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

If other, please specify existing residents of South Cambs, and potential new residents of South Cambridgeshire in new developments

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)

Attendance at the meetings themselves will affect Employees of SCDC, Councillors of relevant villages and external stakeholders ie Parish Councillors, parish clerks and representatives of developers. Staff and stakeholders would be required to attend quarterly meetings. Beneficiaries of the community development work for new residents, will be the residents themselves who could potentially be from all protected groups. They will receive material which will help them integrate into their new community eg welcome pack with list of local shops, amenities, clubs etc

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

7500

2.11 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? (Approximately 250 words)

N/A

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)

It is often the case that new developments (from Local Plan and planning data) have a higher proportion of those with protected characteristics, including race, pregnancy and maternity, age and disability (the latter two examples are particularly the case where there is provision of disability friendly homes and/or homes for life). An equality impact assessment has been undertaken to assess the equality impacts of new liaison forums set out in this report. Broadly, the equality impacts of this

proposal, are largely positive, by seeking to manage the potentially negative impacts of new developments, foster good relations and integrate new and existing residents, and provide communities with opportunities to shape the provision of facilities that can help to eliminate discrimination and advance equality of opportunity.

- 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)

Existing liaison meetings take place within communities (specific trials led at Cottenham) to encourage cohesion. It was identified through resident and all tiers of local government engagement that this should be increased to include integrating new developments and villages/settlements with high levels of proposed development.

- 3.3 If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place. 
- (Approximately 250 words)

The meetings themselves will be attended by SCDC staff and external stakeholders. The material generated by the community development work will form part of the house builders welcome pack and house guide and delivered to each home without prejudice. The material itself will be made accessible and contain information on the services offered by the village taking into account all protected characteristics but the information contained is restricted by the services offered within each village.

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

Low positive impact. We know that new developments are desirable for a range of ages (specifically young professionals). The welcome pack for residents may highlight community groups and services (including medical) of relevance to different ages.

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?
Continue to work with parish Councils and home-builders	Sustainable communities team and Partners	Ongoing	Annual review

<p>to develop comprehensive and accessible welcome packs</p>			
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4.2 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

Low positive impact. We know that new developments may be desirable for those with disabilities. The welcome pack for residents may highlight community groups and services (including medical) of interest to those with disabilities. The welcome pack is also available in different formats providing accessible content (South Cambs can provide content in different formats if requested – see Language Services, available through Policy and Performance Team).

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:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
Continue to work with parish Councils and home-builders to develop comprehensive and accessible welcome packs	Ryan Coetsee	Ongoing	Annual review

4.3 [Gender Reassignment:](#)

4.3.1 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 4.4 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

Low positive impact. We know that new developments are desirable for a range of individuals. The welcome pack for residents may highlight community groups and services (including medical) of interest to those with disabilities

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?
Continue to work with parish Councils and home-builders to develop comprehensive and accessible welcome packs	Ryan Coetsee	ongoing	Annual review

4.4 [Marriage and Civil Partnership:](#)

4.4.1 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 4.5 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

Newlyweds, or the newly partnered, form another large portion of the population buying new builds. The welcome pack will be constructed with this in mind and sign-post to the appropriate services.

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 Understanding of this characteristic will be integrated into the process map for community development on each site.	Ryan Coetsee	ongoing	Annual review

[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

A high proportion of new home buyers fall into this category having either recently had children or currently pregnant or plan to be and/or on maternity leave. Research will be done by officers prior to commencement of work on community development to sign-post to these support services.

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?
Understanding of this characteristic will be integrated into the process map for community development on each site.	Ryan Coetsee	Ongoing	Annual review

4.6 [Race:](#)

4.6.1 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 4.7 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

Low positive impact. It is widely understood that new developments attract a wide cross-section of ethnic groups so provision will be made to sign-post to appropriate services to maximize integration for all.

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?
Understanding of this characteristic will be integrated into	Ryan Coetsee	Ongoing	Annual review



the process map for community development on each site.			
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4.7 [Religion or Belief:](#)

4.7.1 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 4.8 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

Low positive impact. New developments could be desirable to those with religious or alternative beliefs. The welcome pack for residents may highlight community groups/services of relevance to different beliefs

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?
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4.8	Understanding of this characteristic will be integrated into the process map for community development on each site.	Ryan Coetsee	ongoing	Annual review
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Sex:

4.8.1 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 4.9 (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

Low positive impact. The welcome pack for residents may highlight community groups of relevance to different genders.

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 Understanding of this characteristic will be integrated into the process map for community development on each site.	Ryan Coetsee	Ongoing	Annual review

Sexual Orientation:

4.9.1 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 4.10 (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

Low positive impact. We know that new developments are desirable for a range of individuals. The welcome pack for residents may highlight community groups of relevance to different groups and support services

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?
Understanding of this characteristic will be integrated into the process map for community development on each site.	Ryan Coetsee	ongoing	Annual review

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

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

Low positive socio-economic impact. Government initiatives encourage purchase of new builds and a proportion of new developments must be affordable housing to encourage home ownership to those on lower incomes.

In light of COVID, meetings are now run virtually providing more accessible content, better time management and more efficient meeting management.

These meetings could encourage the growth of networks within rural communities.

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?
Continue to work with parish Councils and home-builders to develop comprehensive and accessible welcome packs	Sustainable Communities	ongoing	Annual review

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)

It is often the case that new developments have a higher proportion of those with protected characteristics, including race, pregnancy and maternity, age and disability (the latter two examples are particularly the case where there is provision of disability friendly homes and/or homes for life). Broadly, the equality impacts of this proposal, are positive, involving efforts to manage the potentially negative impacts of new developments, foster good relations and integrate new and existing residents, and provide communities with opportunities to shape the provision of facilities that can help to eliminate discrimination and advance equality of opportunity.

- 5.2 Confirm the recommendation of the officer completing the EqIA:

- 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 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

5.3 Signature of individual completing EqIA:
Ryan Coetsee

5.4 Date of completion:
29/06/2020

Section 6: Sign Off

6.1 Do you give permission to publish this EqIA on SCDC website (delete as appropriate)? If no, please state reason
Choose an item.

6.2 When will this proposal next be reviewed and who will this be?
Click or tap to enter a date.
Click or tap here to enter text.

6.3 Approving officer signature:



6.4 Date of approval:
29/06/2020

Please send a copy to Equality.Schemes@scambs.gov.uk