



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 available on Insite or contact the Policy and Performance Team.

Equality Impact Assessment Complete Form

Section 1: Identifying Details

- 1.1 Officer completing EqIA:
Lauren Crossley
- 1.2 Team and Service:
Neighbourhood Services, Housing
- 1.3 Title of proposal:
E-Sign Software
- 1.4 EqIA start date:
Click or tap to enter a date.
- 1.5 Proposal implementation date:
Click or tap to enter a date.
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
Click or tap here to enter text.

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Other - Please specify
If other, please specify
Software
- 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? (Max 250 words)

E-Sign is a piece of online software that allows remote documents to be sent digitally for digital signatures to be inputted. We have chosen to start implementing this piece of software to try and improve our flexibility and adaptability in regards to signing tenants up to properties. The pandemic highlighted how our current process was very paper focused and was reliant on seeing tenants face to face. By implementing this software we can start tenancies without having to physically see the tenant, and to additionally save on paper and processing time .

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

2.9 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)



The implementation of the software will serve to offer alternative solutions to tenants and further provides alternative solutions to those with different requirements.

- 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?
(Max 250 words)

Procurement with Cambridgeshire County Council.

Cambridgeshire County Council have exhibited the same level of commitment to equality, diversity and inclusion within service provision by signing the Cambridgeshire Equality Pledge. Furthermore as a public Authority they are held to the same standards of the Equality Act 2010 and Public Sector Duty.

Section 3: Evidence and Data

- 3.1 Describe any research (this could include consultation) and analysis you have undertaken to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources that you used to obtain this Information.

(Max 250 words)

No consultation – it was decided internally as a team. We have jointly procured with CCC so they had already chosen the supplier when we jumped on board – however E-Sign are part of the government approved network of suppliers so we knew it was of high standard and other councils and the NHS also use them.

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

(Max 250)

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

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: Tenants/prospective tenants will have the option to use the E-Sign software. If they do not feel comfortable doing so or do not have internet or the technological skills then our current processes will remain and still stand.

Age

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

Disability

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

Gender reassignment

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

Marriage and Civil Partnership

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

Pregnancy and maternity

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

Race

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

Religion and belief

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



Sex

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

Sexual orientation

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

Other

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

None of the above

4.2 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
Provide both in person, paper and electronic options to tenants to ensure that where possible all tenants are able to access the information	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

4.3 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

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

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)

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

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:

Lauren Crossley

6.2 Date of completion:

[Click or tap to enter a date.](#)

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

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

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

Geoff Clark

6.5 Date of approval:



26/01/2022

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