

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:
Kevin Ledger
- 1.2 Team and Service:
Policy and Performance
- 1.3 Title of proposal:
2026-27 Corporate Action Plan Consultation
- 1.4 EqIA start date:
19/09/2025
- 1.5 Proposal implementation date:
06/10/2025
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
Kevin Ledger and Michael Hill

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Other - Please specify
If other, please specify
Consultation
- 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)

This is a consultation that is taking place to help us to obtain feedback in to assist with the development of the Council's 2026-27 Corporate Action Plan and budget. The consultation seeks to obtain the opinions of those who live and work within South Cambridgeshire on how the Council should seek to progress its 5 Corporate Plan priority areas during the 2026-27 financial year. The consultation will be available (primarily) digitally with the option of hard copies and other languages through our Go Vocal corporate engagement and consultation platform.

Promotion of the survey will be promoted through the Council's established consultation and engagement platform. The Communications Team will promote the survey through Council communications channels such as social media, websites and distribution mailing lists. Where timing allows, the survey will be promoted through service specific communications channels, such as the Business Development team's Business Support Newsletter, the Climate and Environment Service's Zero Carbon Communities Newsletter and the Housing Service's Tenant Newsletter (amongst others). It will also be possible for the survey to be requested in alternative formats and languages, while respondents will also be able to contact the council's Contact Centre for support in completing the survey.

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)

External stakeholders and service users will be provided with the opportunity to share their views and opinions, to help shape the Council's Corporate Action Plan and budget decisions for 2026-27. Members and Staff will be impacted as the consultation has the potential to shape their work and areas of focus. Many Members and employees will also be residents of South Cambridgeshire. Whilst the form remains digital, it can be made available as a hard copy, translated into different languages, and can be conducted over the phone if needed.

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)

N/A

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)

Staff leading and managing the consultation process have had training in delivering effective consultations (delivered by the Consultation Institute). A similar consultation was undertaken in Autumn 2024 to help inform the development of the 2020-25 Corporate Plan. Since this time, work has taken place to introduce and establish the Council's corporate engagement and consultation platform. This has been used extensively throughout the year. This has included the use of tools within the platform, such as translation and provision of hardcopies, to ensure accessibility and availability through a range of formats.

- 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: Whilst there has been an SCDC corporate shift to encourage digital customer interactions, and many people value the ability to complete tasks quickly and easily online, studies also show (as detailed below in relation to the Age

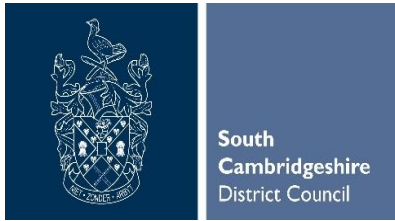
protected characteristic) the importance of continuing to make alternative formats available for those across age, gender and other markers, who may have a preference or need to engage through different modes. For these reasons the survey is made available both online and in alternative formats, and support is available through the Council's Contact Centre to assist with completion where this is required.

☒ Age

Details: Older persons may be less likely to engage with online content, utilise digital services, complete forms digitally or even simply access the internet. Age UK statistics show that 18% of people aged 65+ and over (estimated 2.3 million people) do not use the internet and among people aged 65+ in 2023, 21% are unable to fill in forms online. As such, hard copies of the survey will be available and signposted on the Council's engagement platform, as will support in completing the surveys through the Council's Contact Centre Service. Having said this, responses to recent SCDC consultations, such as the independent surveys carried out by DJS Research in relation to the 4DW, have found that older people tend to be more aware of and likely to respond in relation to local Council affairs. For example, this research found that "awareness of the 4DW trial is higher among those who are older, with only 32% of those under 35 aware, compared to 65% of those aged 35-54, 75% of those aged 55-64 and 81% of those over 65." While it may not be possible to extrapolate findings about one specific subject to all Council affairs, it does provide useful insight that aligns with other anecdotal reports. To mitigate challenges associated with obtaining input from younger people, the Greater Cambridge Shared Planning Service's successful Youth Engagement Service will be contacted to enquire as to whether a session can be run to obtain input from younger people, as was the case in relation to the 2024 Corporate Plan consultation.

☒ Disability

Details: Disabled people are less likely to use the internet and therefore would be negatively impacted by a digital only consultation. According to ONS internet users data (2020), of adults over 16, considered as having a disability (as defined by the Equality Act), 81.4% had used the internet in the last 3 months however 14.9% had



never used the internet. This compares with 95.7% of people without a disability used the internet in the last 3 months, with only 3.4% having never used the internet. The engagement platform and survey has been designed to be e-reader friendly and compliant with WCAG 2.2. The survey is also available in different formats and languages including braille and BSL.

☐ 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: At the time of the 2021 Census, in South Cambridgeshire 3.84% of residences did not have anyone who spoke English as a main language. 1.4% of residences had at least one child (3-15years) who had English as their main language. 3.79% of residences had at least one adult who spoke English as a main language (Census 2021). This data suggests that there is 9.03% of residences in South Cambridgeshire where there may be limited spoken English. Therefore it is important that an option is available to ensure that this survey is made available in alternative languages. This is available through built in translation functionality within the Go Vocal platform (Ukrainian and Polish languages can be provided with a simple click of a toggle button on the platform, indicated visually with a flag for these nations), as well as through the Council's Translation contract with AA Global.

☐ 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.](#)

☐ 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: See above under the 'All' category.

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

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

☐ Rurality

Details

☒ Socio-economic

Details Efforts will be made to promote the survey through channels that are more likely to reach those with fewer socio-economic resources wherever possible – e.g. the Council's Tenant Magazine and other communications channels.

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
Hard copies will be made available upon request and distributed as required (either via mail, or in person). Timescale: throughout 6 week consultation.	Kevin Ledger and Michael Hill
Assistance will be made available through our Contact Centre and Reception services, with officers given access to the survey to assist customers in completing the survey. Timescale: throughout 6 week consultation.	Rachael Fox Jackson and the Contact Centre Team
The survey can be translated or interpreted into different languages/formats upon request (using the Council's	Kevin Ledger and Kate Yerbury

existing contact with AA Global) should the required language not be automatically available through the Council's consultation and engagement platform. Timescale: throughout 6 week consultation.	
The survey will be promoted through a broad range of communications channels, particularly taking advantage of channels that are designed or more likely to reach protected characteristic groups that may face barriers to engaging with a survey such as this. This will include making enquiries in relation whether the survey can be promoted by the GCSP's Youth Engagement Service and through the Council's Tenant Magazine. Timescale: throughout 6 week consultation.	Kevin Ledger

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

Officers will be monitoring responses at regular intervals during the survey's lifespan. The survey includes questions designed to allow officers to monitor response numbers from different groups. This will allow consideration as to whether the survey needs additional promotion amongst any particular groups. The survey will be open for a period of 6 weeks, allowing adjustments to be made as required throughout the consultation period.

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)

There are no significant negative impacts on those with protected characteristics. The main considerations relate to the need for the survey to be promoted and made available through a variety of means and formats to maximise opportunity for different protected characteristics to participate.

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:

Kevin Ledger

6.2 Date of completion:

02/10/2025

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

[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:

Kevin Ledger (following checks and input from Emma Wolfram)

6.5 Date of approval:

02/10/2025



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.*