

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:
Emma Wolfram
- 1.2 Team and Service:
Transformation
- 1.3 Title of proposal:
Consultation – Validation Checklist
- 1.4 EqIA start date:
04/06/2026
- 1.5 Proposal implementation date:
08/06/2026
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
Delivery Team

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Project
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? (Max 250 words)

With SCDC's consultation platform being used more widely, this proposal sees a statutory consultation being done via a new plugin that will make the process more seamless for people who want to give their views and opinions. The hope is that this centralised platform will be accessible to more customers 24/7 with better analytical tools available.

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)

Much like the existing Planning portal, the new plugin for the consultation platform allows customers to leave comments on documentation affecting Planning policy. The hope is that this interactive way of commenting will build stronger interest



in the consultation system. It will also be the first time that City and South Cambridgeshire councils have produced a combined Validation Checklist.

- 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)

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

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)

[Previous documentation, web search, and looking at how other councils around the country have successfully consulted with their residents.](#)

- 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: Having a consultation online via a dedicated platform will make it easier for all people to comment regardless of protected characteristic. Since the consultation process will reveal full names if people choose to comment online, this could have negative impacts on people who prefer to stay private for any number of reasons. However, we have mitigated this by offering a paper version of the consultation as well as a way to email officers directly with comments relating to the consultation.

☐ Age

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

☒ Disability

Details: By necessity, a consultation that can be filled out online rather than only by paper will be more accessible to more people, but especially to those with disabilities who might find it difficult to write on paper but easier to write via technology.

☐ 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.](#)

☐ 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: To avoid digital exclusion, the consultation is available in both online and paper formats. This means we can consider all feedback, not just that left by people online.

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

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

☐ Rurality

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

☐ Socio-economic

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

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
Paper copies of the consultation to be available at South Cambs Hall (from 8 th June for six weeks)	Michael Sexton/Charlene Harper
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.

4.4 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

We concurrently run surveys asking for opinions on how we are doing when it comes to online systems. In addition, this consultation is targeted at a specific type of customer who is used to dealing with Planning and will let them know about any issues they experience.

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)

The most significant equality consideration is to ensure that everyone can participate in civic life, which includes making consultations accessible. Although accessibility can look different to different people, having online and offline copies will mean we have thought about our customers and how it suits them best to respond.

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:

Emma Wolfram

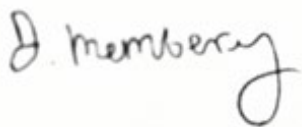
6.2 Date of completion:

04/06/2026

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

Upon next Validation Checklist completion

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



6.5 Date of approval:

29/07/2026

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.*