

## Cambridge City Council

# Equality Impact Assessment

### What is this template for?

Completing this template will help you to think about what the impact of existing or new strategies, policies, plans, projects, contracts, major changes in services or decisions may be on service users, residents and staff. It will help you to deliver better services by making sure that, as far as possible, they reflect the needs of all our citizens, and of our staff.

### When do I need to do an Equality Impact Assessment?

You only need to do an Equality Impact Assessment if your strategy, policy, plan, project, contract, major change in service or decision is **relevant** to equality. The 'relevance test' in the General Guidance notes will help you to decide whether your activity is relevant to equality. The assessment is now a single stage rather than a three stage process as previously.

### How do I use the template?

The template is easy to use. You do not need to have specialist 'equalities' knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes to help you complete this template, which you can refer to. You can also get advice from Anette Grindsted, Project Support Officer, on 01223 457063 or email [anette.grindsted@cambridge.gov.uk](mailto:anette.grindsted@cambridge.gov.uk) or from your departmental Equalities Link Officer.



## Equality Impact Assessment

General Information				
1.	Title of strategy, policy, plan, project, contract, major change in service or decision:	Eastern Gate Development Framework Supplementary Planning Document (SPD)		
2.	What is the objective or purpose of the strategy, policy, plan, project, contract, major change in service or decision?	<p>To coordinate and guide future redevelopment and to improve the environment within the Eastern Gate study area, the overall purpose of producing an Supplementary Planning Document (SPD) is threefold:</p> <ol style="list-style-type: none"> <li>1) To create a clear vision and building consensus about the future of the area;</li> <li>2) To establish a Development Framework to coordinate redevelopment with the area and guide decisions (by the Council and others); and</li> <li>3) To identify a series of Strategies and Key Projects, to guide investment (by the Council and others) within the Study Area.</li> </ol> <p>A 'Visioning Document' was produced in consultation with the local community, members and key stakeholders (details of the public consultation events are included within part 6), which informed the production of the Eastern Gate SPD. The SPD forms part of the Local Development Framework for Cambridge and forms a key material consideration in the determination of planning applications within the Eastern Gate Study Area.</p>		
3.	Who will be affected by this strategy, policy, plan, project, contract, major changes in services or decision? <i>(Please tick those that apply)</i>	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"> <p>X Residents</p> <p>X Visitors</p> <p>X Staff</p> </td> <td style="width: 40%;"> <p>A specific client group or groups (please state):</p> </td> </tr> </table>	<p>X Residents</p> <p>X Visitors</p> <p>X Staff</p>	<p>A specific client group or groups (please state):</p>
<p>X Residents</p> <p>X Visitors</p> <p>X Staff</p>	<p>A specific client group or groups (please state):</p>			
4.	What type of strategy, policy, plan, project, contract, major change in service or decision is this? <i>(Please tick)</i>	<p>X New - The Eastern Gate Development Framework SPD will form new policy to guide future redevelopment of the Study Area.</p> <p><input type="checkbox"/> Revised</p> <p><input type="checkbox"/> Existing</p>		

5.	Responsible department, section, service manager and Head of Service.	<p>Department: Environment</p> <p>Section: Planning Service/Urban Design Team</p> <p>Service Manager: Glen Richardson</p> <p>Head of Service: Patsy Dell</p>
6.	Are other departments or partners involved in delivering this strategy, policy, plan, project, contract, major change in service or decision?	<p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes (please give details):</p> <p><u>Cambridge City Council</u>  Planning Policy Officers  Development Services Officers  Walking and Cycling Officers  Environmental Health  Access Officer  Landscape Officers  Arboriculture Officers  City Council Committee meetings</p> <p><u>Cambridgeshire County Council</u>  Highways Department</p> <p><u>Local Residents Associations</u>  PACT – Petersfield Area Community Trust  RARA – Riverside Area Residents Association  BruNK – Brunswick and North Kites Residents Association</p> <p>Developers &amp; Landowners</p> <p>Local User Groups</p>
<b>Gathering Performance Data</b>		

7.	<p>How do you (or how will you) monitor the impact of the strategy, policy, plan, project, contract, major change in service or decision?  <i>(Please tick any that apply and give examples e.g. bench marking with the Housing Quality Network)</i></p>	<p><input type="checkbox"/> Performance indicators/targets</p> <p><input type="checkbox"/> Benchmarking with other organisations</p> <p><input type="checkbox"/> User satisfaction survey results</p> <p>X <b>Consultation results</b></p> <p>A series of public consultation events were undertaken whilst progressing the Approved Eastern Gate Visioning Document, these included;</p> <ul style="list-style-type: none"> <li>• A public meeting held on the 9<sup>th</sup> November 2009 with local residents associations themed 'your community-your future'</li> <li>• A formal 8 week consultation period took place between 26<sup>th</sup> July –17<sup>th</sup> September 2010 to review the draft Eastern Gate Visioning Document,</li> <li>• A day long staffed public exhibition took place on 11<sup>th</sup> October to allow local residents to ask questions directly to staff members</li> </ul> <p>All comments received have been instrumental in shaping the Approved Visioning Document; future consultation events will take place whilst progressing the visioning document to the SPD.</p> <p><input type="checkbox"/> Complaints information</p> <p><input type="checkbox"/> Freedom of Information requests</p> <p><input type="checkbox"/> Service uptake data</p> <p>X <b>External verification</b> e.g. inspection results, views of organisations representing equalities groups</p> <p><input type="checkbox"/> Staff survey results</p> <p><input type="checkbox"/> Workforce monitoring data</p> <p>X <b>Partnership consultation</b> – We will be consulting widely with other stakeholders including Cambridgeshire County Council and local residents associations.</p>
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Other (please state:)

None

8.	Which of the equalities groups does this monitoring data relate to? <i>(Please tick any that are relevant)</i>	<input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Gender/transgender <i>(inc gender re-assignment, pregnancy and maternity)</i> <input type="checkbox"/> Marriage and Civil Partnership <input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Religion/belief <input checked="" type="checkbox"/> Sexual orientation <input type="checkbox"/> None	<p>Other factors that may lead to inequality e.g. social class, income or financial exclusion, children in care, ex-offenders <i>(please state)</i>:</p> <p>Families and those with young children</p> <p>If you collect different monitoring data for different groups for different aspects of your service please give details here:</p> <p>Throughout the consultation exercises undertaken for the Approved Eastern Gate Visioning Document we have collected, where possible, consultees' individual concerns, issues and aspirations for the Study Area.</p>
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**Analysing Performance Data**

		Same impact	Not same impact	Positive (P) / / Negative(N)	Insufficient evidence	
9.	Using the monitoring information that you have or will be collecting, please indicate if the impact of the strategy, policy, plan, project, contract, major change in service or decision is/is likely to be the same for the equalities groups as it is for the population or the workforce as a whole.	Age	<input type="checkbox"/>	<input type="checkbox"/>	P	<input type="checkbox"/>
		Disability	<input type="checkbox"/>	<input type="checkbox"/>	P	<input type="checkbox"/>
		Gender <i>(Inc pregnancy and maternity)</i>	<input type="checkbox"/>	<input type="checkbox"/>	P	<input type="checkbox"/>
		Transgender <i>(inc gender re-assignment )</i>	<input type="checkbox"/>	<input type="checkbox"/>	P	<input type="checkbox"/>
		Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		Race	<input type="checkbox"/>	<input type="checkbox"/>	P	<input type="checkbox"/>



10.	<p>List and explain any negative impacts identified in Qu 9. State which equalities group is/may be affected, what the negative impact is/may be and give details of any evidence of this impact/potential impact e.g. document titles, web links.</p> <p>If you have no evidence of the negative impact but believe it may exist, please say so.</p>	No impacts were identified as negative.	N/a	N/a
11.	<p>Are or will people from equalities groups take up services associated with the strategy, policy, plan, project, service, contract, major change in service or decision at the same rate as the population or the workforce as a whole?</p> <p><i>(Please tick)</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Insufficient evidence</p>	If <b>no</b> , please provide details....	

12.	<p>Is your strategy, policy, plan, project, service, contract, major change in service or decision likely to exclude or disadvantage equalities groups in the longer term?</p> <p><i>(Please tick)</i></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Insufficient evidence</p>	<p>The key Project and Strategies contained within the Eastern Gate Development Framework SPD is likely to achieve positive impacts for the equalities groups listed in section 9. Throughout the consultation exercises we have collected, where possible individual consultee's issues, aspirations and concerns for the study area, the feedback has then been used to inform guidance contained within the Approved Eastern Gate Visioning Document and future Eastern Gate Development Framework SPD</p> <p>Issues and concerns that were identified during the consultation exercises that may relate to equality groups included:</p> <ul style="list-style-type: none"> <li>• The Elizabeth Way roundabout underpass was considered by many to feel dangerous and hostile at night</li> <li>• Dangerous crossing on Nemarket Road – pavements are not wide enough to accommodate dogs, pushchairs and cycle trailers</li> <li>• Poor Quality and unsafe routes to important facilities and shops</li> <li>• Lack of community centres and facilities within the area</li> <li>• Deficiency of open space and play areas</li> <li>• Poor quality street lighting makes the area feel unsafe at night.</li> </ul> <p>A summary of the concerns and aspirations raised during consultation exercises undertaken for the Eastern Gate Visioning Document can be found within '<i>Summary of Public Meeting</i>' held in November 2009 to discuss the area and with chapter 2 of the '<i>Eastern Gate Visioning Document</i>' both available from <a href="http://www.cambridge.gov.uk/easterngate">www.cambridge.gov.uk/easterngate</a></p>
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### Checking Delivery Arrangements

			Yes	No	Insufficient evidence	Reason
13.	<p>Please check the delivery arrangements for the strategy, policy, plan, project, service, contract, major change in service or decision against these criteria:</p> <p>If you answered <b>no</b> to any of the criteria, please explain why, giving details of any legal justification if there is one.....</p>	<p>Are any premises involved accessible to all?</p> <p>Is any ICT software and equipment accessible to all?</p> <p>Is consultation and participation inclusive of all?</p> <p>Are public events and meetings accessible to all?</p> <p>Do public meetings and events avoid conflict with religious events?</p> <p>Is electronic, web based and paper information accessible for all?</p> <p>Are images and text in documents and publicity campaigns representative of all?</p>	<p>X</p> <p><input type="checkbox"/></p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>X</p>	<p>Not Applicable</p> <p>Majority of Images contained within the Eastern Gate Visioning Document and Development Framework SPD depict or highlight a specific existing issue or observation within the study area (for example images show pedestrian guardrails which form a barrier to movement)</p>

<b>Conclusions and Next Steps</b>		
14.	a) The evidence has not identified any disadvantages or negative impacts.	No further action required. Sign off this form and send a copy to Anette Grindsted, Project Support Officer, Strategy and Partnerships <a href="mailto:anette.grindsted@cambridge.gov.uk">anette.grindsted@cambridge.gov.uk</a> who will arrange for it to be published on the Internet and Intranet.
	b) The evidence indicates that there are no disadvantages or negative impacts that cannot be easily addressed.	Complete the Action Plan
	c) It has not been possible to say whether or not there is a disadvantage or negative impact e.g. there is insufficient evidence.	Go to Question 15
	d) The evidence indicates potential disadvantages or negative impacts that cannot be easily addressed.	Complete Action Plan

**Gathering additional information**

15.	<p>What additional evidence are you going to gather? <i>(Please tick any that apply)</i></p>	<input type="checkbox"/> Advice from experts <input type="checkbox"/> Demographic profile e.g. Census <input checked="" type="checkbox"/> Existing consultation results <input type="checkbox"/> Existing user data <input type="checkbox"/> External verification e.g. expert views of people/organisations representing equality group(s) <input type="checkbox"/> Local needs analysis e.g. Joint Strategic Needs Assessments <input type="checkbox"/> National best practice information e.g. Audit Commission reports <input type="checkbox"/> New consultation with a specific equality group(s) <input type="checkbox"/> Research reports <input type="checkbox"/> Relevant staff group expertise	<p><i>Other (please state):</i></p> <p>Additional consultation exercises will be undertaken as part of the development of the Eastern Gate Development Framework SPD in Autumn 2011.</p> <p>Best practice and national guidance will continue to be used to inform the strategies and key projects within the Eastern Gate Development Framework SPD.</p>
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16.	<p>If you have any additional comments please add them here.</p>
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<b>Completion</b>		
17.	Name and job title of assessment lead officer:	Matthew Paul, Urban Designer, Urban Design Team
	Date of completion:	16 <sup>th</sup> February 2011
	Names of other assessment team members and people consulted:	Christine Leonard, Business and Information Services
	Date of next review of the EqIA <i>This should be within three years of the date of completion of the original EqIA.</i>	February 2014

Note: when completed a copy of this form should be saved with the relevant strategy, plan, policy, project, contract, major change in service or decision and an electronic copy sent to **Anette Grindsted, Project Support Officer in Strategy and Partnerships** email [anette.grindsted@cambridge.gov.uk](mailto:anette.grindsted@cambridge.gov.uk) who will arrange for publication on the Council's web pages and the Intranet.

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## ACTION PLAN

Equality Impact Assessment Title: .....

Date: .....

<b>Equality Group</b>	<b>Details of possible disadvantage or negative impact</b>	<b>Action to be taken to address the disadvantage or negative impact</b>	<b>Officer responsible for progressing the action</b>	<b>Date action to be completed by</b>
<b>Age</b>				
<b>Disability</b>				
<b>Gender/Transgender</b> <i>Inc gender reassignment and Pregnancy and Maternity</i>				
<b>Marriage and Civil Partnership</b>				
<b>Race/ethnicity</b>				
<b>Religion or belief</b>				
<b>Sexual orientation</b>				
<b>Other factors that may lead to inequality</b>				

Name and Job Title of Officer completing the Action Plan:

Department/Service:

This plan will next be updated (*Please give date*):