

Cambridge City Council Equality Impact Assessment (EqIA)



This tool helps the Council ensure that we fulfil legal obligations of the [Public Sector Equality Duty](#) to have due regard to the need to –

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther, Equality and Anti-Poverty Officer at equalities@cambridge.gov.uk or phone 01223 457046. Once you have drafted the EqIA please send this to equalities@cambridge.gov.uk for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, (graham.saint@cambridge.gov.uk or 01223 457044).

1. Title of strategy, policy, plan, project, contract or major change to your service:

Statement of Community Involvement (Consultation Draft)
February 2019

2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)

The following webpage will be updated to show details of the consultation period, including the draft document:

<https://www.cambridge.gov.uk/statement-of-community-involvement>

3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

The Statement of Community Involvement (SCI) sets out how Cambridge City Council and South Cambridgeshire District Council will engage the public in the planning process. The SCI describes how the public, businesses and interest groups within the local authority areas can get involved in the creation of local planning policy and the planning application process which shapes where we live, work and trade. This is essential to help improve understanding and openness of the planning process.

There is a legal requirement on Local Planning Authorities (LPAs) to undertake public consultation on local plans, neighbourhood plans and planning applications. It is important that this is undertaken in a cost-effective, efficient and proportionate manner. This SCI is an important document as it will establish a minimum standard of consultation and publicity on planning matters for both Cambridge City and South Cambridgeshire District Councils.

The SCI has been split into three sections which cover the following roles and responsibilities of the planning service:

- Planning Policy including the production of planning policy documents including the Local Plan
- Development Management including how the councils consider and publicise planning applications, and
- Neighbourhood Planning setting out how the councils will assist groups who are preparing neighbourhood plans

The Councils are committed to treating everyone fairly and justly, whatever their race or background and wants to ensure that everyone gets an opportunity to be involved in the planning process. We recognise that consultation and engagement activities are constantly evolving and this SCI will be revisited at regular intervals to ensure it is fully up-to date and reflects local and national priorities, practices and policies.

The consultation draft SCI has been published to give residents, businesses, parish councils, neighbourhood forums and other groups an opportunity to have a say in how they want to be involved in guiding the development of the City of Cambridge and the District of South Cambridgeshire. The SCI will be subject to the same consultation procedures as draft Supplementary Planning Documents (further information is provided in Section 3.0 of the SCI). The consultation period for the SCI is between 11 February 2019 and 25 March 2019. Further information regarding how to submit comments on the draft SCI can be found in the SCI or online: <https://www.cambridge.gov.uk/statement-of-community-involvement> .

4. Responsible Service

Greater Cambridge Planning Service

5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Residents of Cambridge City
- Visitors to Cambridge City
- Staff

Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here):

Consultation and community engagement will be undertaken in accordance with the agreed strategy which was presented to the Planning Policy and Transport Scrutiny Committee on 15th January 2019.

6. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
- Major change
- Minor change

7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)

- No
- Yes (Please provide details):

To varying degrees;

Cambridge City Council (joint plan-making partner)

- Planning Services
- Community Services
- Housing
- Environmental Section
- Property Services
- Other service departments as relevant and required

South Cambridgeshire District Council (joint plan-making partner)

- Planning
- Environmental Health
- Housing
- Procurement
- Other service departments as relevant and required

Cambridgeshire County Council (key stakeholder assisting with plan-making)

- Planning including Minerals and Waste team
- Transportation
- Education
- Other service departments as relevant and required

The Statement of Community Involvement sets out the broad parameters guiding the ways in which interested parties may be able to engage in planning matters. This includes plan making, decision making on planning applications, and neighbourhood planning. These processes include a wide range of stakeholders in addition to those listed above.

8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?

The Draft Statement of Community Involvement was presented to Planning and Transport Scrutiny Committee on 15 January 2019.

9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?

The SCI is concerned with the processes for enabling everyone to get involved in the planning process.

The Authority Monitoring Report will include data on any consultations that have been undertaken during the relevant monitoring period, and will use the following indicators:

- Number of people participating in consultation
- Number of people using the councils' online website to make representations

10. Potential impacts

For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

(a) Age - Any group of people of a particular age (e.g. 32 year-olds) , or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and vulnerable adults

The SCI identifies a range of groups that may be consulted on planning matters. It is recognised that it can sometimes be more difficult to engage with younger age groups, and where possible and appropriate relevant organisations and individuals will be identified to reach as wide an age range as possible.

No safeguarding issues are identified at this stage.

(b) Disability - A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. (In this section please also include impacts of policies on carers.)

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The SCI identifies a range of groups that may be consulted on planning matters, including groups that represent the interests of people with a range of disabilities.

The consultation document can be made available on request in large copy print, audio cassette or Braille and officers are willing to meet individuals and talk issues through. This approach would also apply, as necessary, to subsequent consultation documents that are prepared in the plan making process. In respect of planning applications, information can be made available in a range of formats if required.

(c) Sex – A man or a woman.

The SCI identifies a range of groups that may be consulted on planning matters. There are a wide range of groups across Greater Cambridge that represent the interests of men or women separately. These groups will be invited to engage in planning matters as necessary and appropriate to the subject matter.

No equality impacts have been identified at this stage that are specific to this protected group.

(d) Transgender – A person who does not identify with the gender they were assigned to at birth (includes gender reassignment that is the process of transitioning from one gender to another)

The SCI identifies a range of groups that may be consulted on planning matters.

No equality impacts have been identified at this stage that are specific to this equality group.

(e) Pregnancy and maternity

The SCI identifies a range of groups that may be consulted on planning matters.

No equality impacts have been identified at this stage that are specific to this equality group.

(f) Marriage and civil partnership

The SCI identifies a range of groups that may be consulted on planning matters.

No equality impacts have been identified at this stage that are specific to this equality group.

(g) Race - The protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

The SCI identifies a range of groups that may be consulted on planning matters.

No equality impacts have been identified at this stage that are specific to this equality group.

(h) Religion or belief

The SCI identifies a range of groups that may be consulted on planning matters.

No equality impacts have been identified at this stage that are specific to this equality group.

(i) Sexual orientation

The SCI identifies a range of groups that may be consulted on planning matters.

No equality impacts have been identified at this stage that are specific to this equality group.

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty

It can be difficult to contact some low income groups if they have limited access to the internet and transport, and the SCI sets out that where additional mechanisms are required to improve levels of engagement on planning matters that bespoke methods may be used. This will be considered in detail taking into account the subject matters and geographic scope of each new stage of plan making, and in respect of planning applications.

11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqlA accordingly.)

The preparation of a new Statement of Community Involvement for Greater Cambridge includes the following stages:

- Consultation on draft Statement of Community Involvement (Feb/March 2019)
- Consideration of representations received
- Adoption of new Statement of Community Involvement (anticipated summer 2019)

12. Do you have any additional comments?

None

13. Sign off

Name and job title of lead officer for this equality impact assessment: Amanda Thorn, Principal Planning Policy Officer

Names and job titles of other assessment team members and people consulted: Claire Spencer, Senior Planning Policy Officer, Jonathan Dixon, Principal Planning Policy Officer
Caroline Hunt, Planning Policy Manager.

Date of EqlA sign off: 7 February 2019

Date of next review of the equalities impact assessment: Summer 2019

Sent to Helen Crowther, Equality and Anti-Poverty Officer?

Yes

No

Date to be published on Cambridge City Council website (if known): February 2019