



# EQUALITY IMPACT ASSESSMENT

## Full Assessment Form

This form is for use in undertaking a full equality impact assessment of a policy following the findings from an equality screening.

<b>Name of Policy being assessed</b>	<b>Greater Cambridge Statement of Community Involvement</b>
<b>Service Area</b>	<b>Planning</b>
<b>Lead Officer</b>	<b>Claire Spencer</b>
<b>Team</b>	<b>Greater Cambridge Shared Planning Policy Team</b>
<b>Completion date of equality screening</b>	<b>7 February 2019</b>
<b>Start date of assessment</b>	<b>4 February 2019</b>
<b>Completion of assessment</b>	<b>7 February 2019</b>

## **A. STATUS AND SCOPE OF THE POLICY BEING ASSESSED**

For the purposes of this assessment, the term 'Policy' refers to a Policy, Strategy, Programme, Procedure, Function or Decision.

### **A1. What are main aims, objectives, purpose and intended outcomes of the Policy?**

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: [www.scambs.gov.uk/sci](http://www.scambs.gov.uk/sci).

### **A2. What is the status of this Policy? (New, existing or under review)**

The councils have prepared this draft SCI for consultation to reflect the creation of the Greater Cambridge Shared Planning Service, and the move towards the preparation of a new Greater Cambridge Local Plan. The draft document also takes account of some changes in practice across Development Management, and a need to ensure consistency between South Cambridgeshire and Cambridge City Councils. When adopted it will replace the existing SCIs of both Councils, adopted in South Cambridgeshire in 2010 and in Cambridge in 2013.

### **A3. What is the timescale and decision-making route for approval of the Policy?**

The consultation draft SCI was considered by Members at South Cambridgeshire District Council and Cambridge City Council for approval to undertake public consultation as follows:

- [South Cambridgeshire Scrutiny and Overview Committee – 18 December 2018](#)
- [South Cambridgeshire Cabinet – 9 January 2019](#)
- [Cambridge Planning Policy and Transport Scrutiny Committee - 15 January 2019](#)

The consultation period for the SCI is between 11 February 2019 and 25 March 2019, to provide the opportunity for people to comment on the content of the SCI. All comments received during the consultation will be reported back to Members along with any proposed amendments to the SCI in light of the comments received.

### **A4. Is this policy associated with the Council's strategic Aims, Approaches and Actions (The Three 'A's')? If so, please state the relevance and association to The Three 'A's'.**

It is linked to the South Cambridgeshire District Council's Aims:

A. LIVING WELL Support our communities to remain in good health whilst continuing to protect the natural and built environment.

Enabling people to get involved in the planning process will ensure new homes and jobs, together with associated community and health facilities are provided in sustainable locations and to a high quality of design to protect the most important aspects of the South Cambridgeshire natural and built environment.

B. HOMES FOR OUR FUTURE Secure the delivery of a wide range of housing to meet the needs of existing and future communities.

Inclusive planning consultations will enable the community and stakeholders to help shape future development within Greater Cambridgeshire to ensure it meets the needs of all members of society now and in the future.

C. CONNECTED COMMUNITIES Work with partners to ensure new transport and digital infrastructure supports and strengthens communities and that our approach to growth sustains prosperity.

The SCI will ensure the Councils consult local communities and all the relevant stakeholders and delivery partners to deliver new transport and digital infrastructure to support existing and new communities in a timely manner.

D. AN INNOVATIVE AND DYNAMIC ORGANISATION Adopt a more commercial and business-like approach to ensure we can continue to deliver the best possible services at the lowest possible cost.

The SCI will help build and develop partnerships, working to provide the best possible outcomes for the new and existing communities.

**A5. Who are the intended beneficiaries/stakeholders of the policy or function? How many people are affected and from what sections of the community?**

The SCI seeks to ensure that the way the Councils undertake public consultation on planning matters is inclusive, treating everyone fairly and justly, whatever their race or background and ensuring that everyone gets an opportunity to be involved in the planning process. This will allow everyone the opportunity to shape the places where they live and work, contributing to a high quality natural and built environment, and also contributing to a better quality of life.

Stakeholders include but are not limited to (a complete list is provided in the SCI):

- Residents across Greater Cambridgeshire and new residents of the new developments.
- Local Parish Councils
- Local Members
- Cambridgeshire County Council
- Cambridgeshire and Peterborough Combined Authority
- Historic England
- Natural England
- Delivery partners, including infrastructure, utility, service and transport providers and developers Community organisations

**A6. Are external partners involved in delivering this policy? If so, what are their roles, and level of involvement/influence?**

Indirectly. 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 aiming at shaping where we live, work and trade. However, the Councils do not have any control over whether people will choose to engage in the public consultations themselves.

## **B. EVIDENCE, DATA AND CONSULTATION**

It is important to consider all information that is available in determining whether the Policy could have a differential impact. Please include examples of monitoring information, research or consultation reports.

### **B1. What monitoring or other information do you have about relevant target groups, which will show the impact of the Policy?**

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

### **B2. Have you compared the data you have with the equality profile of the local population? What does it show?**

The Authority Monitoring Report will include data on any consultations that have been undertaken during the relevant monitoring period.

### **B3. Have you identified any improvements or other changes that could be made from monitoring the data?**

The Councils already have established processes in place for undertaking public consultation on planning matters. These comply with, and often exceed, the minimum requirements in the Planning Regulations. The Councils must make the best use of limited resources. It is the Councils' intention to regularly review the SCI to ensure the best methods of involving the community in planning matters are being utilised. There are unlikely to be significant changes proposed.

### **B4. Have you consulted or involved external stakeholders about the policy or function? If so, what were their views?**

The draft SCI is to be subject to public consultation, and any responses received will be used to shape the final document prior to adoption later in 2019.

### **B5. Have you undertaken any consultation with staff to assess their perception of any impacts of the policy or function? If so, what has been learnt from them?**

Internal consultation and workshop discussion with Development Management and the Greater Cambridge Shared Planning Service

management team.

**B6. Please provide information about any other consultation, research, or involvement undertaken in relation to this impact assessment.**

None

Based on the evidence and information you have gathered, and any consultations you have carried out, you should:

- Identify any **opportunities to advance equality of opportunity or foster good relations** for people with different protected characteristics (Section C) and;
- **Assess the likely differential impact** – positive or negative - of the policy on people with protected characteristics (Section D).

It is important to **identify whether the Policy could affect some groups of people differently** (a ‘differential impact’). It is particularly important to consider whether the policy would *discriminate against or disadvantage people* on the grounds of any of the protected characteristics, or whether there are *any opportunities to better promote equality or good relations* between different groups of people through modifying the Policy.

Use the table below to summarise the findings of the information and evidence you have gathered. This might include statistical data, external research, or feedback from formal or informal consultations with staff or residents. Consider the information as it relates to the range of protected characteristics (listed in the left hand column) before proceeding to Section D.

If there is no information available about the impact (or potential impact) of the Policy on people with a particular protected characteristic, you should note this in the table.

**C. OPPORTUNITIES TO ADVANCE EQUALITY OF OPPORTUNITY OR FOSTER GOOD RELATIONS**

**You do not need to fill in every single box.** The questions are there as a guide, and are prompts to help you consider the way that a policy or decision will impact on people with different protected characteristics before proceeding to Section D.

Protected Characteristics	<b>What does the information or evidence we have gathered tell us about the impact of this Policy on different groups of people?</b>			
	Does the evidence suggest that people with different protected characteristics have different needs or experiences in relation to this Policy?	Could any aspect of the Policy amount to discrimination (either direct or indirect) against people on the grounds of a protected characteristic?	In what ways does this Policy promote <b>opportunities to advance equality of opportunity</b> or <b>foster good relations</b> between people with different characteristics (e.g. male and female; different racial groups)	From the evidence you have gathered, what opportunities might there be to better promote <b>opportunities to advance equality of opportunity</b> or <b>foster good relations</b> between different groups of people through <b>modifying the Policy</b> in some way?
<b>Age</b>	The SCI seeks to ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments may be made to improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when published online. The SCI does not prevent	No	To achieve consensus in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad parameters of how engagement will be managed and delivered.	The draft SCI will now be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of opportunity or foster food relations across a range of groups.

	the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to be under-represented			
<b>Disability</b>	The SCI seeks to ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments may be made to improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when published online. The SCI does not prevent the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to be under-represented	No	To achieve consensus in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad parameters of how engagement will be managed and delivered.	The draft SCI will now be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of opportunity or foster food relations across a range of groups.
<b>Gender Reassignment</b>	The SCI seeks to	No	To achieve consensus	The draft SCI will now



	<p>ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments may be made to improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when published online. The SCI does not prevent the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to be under-represented</p>		<p>in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad parameters of how engagement will be managed and delivered.</p>	<p>be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of opportunity or foster food relations across a range of groups.</p>
<p><b>Marriage and Civil Partnerships</b></p>	<p>The SCI seeks to ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments may be made to</p>	<p>No</p>	<p>To achieve consensus in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad parameters of how</p>	<p>The draft SCI will now be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of opportunity or foster</p>

	<p>improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when published online. The SCI does not prevent the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to be under-represented</p>		<p>engagement will be managed and delivered.</p>	<p>food relations across a range of groups.</p>
<p><b>Pregnancy and Maternity</b></p>	<p>The SCI seeks to ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments may be made to improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when published online. The</p>	<p>No</p>	<p>To achieve consensus in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad parameters of how engagement will be managed and delivered.</p>	<p>The draft SCI will now be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of opportunity or foster food relations across a range of groups.</p>

	<p>SCI does not prevent the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to be under-represented</p>			
<p><b>Race</b></p>	<p>The SCI seeks to ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments may be made to improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when published online. The SCI does not prevent the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to be under-represented</p>	<p>No</p>	<p>To achieve consensus in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad parameters of how engagement will be managed and delivered.</p>	<p>The draft SCI will now be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of opportunity or foster food relations across a range of groups.</p>

<p><b>Religion/ Belief</b></p>	<p>The SCI seeks to ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments may be made to improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when published online. The SCI does not prevent the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to be under-represented</p>	<p>No</p>	<p>To achieve consensus in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad parameters of how engagement will be managed and delivered.</p>	<p>The draft SCI will now be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of opportunity or foster food relations across a range of groups.</p>
<p><b>Sex</b></p>	<p>The SCI seeks to ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments</p>	<p>No</p>	<p>To achieve consensus in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad</p>	<p>The draft SCI will now be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of</p>

	<p>may be made to improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when published online. The SCI does not prevent the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to be under-represented</p>		<p>parameters of how engagement will be managed and delivered.</p>	<p>opportunity or foster food relations across a range of groups.</p>
<p><b>Sexual Orientation</b></p>	<p>The SCI seeks to ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments may be made to improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when</p>	<p>No</p>	<p>To achieve consensus in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad parameters of how engagement will be managed and delivered.</p>	<p>The draft SCI will now be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of opportunity or foster food relations across a range of groups.</p>

	published online. The SCI does not prevent the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to be under-represented			
<b>Others e.g. Rurality; caring responsibility; working pattern etc.</b>	The SCI seeks to ensure that opportunities to engage in planning processes are available to everyone equally. Where necessary reasonable adjustments may be made to improve inclusivity, for example by making documentation available in large font on request or ensuring that consultation documents are accessible when published online. The SCI does not prevent the Council from using additional methods of engagement as and when necessary to reach groups of people that are considered to	No	To achieve consensus in planning matters the Council will need to ensure there are good relations with people that live, work and trade in the District. The SCI sets out the broad parameters of how engagement will be managed and delivered.	The draft SCI will now be subject to public consultation, and the Council will fully consider any comments made that may provide additional opportunities to advance equality of opportunity or foster food relations across a range of groups.

	be under-represented			
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<b>D. DIFFERENTIAL IMPACT OF THE POLICY</b>		
Assess the potential differential impact on each of the following protected characteristics. The impact could be negative, positive or neutral. <b>If you assess a negative impact for any of the groups then you will need to assess whether that impact is low, medium or high.</b>		
<b>DESCRIPTION OF IMPACT</b>	<b>Nature of Impact</b> (Positive, Neutral, Adverse)	<b>Extent of Impact</b> (Low, Medium, High)
<b>AGE:</b> Identify the potential impact of the policy or function on different age groups.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	
<b>DISABILITY:</b> Identify the potential impact of the policy or function on disabled people.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	
<b>GENDER REASSIGNMENT:</b> Identify the potential impact of the policy or function on people that have changed gender identity.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	
<b>MARRIAGE AND CIVIL PARTNERSHIPS:</b> Identify the potential impact of the policy or function on people who are married or in a civil partnership.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	

<b>PREGNANCY AND MATERNITY:</b> Identify the potential impact of the policy or function on pregnant or maternal mothers and those women who wish to breastfeed.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	
<b>RACE:</b> Identify the potential impact of the policy or function on different ethnic groups, including national origins, colour and nationality.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	
<b>RELIGION/BELIEF:</b> Identify the potential impact the policy or function on different religious/faith groups.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	
<b>SEX:</b> Identify the potential impact of the policy or function on men and women.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	
<b>SEXUAL ORIENTATION:</b> Identify the potential impact of the policy or function on lesbian, gay men, bisexual or heterosexual people.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	
<b>OTHER CHARACTERISTIC SPECIFIC TO SOUTH CAMBRIDGESHIRE – RURALITY:</b> Identify the potential impact of the policy or function on people who are rurally isolated.		
The SCI identifies the ways in which any individual or group that lives, works or visits the District can engage in planning matters. The creation of the SCI is in itself a positive mechanism to engage with a wide range of people.	Positive	



## E. ACTION PLAN

You should now be able to identify whether the Council needs to take any action to eliminate discrimination, disadvantage or unfair impact, or to make changes to more effectively promote equality, diversity or good relations. Alternatively, you might have identified that you cannot fully assess the impact of the policy on different groups until you have more information, data or other evidence.

Actions that you might identify at this stage could include:

Changes to the policy itself

Collecting and analysing data not currently available

Consulting further with staff, residents and customers in order to find out more about how the policy or decision will affect people

Undertaking surveys or other research.

<b>Action/change required</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Resources required</b>	<b>What issue/problem will this action address?</b>
Consultation on the draft SCI	Planning Policy Team	Consultation between 11 February and 25 March 2019	Online publication of consultation documentation. Online mechanism to submit representations.  From within existing resources within the Planning Policy Team.	Identify where further amendments could potentially be made to provide more opportunities for equality and to foster good relations.
The Authority Monitoring Report will include data on any consultations that have been undertaken during the relevant monitoring period,	Planning Policy Team	Authority Monitoring Report to be endorsed by Members, usually in December each year.	Monitoring data, from online consultation database.  From within existing resources within the Planning Policy Team.	

## F. RECOMMENDATION

You should now recommend whether the Council should adopt, modify, pilot or reject the policy (please indicate your proposed recommendation from the options below).

<b>Adopt the policy in its originally proposed format (no issues identified)</b>	<b>X</b>
<b>Modify the policy to address any negative impact or to better exploit any potential to promote equality, diversity and good relations</b>	
<b>Continue with the policy despite identifying issues (note: justification must be provided)</b>	
<b>Reject the policy entirely, due to the findings of the EqIA</b>	
<b>Pilot the policy and re-evaluate the equality impact after the pilot period</b>	
<b>Modify the policy to meet separate statutory changes, not linked to equality/diversity</b>	
<b>Please briefly set out your reasons for this recommendation.</b>	

**SIGN OFF: The officers below confirm that this full assessment has been completed in accordance with the Council's guidance**

<b>Signature of Lead Officer</b>	<i>C Spencer</i>	<b>Date:</b> 7 February 2019
<b>Signature of Head of Service or Director</b>	<i>S Kelly</i>	<b>Date:</b> 7 February 2019

Please retain the original form in your service area and return an electronic copy of the completed form to the Policy and Performance Team for publication.