



## 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](mailto:equalities@cambridge.gov.uk) or phone 01223 457046. Once you have drafted the EqIA please send this to [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, ([graham.saint@cambridge.gov.uk](mailto: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  
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 the adopted 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, 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.

**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):

**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. The adopted version of the SCI was presented to Planning and Transport Scrutiny Committee on 24 June 2019 at Cambridge City Council and Cabinet on 1 July 2019 at South Cambridgeshire District Council.

**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**

**Note that this refers to 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 adults at risk**

It is anecdotally 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. This could include ChYPPS and external organisations. Evidence suggests that some older people are also less likely to have access to the internet. The Council as a Digital Inclusion Strategy in order to support people who are excluded from using the internet gain access and skills they need to use it.

No safeguarding issues are identified at this stage however the Council has a Safeguarding Policy and a designated Safeguarding Officer to follow up on concerns in each service.

**(b) Disability**

**Note that a person has a disability if they have 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.**

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**Note that a person has a disability if they have 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.**

The SCI identifies a range of external groups and organisations that may be consulted on planning matters, and we have a Disability Panel helping to feedback on impacts new developments have on 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) Gender reassignment**

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

### **(d) Marriage and civil partnership**

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

### **(e) Pregnancy and maternity**

Where people are required to care for children, it may be difficult for them to engage in consultation events and meetings. A number of the planning policy consultation events take place within and outside of usual working hours to try and ensure residents and businesses are able to engage in the process. Planning applications are available for public inspection online and can be accessed at any time of the day.

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

**(f) Race**

**Note that the protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.**

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

**(g) Religion or belief**

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

**(h) Sex**

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

**(i) Sexual orientation**

No equality impacts have been identified at this stage that is 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.

Evidence suggests that some older people are also less likely to have access to the internet. The Council has a Digital Inclusion Strategy in order to support people who are excluded from using the internet gain access and skills they need to use it.

**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 SCI will go through the following stages:

- Adoption (2019)
- Monitoring and review 5 yearly reviews of SCI and annual review in AMR

**12. Do you have any additional comments?**

The councils will not accept or publish comments that contravene its compliance with the Equality Duty under the Equality Act 2010<sup>1</sup>.

The councils will publicise consultations to reach the widest groups of people as possible. This is set out in the Statement of Community Involvement.

**13. Sign off**

Name and job title of lead officer for this equality impact assessment: Terry De Sousa, Senior Planning Policy Officer

Names and job titles of other assessment team members and people consulted: Amanda Thorn, Principle Planning Policy Officer

Date of EqlA sign off: 23 May 2019

Date of next review of the equalities impact assessment: Spring 2024

All EqlAs need to be sent to Helen Crowther, Equality and Anti-Poverty Officer. Has this been sent to Helen Crowther?

Yes

No

Date to be published on Cambridge City Council website: June 2019

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<sup>1</sup> <sup>1</sup> Equality Duty – Under the Equality Act 2010, the Council must have due regard to the need to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different protected groups; and foster good relations between different protected groups.