

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 Kate Yerbury, 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
Greater Cambridge Shared Planning Service (GCSP) Compliance Policy
2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)
N/A

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

The government expects Local Authorities to ensure that their approach to regulatory activities is transparent and accountable, and that clear service standards are set which establish what those they regulate should expect from them and how they respond to non-compliance. The response to non-compliance is based on risk, the response is determined on a case-by-case basis.

The Compliance Policy applies to Greater Cambridge Shared Planning.

The last review was carried out in 2014 and this is a subsequent review of the policy with minor changes and aligning both Cambridge City Council and South Cambridge District Council.

The policy may affect the way staff work and those working practices are covered in other policies such as Lone Working Policy or Health and Safety Policy.

4. Responsible service

GCSP

5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service?

(Please tick all that apply)

- Residents
- Visitors
- 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):

Businesses

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

- 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)

- Yes
 No

If 'Yes' please provide details below:

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

Planning and Transport Committee

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?

Complaints from Members of the Public, residents and businesses.

Feedback from Members of the Public, Exec Members, residents and businesses.

Consultation was held for 6 weeks from 9 December 2022 until 20 January 2023.

This was advertised on our website and to all interested parties. Responses (9 no. in total) were reviewed, and the policy updated, where necessary.

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 - Please also consider any safeguarding issues for children and adults at risk

The Corporate Safeguarding policy would be followed should at any point during any investigation, Officers are concerned about young people or vulnerable people. We

issue multiple copies of an enforcement notice to recipients so a copy can be forwarded to another party to deal with if the original recipient is unable to be the point of contact due to age or disability. Older people may require letters come in larger font, which we can provide if requested.

(b) Disability

Officers are required to consider the desirability of the type of enforcement, if any, on a person who is suffering from mental health or ill health. We issue multiple copies of an enforcement notice to recipients so if required, for example due to disability, a copy may be forwarded to another party to deal with. Notices can also be provided in larger sizes if requested. We provide PDF copies which are accessible and able to be read with screen reader software.

(c) Gender reassignment

The policy is relevant regardless of gender.

(d) Marriage and civil partnership

Policy is relevant regardless of relationship status.

(e) Pregnancy and maternity

Policy is relevant regardless of status.

(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.

Account will be taken for the understanding of English and therefore the use of interpretation and translation services may be used where necessary. It is important when taking enforcement action that all parties have a clear understanding of what is required. We have used the council’s translation services to send out breach letters in another language when requested for persons whom do not use English as their first language. However, formal enforcement notices served must stay in English as they are a legal document, these can be translated if requested.

(g) Religion or belief

Officers will aim to take account of people’s religious beliefs where possible, for example if requested not to visit on Friday due to religious preference this is usually honoured if possible.

(h) Sex

None

(i) Sexual orientation

Staff are encouraged to believe in the dignity of all people and their right to respect and equality of opportunity. It values the strength that comes with difference and the positive contribution that diversity brings to our communities.

(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**
- **Groups who have more than one protected characteristic that taken together create overlapping and interdependent systems of discrimination or disadvantage. (Here you are being asked to consider intersectionality, and for more information see: https://media.ed.ac.uk/media/1_159kt25q).**

The Policy has a neutral impact on low income groups and those experiencing poverty. Any action taken is considered on a case by case basis, and in line with the guidance and policies.

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 EqIA accordingly.)

None

12. Do you have any additional comments?

None

13. Sign off

Name and job title of lead officer for this equality impact assessment: Heather Jones, Assistant Director Planning and Building Quality

Names and job titles of other assessment team members and people consulted:
Compliance team members – John Shuttlewood, Alistair Funge, Tony Wallis, Nick Smith, Neil Langley

Christopher Braybrooke – Planning Compliance Manager

Toby Williams – Interim Development management & Planning Compliance Manager

Date of EqIA sign off: October 2022

Date of next review of the equalities impact assessment: October 2025

Date to be published on Cambridge City Council website: October 2022

All EqIAs need to be sent to Kate Yerbury, Equality and Anti-Poverty Officer at Kate.Yerbury@cambridge.gov.uk.