

South Cambridgeshire District Council Equality Impact Assessment (EqIA)

Introduction – Please read

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that the Council are meeting its legal duty, demonstrating due regard for the provisions of the [Public Sector Equality Duty](#) as below:
 - Eliminate unlawful discrimination, harassment, and victimisation
 - Advance equality of opportunity between those who share a protected characteristic and those who do not
 - Foster good relations between those who share a relevant protected characteristic and those who do not
- Methodically consider and assess the impacts of proposals across the [nine protected characteristics](#)
- Allow the Council to develop and implement high quality proposals that maximise positive outcomes for all.

EqIAs should be completed during the development and review of all Council policies, strategies, procedures, projects or functions. Where there is any doubt, the completion of an EqIA is always recommended.

When the form is completed, please send an electronic copy to equality.schemes@scamb.gov.uk. Further support and guidance, [including a video on how to fill out EqIAs](#), is available on Insite or you can contact the Policy and Performance Team.

Equality Impact Assessment Complete Form

Section 1: Identifying Details

- 1.1 Officer completing EqIA:
Kate Yerbury
- 1.2 Team and Service:
Policy and Performance
- 1.3 Title of proposal:
Corporate Plan Priorities Consultation (Help Shape Our Priorities Survey)
- 1.4 EqIA start date:
11/09/2024
- 1.5 Proposal implementation date:
17/09/2024
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
Kevin Ledger

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Other - Please specify
If other, please specify
Consultation
- 2.2 Is the proposal:
New
- 2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):
Click or tap to enter a date.



2.4 What are the headline aims of the proposal and the objectives that will help to accomplish these aims? (Max 250 words)

This is a consultation that is taking place to help us to obtain feedback in relation to the emerging Corporate Plan 2025. The consultation seeks to obtain the opinions of those who live and work within South Cambridgeshire. The consultation will be available (primarily) digitally with the option of hard copies, other formats and languages.

Consultation is a vital component of local democracy, and encourages inclusion, better decision making, legitimacy, accountability and empowers council service users.

The team plan to promote the survey through a variety of channels to ensure that engagement is easily accessible. Promotion of the survey will be distributed through a range of existing communications channels, including utilising the networks of officers who engage with different communities. The Communications Team will promote the survey digitally through the Council's generic communications channels such as social media, websites and distribution mailing lists. In addition, the survey will be promoted through service specific communications channels, such as the Business Development team's Business Support Newsletter, the Climate and Environment Service's Zero Carbon Communities Newsletter and the Housing Service's Tenant Newsletter (amongst others). This will help to ensure the survey reaches a broad range of SCDC service users. It will also be possible for the survey to be requested in alternative formats and languages, while respondents will also be able to contact the council's Contact Centre for support in completing the survey. With Communications support, a second Comms push will be delivered in early/mid October to maintain engagement.

2.5 Which of the Council's equality objectives (as detailed in the Council's Equality Scheme) does this proposal link to or help to achieve?

- Identify, prioritise and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community



- SCDC is an employer that values difference and recognises the strength that a diverse workforce brings.
- Protected characteristic groups have a voice and are represented in forming the future shape of the district.
- None.

2.6 Which groups or individuals will the proposal affect:

- Service Users
- Councillors
- External Stakeholders
- Other
- Employees

If other, please specify [Click or tap here to enter text.](#)

2.7 Broadly speaking, how will these groups or individuals be affected? (you will be asked to provide more detail on the specific impacts on different protected characteristic groups later in the form) (max 250 words)

External stakeholders and Service users will be impacted by the opportunity to share their views and opinions, empowering them to shape the direction of South Cambridgeshire District Council. Members and Staff will be impacted as it will shape their work and focus areas for the future. Many Members and employees will also be residents of South Cambridgeshire. Every effort will be made to ensure that the consultation process is accessible to all and available in different formats, languages and hard copy. Every effort is being made to ensure that the process is transparent and that respondents are able to share their thoughts and views in a format they are comfortable with. Whilst the form remains digital, it can be made available as a hard copy, translated into different languages, and can be conducted over the phone if needed. It is expected that any initial negative impacts can be mitigated through the availability of other formats and languages.

- 2.8 If any part of the proposal is being undertaken by external partners, please specify how the Council will ensure that they will meet equality standards?
(Max 250 words)
[Click or tap here to enter text.](#)

Section 3: Evidence and Data

- 3.1 Describe any work you have done (this could include consultation) to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources (e.g. web-search, previous versions of document, customer feedback etc) that you used to reach your conclusions.
(Max 250 words)

Staff leading and managing the consultation process have had training in delivering effective consultations (delivered by the Consultation Institute). Questions and delivery format has been beta tested with a range of service users outside of SCDC and South Cambridgeshire District. A stakeholder analysis and mapping exercise has been undertaken to identify different stakeholder groups that are likely to be impacted by potential future priorities, as well as their potential to influence decisions. A communications plan has been created based on this.

- 3.2 If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place.
(Max 250)
[Click or tap here to enter text.](#)

Section 4: Impact of proposal on those with protected characteristics

4.1 Please select all characteristics that may or will be impacted (positive or negative). When providing details of the impact please consider the following questions

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. (both the number of persons affected and the severity of the impact)
- you will be asked to set out actions to manage these impacts in the following question (4.2)

All - general to all protected Characteristics.

Details: Digital exclusion may not solely be exacerbated by one characteristic but by varying impacts across different characteristics experienced by an individual. Digital Exclusion will be influenced by the intersectionality of individuals. E.g. a young person may have the technical digital skills but live in a rural area with low socio-economic resources meaning that they are unable to access digital content. Whilst there has been an SCDC corporate shift to encourage digital customer interactions, and many people value the ability to complete tasks quickly and easily online, studies also show the importance of continuing to make alternative formats available for those across age, gender and other markers, who may have a preference or need to engage through different modes. A report by Diment and Garrett-Jones (2007) found that 'young, males working in IT related sectors' had a preference for web based survey. Reports by Smyth et al. (2014) supported that young persons had a preference for web based survey methods, and that women had a preference for mail/hard copied surveys over face-to-face interview based surveys (preferred by older persons). For these reasons it is important that the survey is made available in alternative formats and that support is offered to assist with completion where this is required.

Age



Details: Older persons may be less likely to engage with online content, utilise digital services, complete forms digitally or even simply access the internet. Age UK statistics show that 18% of people aged 65+ and over (estimated 2.3 million people) do not use the internet. 37% of people ages 65+ and over are unable to complete all 8 tasks required to set someone up for success online. 20% not having the skills required to thrive in a digital society in day-to-day life. 88% of regular internet users in the UK aged 75 and over and 94% aged 65-74 browsed the internet at least once a month. 84% of regular internet users aged 75 and over and 90% aged 65-74 used the internet at least once a month for emails. 57% of recent internet users in the UK aged 75 and over and 70% aged 65 -74 used the internet at least once a month to look at and /or post on social media. Among people aged 65 and over in the UK in 2023, around 1 in 5 (21%) are unable to fill in forms online. Having said this, anecdotally older people, to be more likely to engage with subject matters relating to local politics or civic affairs. Young people may also experience barriers to accessing online/digital content. During the pandemic, one in five children did not have access to an appropriate device for home study in 2021, according to the Digital Poverty Alliance. For these reasons it is important that the survey is made available in alternative formats and that support is offered to assist with completion where this is required. Where possible, the survey will be promoted at events and using channels that are likely to attract older and younger people.

Disability

Details: Persons with disabilities are less likely to use the internet and therefore would be negatively impacted by a digital only consultation. According to ONS internet users data (2020), of adults over 16, considered as having a disability (as defined by the Equality Act, 81.4% had used the internet in the last 3 months however 14.9% had never used the internet. This compares with 95.7% of people without a disability used the internet in the last 3 months, with only 3.4% having never used the internet. It is estimated that it costs an extra £975 a month for disabled people to have the same standard of living, this means that they are less likely to be able to afford devices and services that are digital. Those who do access the internet may find that websites, software and programmes are not accessible



and do not interact coherently with accessibility requirements and legislation. The survey has been designed to be e-reader friendly and compliant with WCAG 2.2. The survey is also available in different formats and languages including braille and BSL. Where possible we will also seek to promote the survey to disabled people through connections with organisations that represent those with disabilities – e.g. the Papworth Trust.

Gender reassignment

Details: [Click or tap here to enter text.](#)

Marriage and Civil Partnership

Details: [Click or tap here to enter text.](#)

Pregnancy and maternity

Details: [Click or tap here to enter text.](#)

Race

Details: In South Cambridgeshire 3.84% of residences did not have anyone who spoke English as a main language. 1.4% of residences had at least one child (3-15years) who had English as their main language. 3.79% of residences had at least one adult who spoke English as a main language (Census 2021). This data suggests that there is 9.03% of residences in South Cambridgeshire where there may be limited spoken English. Therefore it is important that an option is available to ensure that this survey is made available in alternative languages. We also know that there are some groups within the district who are traditionally less like to be reached through surveys such as this. This particularly applies to the Gypsy and Traveller Community. As such, we will promote completion of the survey by through the Council's Traveller Liaison Officer.

Religion and belief

Details: [Click or tap here to enter text.](#)

Sex

Details: [Click or tap here to enter text.](#)

Sexual orientation

Details [Click or tap here to enter text.](#)



None of the above

4.2 Other characteristics

Some characteristics are not yet protected in law, but the Council has made declarations it will consider them in policy making.

Digital inclusion ([what is this?](#))

Details: See above under the 'All' category.

Care experience ([what is this?](#))

Details: Click or tap here to enter text.

Rurality

Details 2024 estimates from The Fairer Internet report estimate that 23% of Cambridgeshire Population experience very slow (under 10Mbps) or slow (10-30Mbps). Furthermore Internet User Data from ONS suggests that 6.7 of Cambridgeshire have not used the internet in the past 3 months or have never used the internet.

Socio-economic

Details Being digitally included requires resources and finances which some may not be able to afford. Among households from the lowest socio-economic backgrounds, around 2.4 million (21 per cent) do not use the internet at home, and 3.6 million users (38 per cent) are classified as 'narrow' users according to OfCom. Those with fewer socio-economic resources may also be less likely to have their say through surveys such as this. Therefore efforts will be made to promote the survey through channels that are more likely to reach those with few socio-economic resources wherever possible – e.g. the Council's Tenant Magazine and other communications channels.

4.3 Considering the above impacts you have identified above, please detail any actions (specific or general) which may help to enhance or mitigate impacts.

Please include the timescale for completing the action.

Action and timescale	Officer
<p>Hard copies will be made available upon request and distributed as required (either via mail, or in person).</p> <p>Timescale: Immediately until the survey ends</p>	<p>Kevin Ledger and Kate Yerbury</p>
<p>Assistance will be made available through our Contact Centre and Reception services, with officers given access to the survey to assist customers in completing the survey.</p> <p>Timescale: Six weeks from survey opening</p>	<p>Kevin Ledger and Kate Yerbury</p>
<p>The survey can be translated or interpreted into different languages/formats upon request (using the Council's existing contact with AA Global. Immediately until the survey ends</p>	<p>Kevin Ledger and Kate Yerbury</p>
<p>The survey will be promoted through a broad range of communications channels, particularly taking advance of channels that are designed or more likely to reach protected characteristic groups that may face barriers to engaging with a survey such as this. Immediately until the survey ends</p>	<p>Kevin Ledger and Kate Yerbury</p>

4.4 How will you monitor that the above actions have been completed and that this proposal, once implemented, is impacting fairly on everyone it affects? In answering this question, please include information about feedback you will seek and/or data you will collect and analyse, and how often you will do this

Officers will be monitoring feedback at regular intervals during the survey's lifespan. The survey includes questions designed to allow officers to monitor response numbers from different groups. This will allow consideration as to whether the survey needs additional promotion amongst any particular groups. With Communications support, a second Comms push will be delivered in early/mid October to maintain engagement. The survey will be open for a period of 6 weeks, allowing adjustments to be made as required throughout the consultation period.

Section 5: Summary

5.1 Briefly summarise the key findings of the EqIA and any significant equality considerations that should be taken into account when deciding how to proceed with the proposal (this section can be included within the 'equality implications' section of any committee reports). (Max. 250 words)

[Click or tap here to enter text.](#)

5.2 Confirm the recommendation of the officer completing the EqIA:

Proceed with the proposal (with any actions identified as required within Section 4 of the EqIA). Analysis demonstrates that the proposal is robust, we have taken all appropriate opportunities to advance equality and foster good relations between groups.

Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed

Section 6: Sign Off

6.1 Signature of individual completing EqIA:

Kate Yerbury and Kevin Ledger

6.2 Date of completion:

02/10/2024

6.3 When will this proposal next be reviewed and who will this be? (when in doubt 3 years minimum)

[Click or tap here to enter text.](#)

6.4 Approving officer signature *, this should be your Head of Service, Service Area Manager, or Project Sponsor:

Kevin Ledger



6.5 Date of approval:

02/10/2024

Please send the completed document to Equality.Schemes@scambs.gov.uk for publishing on the website.

**in the event that this EqIA is completed by Head of Service, then no additional approving signature is required.*