

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@scambs.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:
Liz Davy
- 1.2 Team and Service:
Economic Development and Business Support
- 1.3 Title of proposal:
Shared Prosperity Fund – Small Business Grant
- 1.4 EqIA start date:
25/07/2024
- 1.5 Proposal implementation date:
02/08/2021
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
Tracey Brockman – Team Leader Business Support

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Other - Please specify
If other, please specify
Grant Scheme
- 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)

SCDC received £100,000 from the UK Shared Prosperity Fund via the Cambridgeshire & Peterborough Combined Authority (CPCA)to deliver a grant scheme to support start up and small businesses within the district. Specific business support and grants up to a maximum of £5,000 will be available via an application process. The scheme is specifically aimed at small businesses up to nine employees. This group has been identified through survey work as needing support to help meet the economic challenges in the district.

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
- External Stakeholders
- Employees
- Councillors
- Other

If other, please specify **Small Businesses of up to nine employees**. This is a standard size definition for type of business.

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)



Eligible applicants will have the opportunity to apply for a maximum of £5,000 in grant funding. The application process will require the submission of a business plan that sets out how the funding would be used to support the business to grow. Applicants must be able to demonstrate how the funding will help them to deliver at least two of the following. These outputs have been set by CPCA as the lead funding authority. 1. Improve competitiveness. 2. Enhance growth 3. Enhance productivity 4. Train or upskill existing staff Improve staff retention 5. Create sustainable jobs.

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)

As part of the funding we are creating the opportunity for any entrepreneurs who have not yet registered as a business to access specific business support which will be provided by the Growth Hub at the CPCA and the County Council's Business Intellectual Property Centre (BIPC). This will cover areas such as business planning, marketing and concept/product development. Unregistered businesses are considered to be a high fraud risk and therefore to mitigate this they are not eligible to apply for the funding. However, to ensure support is available this package will be available free of charge (FOC)and will enable them to progress towards registration after which they could potentially apply for further rounds of funding should they become available. CPCA and BPIC are both public bodies who carry out statutory functions and work to support under represented groups as part of their usual business so our assumption is that they adhere to standards and legislation as appropriate.

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)

The proposal for this funding was submitted to the CPCA in September 2022. I am not aware of any consultation that has been carried out specifically for this scheme. The business support team do carry out business visits and engagement surveys and small business funding and support of this nature has been highlighted in this survey work as being needed.

3.2 If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place.

(Max 250)

The funding proposal was put forward to the Combined Authority in September 2022. It was a short timescale that did not allow for public consultation, however, the need to support small and start up business to grow is well understood. The scheme aligns with the Council's core priority of helping businesses to grow.

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: We will not monitor applicants by protected characteristics so all data provided is historical and will not affect any decision-making.

Age

Details: Applicant must be able to be registered as a business so must be over 18.

Disability

Details: Anyone having difficulty completing the form can contact us for assistance via email or phone. The phone number will be in a format so it can be read by a screen reader. There are also charities that can offer support to people with disabilities with making applications

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: 89% of South Cambridgeshire identify with the high level 'white' category of ethnicity, higher than England at 81%, but similar to Cambridgeshire which is 88.6% (1). Of the 11% that do not identify as white, the second biggest ethnic group is Asian, Asian British, or Asian Welsh, of which 5.8% of South Cambridgeshire identify. Therefore, although we might have lower rates of applicants that don't identify with the high level 'white' category, we are spearheading the drive to increase diversity in business.

Religion and belief

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

Sex

Details: 2.6% of the registered businesses in Cambridge are owned by women, the third-highest in the UK. Additionally, 4.2% of employed women in South Cambridgeshire are self-employed. Therefore, although we might have lower rates of



female applicants than male, we are spearheading the drive to increase diversity in business.

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: The application process is online, however, assistance can be provided if requested to signpost to support such as digital buddies and Cambridge Online who can provide support and equipment for completing applications

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

Details: Neutral

Rurality

Details Neutral

Socio-economic

Details Neutral

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
Include a contact telephone number on the webpage so that applicants who require assistance with the online form can get in touch	Tracey Brockman/Liz Davy

Signpost any applicants who need assistance to complete the online form to appropriate sources of support	Tracey Brockman/Liz Davy
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

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

A record will be made of anyone who contact via telephone for support with their application. A check will be made that the application was received and if not, the reason why and, to ascertain if any further support can be provided.

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)

The grant application eligibility does not exclude anyone with a protected characteristic from applying. The application will assessed purely on the merits of the business proposal. Support will be provided to anyone who requires assistance completing the online form through signposting as appropriate.

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:

Liz Davy

6.2 Date of completion:

25/07/2024

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

3 years

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

Tracey Brockman

6.5 Date of approval:

30/07/2024

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.*