



# South Cambridgeshire District Council

## Equality Impact Assessment (EqIA)

### Screening Form

This form provides a mechanism to enable staff to identify the need for an EqIA when developing or revising a new or existing policy / strategy / programme / procedure / function / decision (hereafter all understood by the term 'policy'). It will also help staff to prioritise existing policies to undergo a full EqIA.

Unless they are 'screened out' following this initial prioritisation process, policies will be required to undergo a full EqIA, which will determine whether any adverse impacts on protected groups of people have been identified.

**No new or revised policy can be approved unless an equality screening and (if required) a full EqIA has taken place.**

Name of Policy being screened: Property Information Project

Service Area: South Cambridgeshire District Council (council wide project)

Lead Officer: Jenny Nuttycombe

Team: South Cambridge District Council (council wide project)

Start date of screening: 16 March 2017

Completion date of screening: 16 March 2017

### Screening Questions:

1. Is this policy an important or 'large scale' Council function, and / or is it likely the policy will impact upon a large number of people (staff, residents and customers)?

No

Description:

The Property Information Project is about collating, sharing and storing existing information within South Cambridgeshire District Council on developments for business or residential uses, in particular information on whether it has planning permission, is commenced, is completed and / or is occupied.

The project is important as most departments across South Cambridgeshire District Council have and / or need this information; however, there is currently no common way of collating, storing and sharing this information. The project will provide improved access to information that can be used to inform a variety of existing activities and projects, including housing growth forecasting, the medium term financial strategy and budget forecasting, Council Tax precepts, and electorate forecasts.

A small number of staff are likely to be involved in collating and storing the information to make it available to a large number of staff.

2. Is it possible that any aspect of the policy will impact on people from different groups in different ways?

(See [guidance notes](#) for the list of protective characteristics to consider).

No

Description:

The project will not impact on people from different groups in different ways, as the project is about collating, storing and sharing existing information within South Cambridgeshire District Council on developments for business or residential uses, in particular information on whether it has planning permission, is commenced, is completed and / or is occupied. The project will not make any decisions on the data / information.

3. Is there a risk that any aspect of the policy could in fact lead to discrimination or adverse effects against any group of people?

(See [guidance notes](#) for the list of protective characteristics to consider).

No

Description:

The project will not lead to discrimination or adverse effects against any group of people, as the project is about collating, storing and sharing existing information within South Cambridgeshire District Council on developments for business or residential uses, in particular information on whether it has planning permission, is commenced, is completed and / or is occupied. The project will not make any decisions on the data / information.

4. Could any aspect of the policy help the Council to meet one or more of its public sector equality duties? Bear in mind that the duty covers 9 protected characteristics.

Please tick where appropriate:

Duty	Yes	No	Unknown
Eliminate unlawful discrimination, harassment and victimisation <sup>1</sup>	–	<input checked="" type="checkbox"/>	–
Advance equality of opportunity between different groups	–	<input checked="" type="checkbox"/>	–
Foster good relations between different groups	–	<input checked="" type="checkbox"/>	–

Description:

The project will not help the Council to meet one or more of its public sector equality duties, as the project is about collating, storing and sharing existing information within South Cambridgeshire District Council on developments for business or residential uses, in particular information on whether it has planning permission, is commenced, is completed and / or is occupied. The project will not make any decisions on the data / information.

5. Are you aware of any evidence that different groups have different needs, experiences, issues and / or priorities in relation to this policy?

No

Description:

There is no evidence that different groups will have different needs, experiences, issues and / or priorities in relation to this project, as the project is about collating, storing and sharing existing information within South Cambridgeshire District Council on developments for business or residential uses, in particular information on whether it has planning permission, is commenced, is completed and / or is occupied. The project will not make any decisions on the data / information.

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<sup>1</sup> All 9 protected characteristics (i.e. including marriage and civil partnership status) are relevant to this particular aspect of the duty).

## Conclusions:

### 6. What level of EqlA priority would you give to this policy?

Tick the most appropriate priority: ✓

Level of EqlA Priority:	Tick where appropriate:
High: full EqlA within 6 months, or before approval of policy	–
Medium: full EqlA within one year of screening	–
Low: full EqlA within three years of screening	–
Screen out: no further EqlA required at this time	✓

#### Description:

No further EqlA is required at this time, as the project is about collating, sharing and storing existing information within South Cambridgeshire District Council on developments for business or residential uses, in particular information on whether it has planning permission, is commenced, is completed and / or is occupied. The project will not make any decisions on the data / information.

Please send this completed screening form to Johanna Davies, Policy Development Officer by emailing [johanna.davies@scambs.gov.uk](mailto:johanna.davies@scambs.gov.uk) so that it can be incorporated into the Council's EqlA schedule.