

Greater Cambridge Shared Planning 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:**
 - o Eliminate unlawful discrimination, harassment, and victimisation**
 - o Advance equality of opportunity between those who share a protected characteristic and those who do not**
 - o 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@scams.gov.uk. Further support and guidance available on Insite or contact the Policy and Performance Team.

**Equality Impact Assessment Complete Form
Section 1: Identifying Details**

1.1 Officer completing EqIA:

Tom Davies

1.2 Team and Service:

Built and Natural Environment Team, Greater Cambridge Shared Planning Service.

1.3 Title of proposal:

Incorporation of the Disability Consultative Panel into the Design Review Panel Service in Greater Cambridge and establishment of an Accessibility User Group,

1.4 EqIA start date:

16.02.2024

1.5 Proposal implementation date:

01.14.24

1.6 Who will be responsible for implementing this proposal (Officer and/or Team):

Built and Natural Environment Team, Greater Cambridge Shared Planning

Section 2: Proposal to be Assessed

2.1 Type of proposal:

Service

2.2 Is the proposal:

Change to an established

2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):

NA

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

The Disability Consultative Panel (DCP) function will be incorporated within the Greater Cambridge Design Review Panel (GCDRP) with the addition of specialist expertise in disability access being added to the panel Both panels are currently administered by Greater Cambridge Shared Planning.

Design Review advice is an important and valued, if discretionary, service and it is recognised as such in the National Planning Policy Framework. It offers an independent and impartial evaluation of the design of significant proposals, at the pre-application and application stages, by a panel of built environment experts. The advice of the panel is advisory, with the aim of identifying where improvements can

be made, to influence the planning process and improve the quality of buildings and places for the benefit of the public.

Design review focused on disability access aspect of built environment proposals, at the pre-application and application stages for Cambridge City Council (CCC) and South Cambridgeshire District Council (SCDC) is currently provided by the DCP. This is a panel with people of different disabilities or those that have a lived experience of disability. The panel has been operating since 1999, free of charge, without any cost to the applicant and in that time its arrangements have not been reviewed,

Having reviewed and aligned Design Review in 2022-23, GCSP has turned its attention to how the DCP has been running, in order to develop resilience (if the access officer who runs the panel was sick or went on annual leave), to ensure there was consistent attendance (looking into issues of remuneration), recruitment and refresh of members, to ensure that it recovered its administrative/management costs and to ensure it provided a consistent service across SCDC and CCC.

In addition, there is a high degree of duplication with applicants being asked to attend two panels - both DCP and a GCDRP (in addition to their pre-application meetings and community engagement) e.g. from January 2021 to September 2023 the DCP considered 24 schemes. Of these 21 (88%) also went to the Design Review Panel /Quality Panel as well.

GCSP's aim is to ensure inclusive design outcomes in an efficient and effective way, minimising duplication, making best use of the expertise we have, and providing advice to as many applicants as possible, rather than a limited number of schemes.

The changes are being proposed to realise a number of benefits: :

- Streamlining processes within GCSPS that make best use of existing resources and deliver value for money for both councils.
- Making it easier for applicants to obtain independent advice on all design issues, including accessibility in a single meeting.

- Enabling disability access and inclusive design to be discussed alongside other specialisms, as many of the issues around design are inter-related and linked.
- Recovering the cost for administering the service and remunerating panel members.
- Benefiting from all the professional expertise, back of house processes, website, administration, management, communication, governance, best practice, high standards reputation, terms of reference ([GCSP Design Review Panel: Terms of Reference \(greatercambridgeplanning.org\)](https://www.greatercambridgeplanning.org/gcsp-design-review-panel-terms-of-reference)), annual report and monitoring, scrutiny, publicity offered by the GCDRP.
- Adding inclusive design specialists to improve the expertise of the GCDRP and benefit its reputation and take up of the service.

2.7 Which of the council's equality objectives, as detailed in the council's equality scheme, does the proposal link 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.

2.8 Which groups or individuals will the proposal affect:

- Service Users External Stakeholders Employees
- Councillors Other

If other, please specify:

Residents and business and visitors to the Greater Cambridge area who make applications for development and the future users/ occupiers of those buildings and spaces.

2.9 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)

- Incorporating the disability remit into the GCDRP will specifically affect applicants, councillors, officers and the public by providing guidance about the disability access aspects of planning applications through the GCDRP instead of the DCP panel. The design review panel provides an independent review of schemes at pre-application and application stages. The panel provides advice on how the design of the proposal can be improved. The advice from the review is published as letter which is attached to committee and delegated reports. This gives confidence to decision makers to support well designed schemes and resist poorly designed schemes.
- The incorporation of DCP into GCDRP will mean that the existing DCP members (who are local residents) will be discontinuing their (voluntary) role in attending DCP meetings GCSPS will be recruiting specialist inclusive design panel members to GCDRP .Those existing DCP members may wish to apply to join the Design Review Panel (for which their time would be paid)
 - GCSPS recognises the value of ‘ lived’ experience and will be establishing an Accessibility User Group (aiming for first meeting in April/May) to which the existing DCP members will be invited, together with others from across Greater Cambridge. The aim of this group will be to look at a range of issue that affected accessibility and inclusive design e.g. planning policy, guidance and awareness raising/ campaigns. We will ask the group what items they would like to discuss/ when they would like to meet etc. This way we hope they will have a greater influence on the wider work of the planning service.
- Residents and planning applicants will benefit because GCSP will recruit 6-8 disability access panel experts with specialist knowledge about minimum requirements and best practise in national and local guidance and policy in regard to inclusive design to provide advice about proposed developments. They will be recruited based on having expertise and skills in understanding how scheme proposals will affect different types of disabilities. They may bring lived experience of having a disability and may also be a local resident. Existing DCP members are welcome to apply for the role of new GCDRP panel member.

.

2.10 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)

GCDRP will continue to be managed and administered by the GCSP. Panel members are independent, rather than GCSP officers, and will be paid for attending the panel meetings. The pool of panel members will be reviewed/refreshed after 3 years.

GCSP will recruit 6 to 8 specialist disabilities GCDRP members and encourage applications from people with protected characteristics. Applications for panel members will be scored and appointed according to a published marking criteria. The Senior Policy & Performance Officer will be invited to be part of the recruitment process as suggested by the Equality Forum.

The GCDRP is governed according to its terms of reference and incorporates ongoing monitoring with questionnaires after every review to be reviewed by the GCDRP managers and it produces an Annual Report, scrutinised by the Independent Advisory Group (IAG).

The IAG comprise: two independent built environment experts with significant experience, reputation and external to the panel (such as chairs or experts of other design review panels), the 2 GCDRP panel chairs, senior council officers, the lead members and planning committee chairs of both councils.

The IAG meets once a year to review an Annual Report, assess any issues, advise on improvements and the future direction of the panel. The Annual Report is a public document, comprising the feedback, finance and summary of the outcome of the panel's advice within the planning process and as development is built.

Data about the make-up of the panel and IAG is monitored and analysed as part of the Annual Report so that recruitment of new members can be targeted to ensure people with different protected characteristics are represented.

The IAG ensures the effectiveness and accountability of the panel in the public interest and, in consultation with the Joint Director of Planning & Economic Development, makes recommendations to adjust working practices in accordance with these terms of reference.

Section 3: Evidence and Data

3.1 Describe any research (this could include consultation) and analysis you have undertaken to understand any effects on groups of people, including those within 9 protected characteristic groups? Please list any key sources that you used to obtain this information. (Max 250 words)

- I have carried out internet research and found that for the many other local authorities across the UK who have design review panels, the Terms of Reference (published on the local authorities' websites) for these panels show the names and specialist knowledge / skills / experience of the members. Many of these panels now include a specialist inclusive design member to provide a wider remit (which includes disability access) for their review of built environment proposals and advice to improve the design and accessibility of buildings and public spaces for the Disability protected characteristic group.
- The following organisations employ independent Design Review Panels for reviewing built environment proposals which do feature a named, specialist inclusive design expert panel member: Local Authorities using 'Frame' consultants to run their design review panels at Ealing, Epping Forest, Folkestone & Hythe, Kensington and Chelsea, Redbridge, Somerset, Watford; London Legacy Development Corporation; Ebbsfleet Development Corporation Design Forum; HS2 Ltd; the GLA London Review Panel and also Westminster City Council also have Design Review Panel with a specialist inclusive design expert panel member.
- I have reviewed the South Cambridgeshire District Council Equality Scheme (2020-2024) which sets out 3 equality objectives:
Objective 1 - Understand the diversity that exists within the South Cambridgeshire population and identify, prioritise, and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community.

Objective 2 - South Cambridgeshire District Council is an employer that values difference and recognises the strength that a diverse workforce brings.

Objective 3 - Protected groups are included and have their voices heard in discussions about the future shape of the district.

The proposal particularly meets objectives 1 and 3. In terms of meeting SCDC's equality scheme objective 1, GCSP will recruit 6-8 disability access panel experts with specialist knowledge about minimum requirements and best practise in national and local guidance and policy in regard to inclusive design to provide advice about proposed developments. Their advice should help raise standards in the design of the built environment for disabled people and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community in Cambridge and South Cambs.

In terms of meeting SCDC's equality scheme objective 3, the format of GCDRP meetings is that there is panel discussion for one hour for each scheme and panel members are given equal opportunity to verbally contribute. It is a similar amount of time to panel discussions for each scheme in DCP meetings. The new GCDRP access / inclusive design / disabilities specialists, who would be recruited by GCSP, may have lived experience of a disability. Existing DCP members are welcome to apply for the new DRP panel member role. GCSP will encourage applications from people with protected characteristics.

- I have reviewed the Cambridge City Council Equality Scheme (2021-2024) which sets out the Council's proposed 5 objectives related to equality and diversity work over the three year period and includes useful data regarding the nine protected characteristics collated from a range of Council services and functions:
 1. To further increase our understanding of the needs of Cambridge's growing and increasingly diverse communities so that we can target our services effectively.
 2. To continue to work to improve access to and take-up of Council services from all residents and communities.
 3. To work towards a situation where all residents have equal access to public activities and spaces in Cambridge and are able to participate fully in the community.

4. To tackle discrimination, harassment and victimisation and ensure that people from different backgrounds living in the city continue to get on well together.
5. To ensure that the City Council's employment and procurement policies and practices are non-discriminatory and to work towards a more representative workforce within the City Council.

The proposal particularly meets objectives 2 and 3. Incorporating DCP into GCDRP will mean a continuation of independent panel advice which should help raise standards in the design of the built environment and spaces for disabled people to improve access to and take-up of Council services from all residents and communities. Improvements in this regard should improve the environment towards a situation where all residents have equal access to public activities and spaces in Cambridge and are able to participate fully in the community.

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

(Max 250)

•The changes were discussed at a meeting of the disability panel in October 2024 when we talked with those panel members present not only about the changes but also asked for their suggestions. As a result we will be progressing other action in parallel with these changes:

1. A technical note raising awareness of common issues that they feel they raise time and time again on schemes.
2. Training and awareness with planning colleagues and planning agents through the agents Forum meetings.
- 3 The establishment of an Accessibility User Group.

There has been no formal consultation as design review is a discretionary service provided by GCSPS. However, targeted consultation and engagement exercises with key stakeholders were undertaken as part of the recent review of the council's 2 design review panels (Design Enabling Panel and the Design and Conservation Panel) in 2021. The review intended to determine best practice in the operation of design review panels and it made recommendations for improvements to the service

which led to the formation of GCDRP.

- South Cambridgeshire District Council's Equality, Diversity, and Inclusion (EDI) Staff Forum reviewed and discussed the draft EqIA for the Incorporation of the Disability Consultative Panel into the Design Review Panel Service on 8th January 2024. The EDI Forum meeting was recorded and following the meeting, the South Cambs District Council Equality officer sent me the EDI members' comments which I have incorporated into this revised EqIA.

In addition the changes were considered and discussed by members of both Planning Committees (SCDC – February 2024 Cambridge March 2024)

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)**

Disability

1. Although the DCP will cease , the addition of 6-8 disability access experts as panel members to GCDRP means the continuation of panel advice about inclusive design for new built environment applications and pre-applications. Specialist advice will be from experts with knowledge of best practice guidance to ensure high standards. The advice of the GCDRP has the potential to improve access for less mobile individuals and groups to public spaces and buildings within or around new developments in Greater Cambridge. Just for clarity, when I use the word 'access experts' (above), I am referring to experts on the subject of all aspects disabilities in the built environment rather than just movement / access for a disabled person to access a development or building. **Positive impact. Medium impact.**

2. The Planning Service has been mindful of this protected characteristic by ensuring all published documents relating to the panel are made available in an accessible format. Braille and large print versions of the documents will be made available on request. **Positive impact. Low impact.**

3. The proposal enables disability access to be discussed alongside other specialisms as many of the issues around design, are inter-related and form part of an iterative process. **Positive impact. Medium impact.**

4. There would be an improvement in terms of meeting preparation time for reading panel meeting papers. For the GCDRP, meeting papers are circulated to panel members a few days prior to the meeting to enable members to prepare their comments. **Positive impact. Medium impact.**

5. The GCSP panel's written response report will also be of a high professional standard. GCDRP is a pay to use service that recovers its costs to pay for features such as administration whereas DCP is a free service. To re-allocate the same administrative resources to DCP, it would have to be run on a cost recovery basis to meet the councils' objectives for panels to be run on this basis. **Positive impact. Medium impact.**

6. The GCDRP tends not to discuss the details of a scheme whereas the DCP is designed to focus on such details e.g. meeting standards for minimum door widths. In an incorporated panel of GCDRP, there is a danger that the conversation could miss these details because it is focused on addressing overall 'concept'. **Negative impact. Low impact.** It is considered low impact because there is scope for the GCDRP chair to ensure that there is more focus on the details of schemes, these schemes are also reviewed by the Council's Access Officer .

7. There is a risk that the proposal means that there may be some small schemes (that are currently being reviewed by DCP) that would fall below the minimum threshold (schemes of over 10 or more dwellings or a site area of more than 0.5 ha or buildings generally over 1000m²) for GCDRP and so miss out on a panel review. **Negative impact. Low impact.** It is considered low impact because very few small

schemes have come forward to DCP for review in the last two and a half years. It is mitigated by the fact that new applications and pre-application proposals for smaller schemes (below the DRP threshold) would be reviewed by the GCSP's dedicated Access Officer who provides written consultee comments to provide advice for the case officer.

8. GCDRP does not include reviewing schemes at strategic sites as part of its terms of reference, whereas the remit of DCP does include reviewing strategic sites. The Cambridgeshire Quality Panel, which reviews strategic sites has agreed to amend its Terms of Reference to include disabled access and wishes to rely on its existing panel membership to review these aspects. (This is of concern to the Access officer as 50% of schemes reviewed by DCP have been at strategic sites in the last two and a half years.. **Negative impact. Medium impact.**

9. It may be challenging for one specialist (in disability access) GCDRP panel member to have the time to go into the detail required to adequately represent disability access in reviewing schemes. This is because the GCDRP panel is interdisciplinary, with one panel member per specialism (i.e. covering each of the 4 'C's of community, character, climate change and connectivity in the 'Cambridgeshire Quality Charter for Growth') and so there is a lot to cover in the agenda of the 3-4 hour meeting. By contrast, the DCP panel is focused solely on disability access with 3-6 panel members with a range of specialisms or direct lived experience reviewing each scheme for a duration of approximately one hour.. **Negative impact. Medium impact.**

It is considered medium impact because this can be mitigated to a certain degree - there is flexibility in the timing of GCDRP agenda items and time devoted to more general (non-disability) issues be reduced to accommodate the disability access remit in the review meeting. Sufficient time (one hour) is allowed for all the GCDRP panel members' verbal contributions to the discussion. It is a similar amount of time to panel discussions for each scheme in DCP meetings. The GCDRP panel chairs are skilled in ensuring that panel members are given sufficient opportunity to contribute. All the GCDRP panel members will be given training by GCSP on disability considerations in the built environment to contribute to the discussions. In

addition the schemes will be reviewed by the Access Officer and the existing DCP have already given us an indication of the similar issues that come up time and time on schemes which will inform the technical note and also training for the Council's design officers

10. It may be challenging for one specialist (in disability access) GCDRP panel member to fully represent a range of specialisms and the panel member may not have direct lived experience to be able to contribute advice from that perspective. **Negative impact. Medium impact.** To mitigate this, GCSP aim to recruit access / inclusive design panel members who have a broad range of expertise and skills in understanding how scheme proposals in the built environment will affect different types of disabilities and so these multi-disciplinary skills should enable a continuation of the specialist guidance. The GCDRP access / inclusive design / disabilities specialists, who would be recruited by GCSP, may have lived experience of a disability. Existing DCP members are welcome to apply for the new GCDRP panel member role. GCSP will encourage applications from people with protected characteristics.

11. If say a new GCDRP member has a disability themselves, when you consider the format of GCDRP meetings (3-4 hours including a site visit), it might be asking a lot physically for a disabled GCDRP member to attend a whole meeting. **Negative impact. Low impact.** This can be mitigated by the GCDRP chair and GCDRP manager being sensitive to the requirements of all members to make every effort to ensure that they are given an opportunity to participate in panel meetings and provide a flexible approach to timings on the meeting agenda.

12. The GCDRP charge the applicants to use the service (whereas DCP has been a free service). The additional cost (£4,000 plus VAT for a full review) may reduce access to advice for small businesses and community organisations and may mean less proposals are put forward for panel review. The proposals seek to address the service's need to manage the cost of its discretionary services and aim to increase a greater proportion of that cost through charges. For design review advice, (where the service provided can lead to significant financial benefits accruing to property/land owners and developers) the charging schedule reflects a need to support community

organisations and small businesses, whilst reducing the subsidy provided by both Councils for this service for more substantial development projects – and help respond to the growing pressure on costs and income facing both Council Planning Services. **Negative impact. Low impact.**

It is considered low impact because fees and review types will be monitored as a standing item at the annual IAG meeting and adjusted accordingly to ensure the GCDRP remains financially viable and service up-take is sufficient. In exceptional circumstances the fees outlined below may be reduced to support community organisations and charities, in accessing the panel.

The GCDRP manager will capture any communication from small businesses and community organisations in this regard for the annual report and convey this to the IAG who monitor fees. There is data available to the GCSP of the number of schemes reviewed at DCP historically and so this can be compared to take up of the GCDRP panel service in the future to show a comparison. The GCDRP manager can capture this data and convey it to the IAG.

13. The purposes of the DCP panel, as outlined in its Terms of Reference (2004), are:

- To ensure that the needs of disabled people are taken into account in the determination of planning applications and other environmental schemes.
- To raise awareness of all those involved in the development/planning process of the needs of people with various disabilities.

The DCP was not set up primarily as a planning department service. The DCP is made up of local residents / community members, some of whom have different disabilities, and who can be consulted and verbally comment on planning applications in DCP meetings based on their direct experience. It is a focused panel review based solely on the topic of disability access. The panel has provided a two-way conduit between the council and the residents to improve the environment of the area and to give local disabled people the chance to tell Council officers their problems with the built environment. DCP's role for community development will not be continued. **Negative impact. Low impact.**

It is considered to be low impact because the purpose of GCDRP is to provide an expert and independent peer review process that is distinct from the community engagement which takes place during the pre-application stages. GCSP have established mechanisms in place to ensure that the community are engaged during the pre-application design stages and GCSP's expectations for this are set out within the GCSP Statement of Community Involvement.

It is mitigated to an extent by GCSP's intension to establish a Disability Access User Group for disabled people to be represented to the council and where existing DCP members can discuss with GCSP and the Access Officer more fully disability issues that of interest to these users. Please see section 4.2 (below)

4.2 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 |
|--|--|
| Ensure copies of all public information about the panel are made available in an accessible format. | Built and Natural Environment Team - The project sponsor (Trovine Monteiro) will check all public information before publishing. |
| GCSP will amend the terms of reference of the GCDRP to make it explicit that design review covers accessibility, inclusive design, and disability. | GCDRP managers has sought Cambridge City Council and South Cambs District Council Planning committee support to amend the terms of reference in this regard. |
| The GCDRP terms of reference does allow for smaller schemes to be reviewed if they are 'significant.' | Built and Natural Environment Team - The GCDRP managers and project sponsor (Trovine Monteiro) will review this 'significant' consideration. |
| The GCDRP is governed according to its terms of reference and incorporates ongoing monitoring with questionnaires | The Project sponsor will ensure that a year on, the next review will look at how |

| | |
|--|--|
| <p>after every review to be reviewed by the GCDRP managers and it produces an Annual Report, scrutinised by the Independent Advisory Group (2 independent people). The IAG will ensure the effectiveness and accountability of the incorporated panel in the public interest.</p> | <p>combining the DCP and GCDRP has worked.</p> |
| <p>GCSP will recruit disability access panel experts with specialist knowledge about minimum requirements and best practise in national and local guidance and policy in regard to inclusive design.</p> | <p>The GCDRP managers will ensure highly skilled disabilities specialists are recruited, inviting the Senior Policy and Performance Officer to be part of the process.</p> |
| <p>In its recruitment of disability specialist panel members, GCSP will encourage applications from people with protected characteristics.</p> | <p>GCDRP managers will ensure that applications from people with protected characteristics are encouraged in GCSP's recruitment process.</p> |
| <p>GCSP will establish a Disability Access User Group (meeting quarterly – a similar to the existing Parish Councils, Agents, Residents meeting Forums) where existing DCP members can discuss with GCSP and the Access Officer more fully issues that of interest to these users and how we might best use their expertise to have a greater impact e.g. an awareness campaign for accessibility to pubs and restaurants.</p> | <p>The GCSP Built and Natural Environment Manager and Access Officer will organise this new meeting forum.</p> |
| <p>All the GCDRP panel members will be given training by GCSP on disability considerations in the built environment.</p> | <p>GCDRP managers and Access Officer will provide this training</p> |

| | |
|--|---------------------------|
| Production of a technical guidance note for planning applicants setting out good practice to inform design and layout. | Council's Access Officer. |
|--|---------------------------|

4.3 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?

The project sponsor (Trovine Monteiro) will monitor the actions through regular meetings with the Panel Manager which will track progress on this and other matters.

The GCDRP incorporates ongoing monitoring with questionnaires after every review to be reviewed by the GCDRP managers and it produces an Annual Report, scrutinised by the Independent Advisory Group. The Independent Advisory Group (IAG) will ensure the effectiveness and accountability of the panel in the public interest and, in consultation with the Joint Director of Planning & Economic Development, make recommendations to adjust working practices in accordance with these terms of reference.

The IAG comprise: two independent built environment experts with significant experience, reputation and external to the panel (such as chairs or experts of other design review panels), the 2 GCDRP panel chairs, senior council officers, the lead members and planning committee chairs of both councils.

The IAG meets once a year to review an Annual Report, assess any issues, advise on improvements and the future direction of the panel. The Annual Report is a public document, comprising the feedback, finance and summary of the outcome of the panel's advice within the planning process and as development is built.

Data about the make-up of the panel and IAG will be monitored and analysed as part of the Annual Report so that recruitment of new members can be targeted to ensure people with different protected characteristics are represented.

The Access User Group will be asked to agree a terms of reference, a forward plan of meetings and after a year we will ask them to complete a survey seeking feedback as well as input into future agenda planning.

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)

In section 4, positive and negative impacts have been identified and reasons given for why these are considered low or medium and in some cases, the means of mitigating these. Negative impacts include the loss of a panel (DCP) that is focused solely on disability access with 3-6 panel members with a range of specialisms or direct lived experience, resident / community members reviewing each scheme; the minimum size threshold of GCDRP in its terms of reference would mean it does not review smaller schemes. This would mean 5 schemes/ year would not be reviewed by the panel, instead these will continue to be reviewed by the Council's Access officer.;

The positive impacts include those in terms of recruiting specialist expertise in disability access to GCDRP; avoiding duplication with applicants being asked to attend two panels; enabling disability access to be discussed alongside other specialisms; and benefiting from all the professional expertise, back of house processes, website, administration, management, communication, governance, best practice, monitoring, scrutiny, and publicity offered by the GCDRP. The Quality Panel will also be amending its terms of reference to specifically include disabled access. In addition the Planning Service will be establishing an Accessibility User Group to engage across a range of issues not just individual planning applications, and bringing a greater profile to the needs for more accessible and inclusive schemes in Greater Cambridge through the group, technical advice, discussions with Planning agents and future awareness campaigns it will run. **Overall, it is considered that integrating the disability access remit into GCDRP will have a low negative impact.**

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.

Section 6: Sign Off

6.1 Signature of individual completing EqIA:

Tom Davies

6.2 Date of completion: Click or tap to enter a date.

12.03.2024

6.3 When will this proposal next be reviewed and who will this be?

01.06.2024 Tom Davies

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

Jane Green, Built and Natural Environment Manager

6.5 Date of approval:

13.02.2024.

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