

Equality Impact Assessment (EqIA)

Please refer to the [Equality Impact Assessments \(EQIAs\)](#) form for details on how to complete.

The aim of an equality impact assessment is to consider the equality implications of any decision (e.g. new or revised policy, process, project, function, or service) on different groups of people including employees and customers. This document helps to evaluate whether the decision may inadvertently disadvantage groups of people and identify ways to avoid discrimination and proactively advance equality.

1. Details of the proposal

Name of the proposal:	CIL & S106 Governance Framework
Version number:	1.0
Does this proposal impact on people?	Choose an item: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Explain your answer whether 'yes' or 'no'	Although the governance framework does not give rise to direct equalities impacts, it shapes how decisions are made about allocating CIL and aggregated S106 funding. These decisions influence which infrastructure projects proceed and therefore indirectly affect communities. Individual projects will undergo separate EqIAs when brought forward.
Is this a new or existing policy/project/service?	Choose an item: <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing
Person responsible for the proposal:	Roger Clotworthy, Head of City Development
Person responsible for the EqIA (if different to above)	Roger Clotworthy, Head of City Development
Proposal start date:	20/04/2026

When will this proposal be implemented?	17/06/2026
Briefly describe the aims and objectives of the proposal	The proposal aims to establish a strengthened governance framework for allocating and monitoring Community Infrastructure Levy (CIL) and aggregated Section 106 (S106) developer contributions. It introduces a transparent annual assessment process and a cross-party Advisory Forum to ensure decisions are evidence-based, consistent with audit recommendations, and aligned with Council priorities.
What are the anticipated outcomes of the proposal?	The proposal is expected to deliver a clearer, more transparent and audit-compliant governance process for allocating and monitoring CIL and aggregated S106 funding. It will strengthen risk management, ensure consistent prioritisation of infrastructure projects, improve Member oversight, and provide a structured annual process aligned with the capital programme
Who is likely to be affected by the proposal?	You can select multiple options: <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Service users <input checked="" type="checkbox"/> Wider community
How are they likely to be affected?	Staff will be affected through the introduction of new processes for scoring, monitoring and reporting CIL and aggregated S106 proposals, requiring consistent use of the governance framework. The wider community may be indirectly affected because the strengthened governance arrangements influence which infrastructure projects are prioritised and funded, although individual project decisions will undergo separate equality assessments.
Is this proposal going to be approved by SMB, Executive or Council?	Select: <input type="checkbox"/> SMB <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Council
When is the proposal going to SMB, Executive or Council?	16/06/2026

3. Consultation & Engagement

You will nearly always need to involve and consult with stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal. This should include the individuals/groups who are affected by your proposal. Any proposal for consultation or engagement must be done via the [Consultation and Engagement Form](#).

How are you communicating with the individuals/teams who are affected by your proposal?

You can select multiple options:

- Social media
- Focus groups
- Website
- Mail drop
- Via community group
- Other (please describe): Internal engagement with Finance, Legal, SMB and Portfolio Holders

4. Impacts on People

How will the proposed change affect people with protected characteristics? Make sure that you assess the impact based on evidence.

- Who will benefit, who won't, who can access, who can't access, who is at an advantage, who is at a disadvantage?
- What evidence has been used for this assessment? For example, employee diversity data, national statistics, customer survey, feedback etc. [Sources of equality data](#) are available on Sharepoint. (Please don't include any information that risks identifying people such as names, or the diversity data, if less than six people).

Note: You can copy and paste more rows underneath each protected characteristic if there is more than one impact

How will this proposal affect people with protected characteristics?	Identify Impact:	Why will it have this effect? Use the evidence collated, any engagement or consultation to inform your thinking and record it here. Have you identified any gaps in evidence, if so, what are the gaps? Does this need to be incorporated in the action plan?
Age	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework.
Disability: including sensory, mobility, mental health, neurodiversity, long term ill health	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework. Any briefings/training will be delivered in a way that is accessible and meets staff needs arising from disability, with reasonable adjustments made where required.
Gender reassignment	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework.

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Marriage and Civil partnership (work related only)	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework.
Pregnancy & Maternity	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework.
Race: including ethnic origin, nationality/national origin	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework.
Religion or Belief	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of

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		the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework.
Sex	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework.
Sexual Orientation	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework.
Intersectionality: Could this proposal have an impact on people who have a combination or intersection of two or more characteristics?	No Impact	The governance framework establishes a transparent and consistent process that supports fair, evidence based decision making. The framework does not create differential impacts on protected characteristics at this stage but further equality impacts will be considered and assessed when individual infrastructure proposals are brought forward. To support consistent application of the framework and minimise the risk of bias, relevant staff will be briefed and/or trained on the process, including the use of the scoring framework.

7. Outcome of Assessment

Select one of the following options:	Tick the relevant box
No barriers identified, proceed with proposed change.	<input checked="" type="checkbox"/>
Adjust the proposal/policy to remove barriers identified by the EqIA.	<input type="checkbox"/>
Continue with the proposal/policy despite potential for adverse impacts.	<input type="checkbox"/>
Stop the proposal/policy as there are adverse impacts that cannot be prevented/mitigated or justified.	<input type="checkbox"/>
<p>Please explain why the option has been chosen:</p> <p>No equality impacts were identified. The proposal introduces an internal governance framework that does not directly affect individuals or access to services. Equality impacts will be assessed at the stage when specific infrastructure projects are brought forward for decision.</p>	

8. Action Plan

Considering the impacts, you have identified above, please detail any actions you will need take to remove barriers, eliminate negative impacts or maximise opportunities. (Add more rows if required). If an action is to meet the needs of a particular protected group please specify this. These actions should be included in your Service Plan.

Action(s) to be taken.	Expected Outcomes	Responsible Person	Timescale	Progress	Complete
No actions required.					

9. Monitoring

How will you monitor the impact of your proposed change once it has been implemented? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective and your approach is still appropriate. Include the timescale for review in your action plan above.

Monitoring will take place through routine officer-level oversight of CIL and S106 processes, including ongoing tracking through Exacom and reporting to SMB. Any feedback or operational issues that indicate potential equality impacts will be noted and addressed. Equality considerations will continue to be assessed when individual infrastructure projects are proposed for funding.