

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 available on Insite or contact the Policy and Performance Team.

Equality Impact Assessment Complete Form

Section 1: Identifying Details

- 1.1 Officer completing EqIA:
Emma Weston
- 1.2 Team and Service:
HR – Transformation, HR and Corporate Services
- 1.3 Title of proposal:
Fertility Treatment Policy
- 1.4 EqIA start date:
31/08/2023
- 1.5 Proposal implementation date:
01/12/2023
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
HR Team

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Policy
If other, please specify
[Click or tap here to enter text.](#)
- 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)

A policy to support employees undergoing fertility treatment. Policy provides paid leave and flexibility around appointments and treatment. A toolkit has been created to support managers when communicating with employees.

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 [Agency/contractors](#)

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)

Providing individuals with more support during what can be a very emotional and stressful time.

- 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)
N/A

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)
Utilisation of XpertHR, Fertility@Work websites, reviewing other companies' policies on a similar approach to support.
- 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: This policy is applicable to all employees; the impact will be low as it will only affect those that are undergoing fertility treatment which on average is 1 in 6 couples. We have implemented paid leave to support individuals undergoing treatment as well as providing the flexibility they may require around appointments i.e. working from home, changing non-working days.

Age

Details: Click or tap here to enter text.

Disability

Details: Click or tap here to enter text.

Gender reassignment

Details: Those who have undergone gender reassignment may be more inclined to undergo surrogacy, this would have a positive impact as it enables them to attend antenatal appointments as paid leave with their surrogate.

Marriage and Civil Partnership

Details: Click or tap here to enter text.

Pregnancy and maternity

Details: Once the individual has had a successful cycle and becomes pregnant the maternity policy will come into effect.

Race

Details: Click or tap here to enter text.

Religion and belief

Details: Click or tap here to enter text.

Sex

Details: 51% of employees are female, and 49% of employees are male, all employees are treated the same in the policy irrespective of sex, all employees are



entitled to the same paid leave and flexibility whether they are undergoing treatment themselves or are the partner of those undergoing the treatment.

X Sexual orientation

Details: Those who are in same sex couples may be more inclined to undergo fertility treatment or surrogacy, this would have a positive impact as it enables them to have paid time off for appointments/treatment or attend antenatal appointments as paid leave with their surrogate. 3% of the workforce have declared their sexual orientation as Bisexual, Gay or Lesbian, they may be more likely to utilise this policy and the support it provides.

Other (socio economic, rural isolation, covid)

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

None of the above

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
Informative video created for managers to understand a broad overview of fertility treatment and the emotional impacts it may have on individuals – to be available by June 2024.	Emma Weston
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.
Click or tap here to enter text.	Click or tap here to enter text.

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 policy will be submitted to Leadership Team and Unions for feedback before implementation, and finally it will be shared with Employment and Staffing Committee. All employees are encouraged to provide feedback on any HR policies which we collate and consider in any policy review. HR Policy review timetable is monitored by the HR Advisory team as a joint responsibility.

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 new policy will have a low impact to all employees unless they are undergoing treatment, the new policy is offering a supportive approach by providing paid leave for treatment and flexibility around working. Colleagues of those utilising the paid leave may be required to cover their colleagues workload, this can be mitigated by line managers planning in advance to balance out workloads.

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:



E. Weston

6.2 Date of completion:

05/02/2024

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

05/02/2027

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

Helen Cornwell

6.5 Date of approval:

05/02/2024

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.*