

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:
Helen Cornwell
- 1.2 Team and Service:
HR
- 1.3 Title of proposal:
Absence Management (Policy trial)
- 1.4 EqIA start date:
01/01/2023
- 1.5 Proposal implementation date:
01/01/2023
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
HR

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:
Review of existing
- 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)

Removal of set triggers to give more autonomy for managers to manager absences in a supportive way

2.7 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.

2.8 Which groups or individuals will the proposal affect:

Service Users

Councillors

External Stakeholders

Other

Employees

If other, please specify [Click or tap here to enter text.](#)

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)

Employees will no longer be taken through a process based on a set number of days absence but an assessment will be made using individual circumstances and rationale and impact of the absence on the organisation

- 2.11 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 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)
We have discussed proposals with the unions and held drop ins for staff but we will also collate feedback after the trial period to understand any impacts
- 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: [Click or tap here to enter text.](#)

Age

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

Disability

Details: This policy alongside the Disability passport policy will enable SCDC to consider the individual nature of any disability and its affect on the individual rather than using a broad set of triggers

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: Absences relating to maternity and pregnancy are dealt with under the Maternity policy

Race

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

Religion and belief

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

Sex

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

Sexual orientation

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

Other

Details Colleagues with long term illnesses or diseases, are more likely to feel supported by not being taken through a process that is indiscriminate as to the reason for the absence and based on number of days or occurrences rather than looking at the reasons



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
Feedback from staff on policy	May 2023
Review of impact of policy	Feb/March 2024
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

We already monitor absence levels and by type and service area. We monitor Bradford factors so that colleagues with high levels are contacted to see if support is required.

OH let us know and colleagues can declare a disability – we contact them if relevant to discuss adjustments, recommend the Disability passport and signpost support

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)



Whilst the policy removes a consistent benchmark for when managers should start the absence management process we believe that having managers explore individual circumstances and base decision on them and impact will be fairer than using a set criteria for all staff regardless of the circumstances

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:

Helen Cornwell

6.2 Date of completion:

30/01/2023

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

01/04/23

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

Jeff Membery

6.5 Date of approval:

Click or tap to enter a date.

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