



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:
Jonathan Corbett
- 1.2 Team and Service:
People Team
- 1.3 Title of proposal:
Leave Policy Review
- 1.4 EqIA start date:
07/11/2024
- 1.5 Proposal implementation date:
07/11/2024
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
People 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:
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)

This review brings the Leave policy in line with other recent updates of policies by the People team. This incorporates previously separate policies into one document with a corresponding toolkit. The policy reflects recent legislative changes by granting 5 days unpaid carer's leave each year for colleagues in line with recent legislative changes. The new policy also removes the requirement to use untaken annual leave by a specific date. Further, this policy includes a new entitlement of two working weeks paid leave for military reservists. This links to our commitment to support the Armed Forces Covenant. One of the objectives of the 2024-25 HR Business Plan is to encourage applications from members of the Armed Forces, veterans and family members to South Cambs roles. This new entitlement will encourage a higher volume of applications from this group.

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 Family members of employees, the Armed Forces community.

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)

Employees and their family members are impacted by the new entitlement of 5 days unpaid carer's leave each year. This gives employees with caring responsibilities more flexibility and support to manage work and care, relieving stress and improving wellbeing. This support will also have a positive impact on their family members who will benefit from the additional care they receive. The new military reservist leave entitlement will impact on employees and members of the Armed Forces community. This ensures they are aware that if they work for us or are successful at applying for a vacant role they will not be disadvantaged as a result of serving in the Reserve Forces in terms of service rights and pay. This change will also enable South Cambs District Council to be an employer of choice for the Armed Forces community as this proposal is more generous than some of the equivalent entitlements offered by other local district councils.

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)

Not applicable.

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)

This policy has been created by reviewing template policies on BrightMine and policies from other organisations relating to statutory leave and military reservist leave. The content has been reviewed by the People team to ensure it has a positive impact on employees and others with protected characteristics. The documents have also been shared with trade union representatives from GMB and Unison. The section relating to military reservist leave has been checked by a military reservist as well as our Armed Forces Covenant Partnership Coordinator Tommy Kelly to ensure this has a positive impact on this group.

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: The guidance provided by the new Leave policy and toolkit will have a medium positive impact on younger colleagues. If they have children for the first time it will be easier to understand their legal entitlements to Parental Leave. Further, the combined policy will improve their awareness of the different provisions available without the need to find and read multiple different policy documents.

Disability

Details: The guidance provided by the new Leave policy toolkit will have a medium positive impact on disabled family members of colleagues. This will help to promote the different provisions we have for supporting family members with disabilities such as carer's leave. Further, the removal of the requirement to use annual leave carry over by a specific date means employees with a disability are not at risk of losing their entitlement if they have absence due to their condition. This eliminates the risk of indirect disability discrimination.

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: The guidance provided by the new Leave policy and toolkit will have a medium positive impact on those on maternity leave, given their entitlement might have changed since they last worked in the office. This will provide an easy reference for the employee and their line manager to ensure they are aware of their correct entitlements.

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 (socio economic, rural isolation, covid)

Details The provisions for military reservist leave will have a medium positive socio-economic impact as eligible colleagues will not suffer a financial disadvantage from attending training.

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
<p>Promote the new version of the Leave policy and toolkit in the HR Newsletters, the LT blog and at management meetings across all services. It will be important to highlight why military reservists will benefit from additional leave to attend training and why they are being treated differently to other colleagues in the communication. This will be completed by 31st January 2025 to enable all management teams to be informed.</p>	<p>People Partners</p>
<p>Promote the provisions for military reservist leave in recruitment campaign material and promotional websites that members of the Armed Forces Community can access. This will be completed by 31st March 2025 to meet the deadline of the People Team Service Plan.</p>	<p>People Partners and Talent Advisor</p>
<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>
<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>

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 People Partners will request feedback from their service areas at management team meetings. The People Partners will also track any advice they give about the new policy during the first 12 months after it's implemented. The People Partners will collate any feedback received and ensure the toolkit is updated as required.

The Talent Advisor will monitor the number of people that access the promotional websites as well as the volume of job applications we receive through advertisements targeted at the Armed Forces community for 12 months to ensure this is having the desired impact.

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)

There is an overall positive impact from this policy review as the new document and toolkit means that it is easier for colleagues to understand their legal entitlements to paid and unpaid leave. This means they are more likely to request this which in the case of carer's leave will have a positive impact on disabled members of their family. The changes also support our commitment to the Armed Forces Covenant by ensuring that colleagues do not experience a financial disadvantage from training as a military reservist which will have a positive socio-economic impact on our employees.

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:

J. Corbett

6.2 Date of completion:

07/11/2024

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

07/11/2027

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:

19/11/2024

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.*