

## Huntingdonshire District Council Equality Impact Assessment (EIA)



<b>Service area</b>	Human Resources
<b>Date of assessment</b>	June 2023
<b>Name of policy/service to be assessed</b>	Job Evaluation Policy
<b>Is this a new or existing policy/service?</b>	Existing Policy
<b>Name of manager responsible for new or amended policy/service</b>	Nicki Bane – Strategic HR Manager
<b>Names of people conducting the assessment</b>	Nicki Bane
<b>Step 1 – Description of new or amended policy/service</b>	
Describe the aims; objectives and purpose of the new or amended policy/service (include how it fits in to wider aims or strategic objectives).	<p>The policy outlines the Councils approach to Job Evaluation, which is a systematic process by which the grading of each role within HDC is established.</p> <p>This policy aims to clarify the processes for evaluation application and offer a framework for equitable application.</p> <p>HDC will achieve this by:</p> <ul style="list-style-type: none"> <li>• Ensuring all organisational job descriptions are regularly updated where it is established there is a change to any role.</li> <li>• Promoting good practice encouraging an equitable and clear process for job evaluation.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Making certain all roles receive due consideration when organisational, service or activity changes require amendment to duties.</li> </ul>
<p>The Equality Act 2010 requires the Council to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, the Council also needs to demonstrate its compliance with the Equality Duty. The Council therefore needs to understand how its decisions and activities impact on different people. An Equality Impact Assessment is the current method by which the Council can assess and keep a record of the impact of new or amended strategies, policies, functions or services.</p> <p>The council retains these duties even when outsourcing services or providing shared services.</p> <p><i>Definition of Adverse Impact - occurs when a decision, practice, or Policy has a disproportionately negative effect on a protected group. Adverse Impact may be unintentional.</i></p>	
Are there any (existing) equality objectives of the new/amended policy/service	None available
Who is intended to benefit from the amended policy/service and in what way?	This Policy applies to all those employed on Huntingdonshire District Council's terms and conditions of employment and for establishing the grade of new vacancies.
What are the intended outcomes of this new/amended policy/service?	The intent of this policy is to ensure that all HDC employees are aware of the application of the Job evaluation policy and the steps they can take if they are not happy with the process/outcome. It makes it clear the responsibilities of each party including manager, employee and HR.
<b>Step 2 – Data</b>	
What baseline <b>quantitative data (statistics)</b> do you have about the function relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population), relevant to this new/amended policy/service? <a href="#">Huntingdonshire Statistics</a>	Statistics on grade by age and gender pay gap are published for Employment Committee.

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<p>What <b>qualitative data (opinions etc)</b> do you have on different groups (e.g. comments from previous consumer satisfaction surveys/consultation, feedback exercises, or evidence from other authorities undertaking similar work), relevant to this new/amended policy/service?</p>	<p>This is an existing policy that has been applied consistently and independently and is similar to processes used by other organisations to determine a grade.</p>
<p>The <a href="#">Consultation and Engagement Strategy Accessibility Guidance</a> may be helpful when thinking about the potential impact of a policy/service on people with different protected characteristics.</p>	
<p><b>Age</b> – this refers to the protected characteristic of age. A person belonging to a particular age (for example 32-year olds) or range of ages (for example 18 to 30-year olds).</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic?</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>For some services this should include consideration of impact in terms of safeguarding young people.</p> <p>What evidence do you have for your answer?</p>	<p>Neutral impact</p> <p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>
<p><b>Disability</b> – this refers the protected characteristic of disability. A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p>	<p>Neutral impact</p> <p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>

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<p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	
<p><b>Gender reassignment</b> – gender reassignment discrimination occurs when a person is treated differently because they are trans*.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic? What evidence do you have for your answer?</p> <p>*although the term gender reassignment and transsexual is in the Equality Act 2010, it is accepted that the preferred term is trans.</p>	<p>Neutral impact</p> <p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>
<p><b>Marriage and civil partnership</b> in the workplace; this refers the protected characteristic of marriage and civil partnership which is a union between a man and a woman or between a same-sex couple. Civil partnership is between partners of the same sex. Discrimination is when a person is treated differently at work because a person is married or in a civil partnership.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p>	<p>Neutral impact</p> <p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>

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<p>What evidence do you have for your answer?</p>	
<p>Are there concerns that the function could have a differential impact in terms of <b>pregnancy and maternity</b> in the workplace (e.g. pregnant or breast-feeding women). Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	<p>Neutral impact</p> <p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>
<p><b>Race</b> – this refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. Gypsy/Travellers are distinct group within this category</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p>	<p>Neutral impact</p> <p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>

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<p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	
<p><b>Religion and Belief</b> in the workplace - refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	<p>Neutral impact</p> <p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>
<p><b>Sex</b> - this refers to the protected characteristic of sex which can mean either male or female, or a group of people like men or boys, or women or girls.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	<p>Neutral impact</p> <p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>
<p><b>Sexual orientation</b> – this relates to whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>Neutral impact</p>

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<p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	<p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>
<p>Are there concerns that the function could have a differential impact on <b>part time/full time</b> employees?</p> <p>What evidence do you have for your answer?</p>	<p>Neutral impact</p> <p>When evaluating a post the HR team have responsibility for this process to maintain impartiality and would look at the details in the job description rather than the post holder. A number of posts that are evaluated have no post holder.</p>
<p>Are there concerns that the function could have a differential impact in terms of specific characteristics of Huntingdonshire e.g. <b>Rural isolation</b></p>	<p>None</p>

### Findings

This policy should have a neutral impact across the HDC workforce as it is applied independently and applied consistently across all areas.

### Recommendations

To continue to monitor the application of the policy to ensure that no detrimental impacts are seen.