

Huntingdonshire District Council Equality Impact Assessment (EIA)



Service area	HR											
Date of assessment	May 2023											
Name of policy/service to be assessed	Leave Arrangements Policy											
Is this a new or existing policy/service?	Updated with the option to buy and sell leave in 2022 and review in 2023											
Name of manager responsible for new or amended policy/service	Nicki Bane											
Names of people conducting the assessment	Kiran Hans											
Step 1 – Description of new or amended policy/service												
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>This policy intends to provide guidance for employees and managers on all types of leave arrangements including:</p> <table border="1"> <tr><td>Annual Leave</td></tr> <tr><td>Bank Holidays</td></tr> <tr><td>Unpaid Leave</td></tr> <tr><td>Time off for Dependents</td></tr> <tr><td>Employment Break/Sabbaticals</td></tr> <tr><td>Unpaid Leave, Considerations for Employees</td></tr> <tr><td>Compassionate Leave and Parental Bereavement Leave</td></tr> <tr><td>Adverse Weather</td></tr> <tr><td>Jury Service</td></tr> <tr><td>Public Duties</td></tr> <tr><td>Reservist</td></tr> </table>	Annual Leave	Bank Holidays	Unpaid Leave	Time off for Dependents	Employment Break/Sabbaticals	Unpaid Leave, Considerations for Employees	Compassionate Leave and Parental Bereavement Leave	Adverse Weather	Jury Service	Public Duties	Reservist
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	<p style="border: 1px solid black; padding: 2px;">Election Duties</p> <p>New from 2022:</p> <p>Offering employees (FTC and perm) the option to buy or sell up to 5 days of their annual leave (pro rata'd for part time employees).</p> <p>The option to buy will be open to all staff and subject to manager consideration, with service impacts being main consideration. The option to sell will be limited to services who pay to cover holiday and therefore costs are minimised.</p>
<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>	
<p>Are there any (existing) equality objectives of the new/amended policy/service</p>	<p>No</p>
<p>Who is intended to benefit from the new/amended policy/service and in what way?</p>	<p>Any employee looking to buy additional leave and increase their periods of break from work. For Selling those who work in services whose role is required to be backfilled (e.g. Operations, Leisure), providing the opportunity to sell leave they don't want to take in return for money.</p>
<p>What are the intended outcomes of this new/amended policy/service?</p>	<p>Provide flexible reward options to employees who value or don't value leave.</p>



Step 2 – Data	
<p>What baseline quantitative data (statistics) 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? Huntingdonshire Statistics</p>	<p>Workforce data Workforce equality is limited, however, there has been recent publicity with staff requesting staff to review and update their equality data held on the HR system</p>
<p>What qualitative data (opinions etc) 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>Workforce data</p>
<p>The Consultation and Engagement Strategy Accessibility Guidance may be helpful when thinking about the potential impact of a policy/service on people with different protected characteristics.</p>	
<p>Age – 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>No perceived impact related to age Appropriate methods of communication of the Policy have also been carefully considered to ensure they reach all ages of the workforce. Email and the internet can be accessed by most users in the workplace. Employee reps have been engaged on the policy; and comms cascaded via managers to staff in operational areas.</p>

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<p>Disability – 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>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>No perceived impact related to disability Relevant tools could be made available to staff that potentially do have a disability that the Council is unaware of. Alternative formats of this policy will be provided on receipt of individual request e.g. for those with a disability and/or visual impairment such as braille, large font, interpreters etc.</p>
<p>Gender reassignment – 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?</p> <p>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>No perceived impact related to gender reassignment</p>
<p>Marriage and civil partnership 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</p>	<p>No perceived impact related to marriage or civil partnership</p>

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<p>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>What evidence do you have for your answer?</p>	
<p>Are there concerns that the function could have a differential impact in terms of pregnancy and maternity 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>No perceived impact related to pregnancy or maternity</p>

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<p>Race – 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>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>No perceived impact related to race</p>
<p>Religion and Belief 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>No perceived impact related to religion/belief</p>

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Sex - 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.

Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.

No perceived impact related to sex

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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>Sexual orientation – this relates to whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</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>No perceived impact related to sexual orientation</p>
<p>Are there concerns that the function could have a differential impact on part time/full time employees?</p> <p>What evidence do you have for your answer?</p>	<p>The amount of leave bought or sold will be pro rata'd to reflect working hours</p>
<p>Are there concerns that the function could have a differential impact in terms of specific characteristics of Huntingdonshire e.g. Rural isolation</p>	<p>None identified</p>

Findings

Recommendations

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Actions around ensuring those without access to email or Internet are informed of the Policy

Actions around ensuring alternative formats are available on request.