

## Huntingdonshire District Council Equality Impact Assessment (EIA)



<b>Service area</b>	Human Resources
<b>Date of assessment</b>	August 2022
<b>Name of policy/service to be assessed</b>	Disciplinary Policy and Procedure
<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).	This Policy outlines the Council's approach to dealing with employees where an alleged breach of expected standards of conduct occurs.
<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	Previous data not available
Who is intended to benefit from the new/amended policy/service and in what way?	This Policy applies to all Council employees, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where

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	<p>separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</p>
<p>What are the intended outcomes of this new/amended policy/service?</p>	<p>The intent of this Policy is to ensure that all HDC employees are aware of the expected standards and processes to be followed.</p>
<p><b>Step 2 – Data</b></p>	
<p>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></p>	<p>None</p>
<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 as needed, the process defined within is consistent with other authorities.</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>Neutral impact</p> <p>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period,</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>unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</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>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>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</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?</p>	<p>Neutral impact</p> <p>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents</p>

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<p>What evidence do you have for your answer? *although the term gender reassignment and transsexual is in the Equality Act 2010, it is accepted that the preferred term is trans.</p>	<p>of misconduct that arise during the probation period will be addressed using the Probation Policy.</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>What evidence do you have for your answer?</p>	<p>Neutral impact</p> <p>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</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>Neutral impact</p> <p>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</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>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>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>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</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>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</p>

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<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>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</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>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>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</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>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents</p>

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	of misconduct that arise during the probation period will be addressed using the Probation Policy.
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>Neutral impact</p> <p>This Policy is applied to all employees consistently, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.</p>

### Findings

This Policy should have a neutral impact across the HDC workforce as it is applied consistently across all areas for all employees, except Statutory Officers (Head of Paid Service, Section 151 Officer and Monitoring Officer), where separate arrangements apply as detailed in the Constitution. This Policy does not apply for those employees subject to the probation period, unless in cases of gross misconduct or gross incompetence. Other incidents of misconduct that arise during the probation period will be addressed using the Probation Policy.

### Recommendations

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