



# South Cambridgeshire District Council Equality Impact Assessment (EqIA)

## Introduction – Please read


The Public Sector Equality Duty, introduced under the Equality Act 2010, requires all public bodies, including local authorities, to have due regard to the need to:

- 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

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that we are meeting this legal duty by demonstrating due regard for the provisions of the Public Sector Equality Duty
- Identify possible negative impacts on individuals and groups with protected characteristics, plan mitigating action and seek to maximise opportunities to advance equality within our activities.

EqIAs provide a methodical approach to the assessment of impacts across the [nine protected characteristics](#) and 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.

Throughout the course of this form, please hover over the  symbol for guidance in relation to specific questions. When the form is completed, please send an electronic copy to [equality.schemes@scambs.gov.uk](mailto:equality.schemes@scambs.gov.uk). If you require any additional support completing the form, please email the above address.



# Equality Impact Assessment Complete Form

## Section 1: Identifying Details

- 1.1** Officer completing EqIA:  
Chloe Whitehead
- 1.2** Team and Service:  
HR – Corporate Services
- 1.3** Title of proposal:  
Disciplinary Policy
- 1.4** EqIA completion date:  
02/07/2021
- 1.5** Proposal implementation date:  
01/09/2021
- 1.6** Who will be responsible for implementing this proposal:  
HR department

## 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:

### Change to an established

**2.3** State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):

NA

**2.4** What are the headline aims of the proposal and the objectives that will help to accomplish these aims? (Approximately 250 words)

South Cambridgeshire district Council is committed to equality of opportunity and treatment in employment for all its staff. As part of this the Council operates a disciplinary procedure, which addresses breaches of discipline, health and safety, failures in performance, or any other form of misconduct. This policy is applied equally in all instances where disciplinary action is regarded as necessary by the Council's management.

The council will aim to address these issues as early as possible in order to ensure that employees are clear about what is expected of them. The disciplinary procedure is written to support managers and is intended for use when informal means of correcting breaches of discipline or misconduct have not achieved improvement or change, or where more serious breaches have occurred, and an informal approach would not be proportional. It sets out guidance for managers on how to handle disciplinary matters and specifically how to follow the Council's process appropriately as well as providing a source of information to employees.

**2.6** Which of the council's business plan priorities does this proposal link to?

- Helping Businesses to grow
- Building homes that are truly affordable to live in
- Being green to our core
- A modern and caring council

**2.7** Which of the Council's (draft subject to approval Dec 2020) 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** 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 on in the form) (approximately 250 words)

The policy will be applied to the conduct of all Council employees. It will therefore directly involve those subject to the disciplinary process, or the delivery of the disciplinary process. It will also indirectly involve wider team members or service users who may be affected by the disciplinary issue identified; these could involve council customers, residents, councillors, or other Council employees.


**2.10** How many people will this proposal affect? (Approximately)

580


- 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?  
(Approximately 250 words)

While the policy and its delivery will only affect internal employees, there may at times be involvement from union representatives, or councillors/residents/external stakeholders who have been affected by the disciplinary issue identified. For example, a resident may be asked to provide further details of an interaction with the employee.


### Section 3: Evidence and Data

- 3.1** Describe any research (this could include consultation) and analysis you have undertaken to understand how [protected characteristic groups](#) are likely to be affected? Please list any key sources that you used to obtain this Information.   
(Approximately 250 words)

As part of the review process, feedback was sought from HR and managers about the application of previous versions and any issues that arose from this. Trade Unions were also consulted, and agreed with the proposed changes in June 2021. Particular care was taken to ensure the policy was in line with ACAS code of best practice as well as relevant legislation, including the Equality Act 2010.

- 3.2** Describe any research (this could include consultation) and analysis you have undertaken to understand any effects on any other groups of people not mentioned in the nine [protected characteristic groups](#) (for example people who live in rural areas, who live in areas of high growth, or from low income backgrounds).   
(Approximately 250 words)

As above

- 3.3** If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place. 
- (Approximately 250 words)
- N/A


## Section 4: Impact of proposal on those with protected characteristics

### 4.1 Age:

- 4.1.1** Has your research identified that the proposal will have an impact on this protected characteristic?

No

**If you have selected no – please move forward to question 4.2 Disability**  
**If you have selected yes – please continue below (4.1.2)**

- 4.1.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including
- whether each impact is positive, neutral or negative
  - whether it is a high, medium or low impact. 
  - approximately 250 words per impact

N/A

- 4.1.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?

			Click or tap here to enter text.
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## 4.2 Disability:


**4.2.1** Has your research identified that the proposal will have an impact on this protected characteristic?

No

**If you have selected no – please move forward to question 4.3 Gender Reassignment**

**If you have selected yes – please continue below (4.2.2)**

**4.2.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

**4.2.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
		Click or tap here to enter text.	Click or tap here to enter text.

### 4.3 Gender Reassignment:

**4.3.1** Has your research identified that the proposal will have an impact on this protected characteristic?

No

**If you have selected no – please move forward to question 4.4 Marriage and Civil Partnership**

**If you have selected yes – please continue below (4.3.2)**

**4.3.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 📖
- approximately 250 words per impact

Click or tap here to enter text.

**4.3.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
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.

### 4.4 Marriage and Civil Partnership:

**4.4.1** Has your research identified that the proposal will have an impact on this protected characteristic?


No



**If you have selected no – please move forward to question 4.5  
Pregnancy and Maternity**

**If you have selected yes – please continue below (4.4.2)**

**4.4.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

Click or tap here to enter text.

**4.4.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
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.

## 4.5 Pregnancy and Maternity:


**4.5.1** Has your research identified that the proposal will have an impact on this protected characteristic?

No

**If you have selected no – please move forward to question 4.6 Race**

**If you have selected yes – please continue below (4.5.2)**

**4.5.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

Click or tap here to enter text.

**4.5.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
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.

4.6

Race:


**4.6.1** Has your research identified that the proposal will have an impact on this protected characteristic?

no

**If you have selected no – please move forward to question 4.7 Religion or Belief**

**If you have selected yes – please continue below (4.6.2)**

**4.6.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

Click or tap here to enter text.

**4.6.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
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.

4.7

Religion or Belief:


**4.7.1** Has your research identified that the proposal will have an impact on this protected characteristic?

no

**If you have selected no – please move forward to question 4.8 Sex**

**If you have selected yes – please continue below (4.7.2)**

**4.7.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

Click or tap here to enter text.

**4.7.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
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.

## 4.8 Sex:


**4.8.1** Has your research identified that the proposal will have an impact on this protected characteristic?

no

**If you have selected no – please move forward to question 4.9 (Sexual Orientation)**

**If you have selected yes – please continue below (4.8.2)**

**4.8.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

Click or tap here to enter text.

**4.8.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
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.

## 4.9 Sexual Orientation:


**4.9.1** Has your research identified that the proposal will have an impact on this protected characteristic?

no

**If you have selected no – please move forward to question 4.10 (Other)**

**If you have selected yes – please continue below (4.9.2)**

**4.9.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

Click or tap here to enter text.

**4.9.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
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.

**4.10 Other: (e.g. rurality, growth, socio-economic status etc.).**


**4.10.1** Has your research identified that the proposal will have an impact on this protected characteristic?

yes

**If you have selected no – please move forward to question 5.1**

**If you have selected yes – please continue below (4.10.2)**

**4.10.2** Describe the impacts of the proposal on this protected characteristic group identified through your research, including

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. 
- approximately 250 words per impact

General to all protected characteristics:

In order to reduce the risk of discrimination based on protected characteristics, all staff have been required to complete mandatory bias and behaviour awareness training. This will help ensure that employees involved in the disciplinary process are aware of their potential biases and how their actions and words may impact on others.

Those subject to disciplinary actions are also entitled to support from a colleague or trade union representative; this can help them during stressful situations, and also ensure there is someone else with them to help them understand what is going on, and aid their communication if needed by reading statements or helping them understand the questions.

While we will always strive to follow the disciplinary process as laid out in the policy, there may also be times where reasonable adjustments are made due to personal circumstances or protected characteristics. For example, these may include the presence of a translator or sign interpreter at formal meetings, or a change to timescales to better accommodate an employees health.

**4.10.3** Please complete the table below to detail actions that need to take place to minimise the negative and maximise the positive impacts raised in the previous question:

Action	Responsible Officer	Timescale for completion	How will the actions be monitored?
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.

## 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 whether or not to proceed with the proposal (this section can be included within the ‘equality implications’ section of any committee reports). (Approximately 250 words)

The policy will be applied equally and fairly to all employees, and managers and HR will take personal circumstances into consideration; these may include whether any of those involved have protected characteristics. The policy does not discriminate against any of the protected characteristics

- 5.2** Confirm the recommendation of the officer completing the EqIA:

Proceed with the proposal with no actions identified as required within Section 4 of the EqIA: Analysis demonstrates that the policy is robust, the  evidence shows no potential for discrimination and we have taken all appropriate opportunities to advance equality and foster good relations between groups.

Adjust proposal and proceed: We will take steps to remove barriers or better advance equality as detailed in the action tables in Section 4.  Where possible actions should be done before the proposal is implemented. Where this isn’t possible, timescales for completion are included in Section 4 action tables

Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed

- 5.3** Signature of individual completing EqIA:



Chloe Whitehead

5.4 Date of completion:

02/07/2021

## Section 6: Sign Off

6.1 Approving officer EqlA review outcome:

Proceed with the proposal with no actions identified as required within Section 4 of the EqlA: Analysis demonstrates that the policy is robust, the evidence shows no potential for discrimination and we have taken all appropriate opportunities to advance equality and foster good relations between groups.

Adjust proposal and proceed: We will take steps to remove barriers or better advance equality as detailed in the action tables in Section 4.

Where possible actions should be done before the proposal is implemented. Where this isn't possible, timescales for completion are included in Section 4 action tables

Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed

6.2 Do you give permission to publish this EqlA on SCDC website (delete as appropriate)? If no, please state reason

Choose an item.

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

Click or tap to enter a date.

Click or tap here to enter text.

6.4 Approving officer signature:





A handwritten signature in black ink on a light-colored background. The signature appears to be 'D. Mambery'.

**6.5** Date of approval:

19/01/2023

Please send a copy to [Equality.Schemes@scambs.gov.uk](mailto:Equality.Schemes@scambs.gov.uk)