



# 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](mailto: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:  
HR Team, HR and Corporate Services
- 1.3 Title of proposal:  
Reasonable Adjustment Disability Passport Policy
- 1.4 EqIA start date:  
c. 01/04/2022
- 1.5 Proposal implementation date:  
c. 01/04/2022
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):  
HR 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:  
New
- 2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):  
Not applicable

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

The new Reasonable Adjustment Disability Passport policy aims to positively encourage all employees to make requests for reasonable adjustments if needed. This is designed to proactively eliminate barriers that disabled people face in the workplace, raise awareness, and eliminate potential discrimination that can arise throughout the course of normal day-to-day activities. This will also help to ensure there is a smooth transition when an employee's job changes.

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
- Councillors
- External Stakeholders
- Other
- Employees

If other, please specify [Click or tap here to enter text](#).

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).

The employees that complete a disability passport will be impacted positively as they will receive support through workplace adjustments. Further if their manager

changes in future the passport will make a subsequent conversation with their new manager easier as the details of agreed adjustments will be retained confidentially on their HR file. The employee will have full control of disclosure of this information. This policy and its promotion is likely to increase awareness of the availability of reasonable adjustments.

- 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).

Occupational Health will continue to provide advice to managers about reasonable adjustments under the terms of our current contract.

### **Section 3: Evidence and Data**

- 3.1 Describe any research (this could include consultation) and analysis you have undertaken to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources that you used to obtain this Information.

(Max 250 words)

This policy was created following discussions at the Equality, Diversity and Inclusion (EDI) forum which highlighted a concern about employees maintaining long-term reasonable adjustments if their manager changes. This document was adapted from the TUC model policy and template published on their website. I have also referred to the Royal College of Nursing Disability Passports Peer Support Service Guide, the NHS Health Passport template and the Equality and Human Rights Commission information about reasonable adjustments in practice. The initial draft policy was shared with the EDI Forum, Access Officer and HR team who suggested changes to make it easier to understand and complete. The document will be shared with the GMB and Unison trade unions for consultation prior to publication.

3.2 If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place.

(Max 250)

Not applicable.

## 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: [Click or tap here to enter text.](#)

Disability

Details: The impact will be positive as the policy and template form will facilitate high quality conversations between employees and their managers about appropriate reasonable adjustments for their conditions. This will have a high impact as the policy will increase awareness of the availability of reasonable adjustments to staff and managers and it can be utilised by everyone. Further, given that the purpose of the policy is to alleviate or mitigate barriers in the workplace this will help to improve work productivity, job satisfaction and staff retention.

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: [Click or tap here to enter text.](#)

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

Details [Click or tap here to enter text.](#)

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
The new policy should be promoted through different means when it's launched including Insite, LT vlogs, disability history month and manager training sessions. This should be promoted again after 6 months.	Jonathan Corbett
<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>
<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>



Click or tap here to enter text.

Click or tap here to enter text.

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.

A record of completed Reasonable Adjustment Disability Passports will be retained. Feedback will be sought from employees and managers about the policy and template form upon completion. HR will also check how many agreements have been completed after 6 months and seek feedback from the employees who have utilised them. The policy will be reviewed after 3 years in line with current Council guidelines.

## 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).

The policy will have a significant, positive impact by encouraging employees to disclose disabilities or other conditions to their manager and agree reasonable adjustments to help them perform more effectively. This strongly supports the Council's status as a Disability Confident employer and will likely contribute to the long-term retention of employees that utilise the passports.

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:

16/02/2022

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

HR Team, 01/04/2025

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:

16/02/2022

Please send the completed document to [Equality.Schemes@scambs.gov.uk](mailto:Equality.Schemes@scambs.gov.uk) for publishing on the website.