

## Huntingdonshire District Council Equality Impact Assessment (EIA)



<b>Service area</b>	Human Resources
<b>Date of assessment</b>	September 2023
<b>Name of policy/service to be assessed</b>	Working Time Regulations Policy
<b>Is this a new or existing policy/service?</b>	Existing
<b>Name of manager responsible for new or amended policy/service</b>	Nicki Bane
<b>Names of people conducting the assessment</b>	Leanne Harfield and Lisa Morris
<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>There is a general responsibility for HDC under health and safety law to protect, as far as is practicable, the health and safety at work of all our employees. Specific responsibilities of HDC in relation to the Working Time Regulations are:</p> <ul style="list-style-type: none"> <li>• working time in general – monitor the hours of work of employees to identify and address any practices or patterns of work, which may be a risk to employees.</li> <li>• opt out of the 48 hour limit – ensure that no employees who have agreed to disapply the 48 hour limit work excessively long hours where this may be a risk to the health and safety of themselves, their colleagues or the public.</li> </ul>
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	

## Huntingdonshire District Council Equality Impact Assessment (EIA)



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.

The council retains these duties even when outsourcing services or providing shared services.

*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.*

<p>Are there any (existing) equality objectives of the new/amended policy/service</p>	<p>These guidelines set out HDC's general approach towards compliance and describe how it will interpret those aspects of the Regulations where local decisions and agreements are necessary. The Regulations also implement provisions from the Young Workers Directive, which relate to the working time of workers under the age of 18. The Regulations apply to all employment sectors.</p>
<p>Who is intended to benefit from the new/amended policy/service and in what way?</p>	<p>The Policy applies to all employees.</p> <p>The Policy imposes responsibilities on both managers and employees to ensure working time conditions and safe working arrangements are observed.</p>
<p>What are the intended outcomes of this new/amended policy/service?</p>	<p>The Regulations impose responsibilities on both managers and employees to ensure working time conditions and safe working arrangements are observed. The Regulations are complex and these guidelines are only an overview of some of the main subjects to help managers and employees with the implementation of the Regulations.</p> <p>These guidelines set out HDC's general approach towards compliance and describe how it will interpret those aspects of the Regulations where local decisions and agreements are necessary. The Regulations also implement provisions from the Young Workers Directive, which relate to</p>



	the working time of workers under the age of 18. The Regulations apply to all employment sectors.
<b>Step 2 – Data</b>	
<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>	Both HDC and the worker have responsibilities under the Regulations to keep accurate records that are adequate to show that weekly working time limits have been complied with.
<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>	This is an existing policy similar to processes used by other organisations for monitoring working time.
<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>Neutral Impact</p> <p>The Policy sets out guidance for young workers.</p>

## Huntingdonshire District Council Equality Impact Assessment (EIA)



<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><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 will be applied consistently to all employees</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>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>This Policy will be applied consistently to all employees</p>

## Huntingdonshire District Council Equality Impact Assessment (EIA)



<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 will be applied consistently to all employees</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>Neutral Impact</p> <p>This Policy will be applied consistently to all employees.</p>

## Huntingdonshire District Council Equality Impact Assessment (EIA)



<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 will be applied consistently to all employees</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 will be applied consistently to all employees</p>

## Huntingdonshire District Council Equality Impact Assessment (EIA)



<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 will be applied consistently to all employees</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 will be applied consistently to all employees</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 will be applied consistently to all employees</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>Neutral Impact</p> <p>This Policy will be applied consistently to all employees</p>

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### **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.