

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. Further support and guidance, [including a video on how to fill out EqIAs](#), is available on Insite or you can 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:
People Team
- 1.3 Title of proposal:
Anti-Sexual Harassment Measures for Worker Protection Act
- 1.4 EqIA start date:
26/10/2024
- 1.5 Proposal implementation date:
26/10/2024
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
People Team

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Other - Please specify
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):
[Click or tap to enter a date.](#)



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

The Worker Protection Act requires all employers to take reasonable steps to prevent sexual harassment from 26/10/2024.

South Cambridgeshire District Council have implemented the following measures to comply with the Worker Protection Act:

The revised Respect and Resolution policy and toolkit has introduced Speaking Up champions that colleagues can talk to confidentially about preventing sexual harassment.

Risk assessments have been updated to identify methods to prevent sexual harassment in the workplace.

New visual and direct communication to staff, councillors and members of the public through posters displayed at key locations to highlight expectations about behaviour and prevent sexual harassment.

Introduction of a new 'Colleague perspectives' anonymous feedback tool for those who may be uncomfortable sharing experiences of sexual harassment.

A statement of expectations referencing the Worker Protection Act has been included in the ITT and ITQ procurement paperwork that contractors need to sign as well as the rental agreements for South Cambs Connect. This aims to prevent sexual harassment

The Worker Protection Act has been added to the corporate induction and manager induction checklist to ensure that future new starters are informed of behavioural expectations in the first weeks of their employment. This aims to prevent sexual harassment.

An online training course has been launched on SkillsHub for all employees and councillors on SkillsHub. A corresponding course will be delivered at the Waterbeach depot. Both will highlight our new legal obligations to prevent sexual harassment.

Casework, exit interviews and other anonymous feedback received will be reviewed by the People Team in case sexual harassment issues are raised to ensure we can put in place measures to prevent any reoccurrences.

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)

All Groups - Sexual harassment impacts on all genders and could potentially affect any individual on the Council's premises. As a result, we have communicated our expectations based on the new legislation and ensured this targeted at all groups regardless of gender. Employees – Preventative training is compulsory for all employees in an online, accessible format and their knowledge is tested in a quiz taken afterwards ensuring understanding. The new Respect and Resolution policy asserts employee rights and highlights the importance of raising issues of concern before they become more serious formal cases. We will review confidential feedback and protected characteristics of the different people involved in formal cases if they are employees. Councillors - Preventative training is compulsory for all councillors in an online, accessible format and their knowledge is tested in a quiz taken afterwards ensuring understanding. Service Users – Service users who visit South Cambs Hall will see the displayed posters and have a visual reminder of behavioural expectations. This will increase the likelihood that sexual harassment is prevented and provide reassurance to all genders. The service users visited by employees should not notice a difference in their experience, although the employees are required to risk assess their home visits to take account of sexual harassment and put in place preventative measures. External Stakeholders – The Invitation to Tender (ITT), Invitation to Quote (ITQ) procurement documents and South Cambs Connect rental agreements are the first point of contact with external stakeholders and so they will have expectations communicated clearly.

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)

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

Section 3: Evidence and Data

3.1 Describe any work you have done (this could include consultation) to understand any effects on groups of people, including those within [9 protected](#)

characteristic groups? Please list any key sources (e.g. web-search, previous versions of document, customer feedback etc) that you used to reach your conclusions.

(Max 250 words)

We have reviewed the Acas guidance on the Worker Protection Act.
Website link: [Preventing sexual harassment - Sexual harassment - Acas](#) We have utilised the Equality and Human Right Commission sexual harassment and harassment at work technical guidance notes to ensure that our measures are compliant with current law. Website link: [Sexual harassment and harassment at work: technical guidance | EHRC](#). We have reviewed the CIPD website to understand the best ways to translate this guidance into actions we can implement in the workplace. Website link: [Get ready for new duty to prevent sexual harassment | CIPD](#). We have reviewed the ONS statistics relating to sexual harassment in the UK. Website link: <https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bulletins/experiencesofharassmentinenglandandwales/december2023>

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

(Max 250)

Click or tap here to enter text.

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: The new Respect and Resolution policy has a high positive impact by clarifying expectations of behaviour to all colleagues and giving them an additional opportunity to raise concerns at an early stage through Speaking Up Champions. The review of the protected characteristics of employees in formal cases and anonymous feedback will have a low positive impact given we do not expect there to be a high volume of casework overall.

☒ Age

Details: According to the ONS, after sex, the second most perceived motivating factor in sexual harassment was physical appearance (15%), age (12%) and race or ethnicity (10%). The inclusion of our duty to prevent sexual harassment in the corporate induction and compulsory training means that new starters in certain roles who are likely to be younger such as apprentices will be more confident that they will be supported to challenge issues and prevent sexual harassment. This means this measure has a high positive impact due to the number of apprentices we recruit.

☒ Disability

Details: According to the most recent Equality and Employment Report 8.61% of our employees have declared a disability. This includes learning difficulties such as dyslexia. As a result, our communications plan needed to reflect different learning needs and use diverse communications methods. For the sexual harassment legislation change included a poster distributed at the Waterbeach depot, inclusion of sexual harassment prevention in the corporate induction and manager induction checklist, a clear definition provided within the Respect and Resolution Policy and a statement of expectations in the ITT, ITQ and South Cambs Connect rental paperwork. To avoid any negative impact in our communications plan regarding the change to sexual harassment law, information was communicated in a variety of methods including on Insite, in the LT vlog and in the People Team newsletter.

Further, we have considered disability by recording a voiceover for the online training and delivering an in-person version of the course at the Waterbeach depot where there are a higher percentage of staff with declared learning disabilities. The list of Speaking Up champions will be made available on Delve and will be accessible in the office and online. This will not unfairly disadvantage disabled colleagues who have difficulties coming into the office. This means that these measures will have a high positive impact on those with a disability.

☐ Gender reassignment

Details: The TUC completed research in 2024 on sexual harassment in the workplace experienced by LGBTQ+ employees. This revealed 8 in 10 trans respondents had experienced at least one form of bullying, harassment or discrimination at work in the last five years compared to just under half 48% of other LGBTQ+ respondents in the same survey. This information can be found on page 19 - [Bullying, harassment and discrimination of LGBT people in the workplace | TUC](#). Given the high rates of experience of all forms of harassment revealed in this survey, all of these measures will have a high positive impact on individuals.

☐ 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: According to the ONS, after sex, the most perceived motivating factors in sexual harassment were physical appearance (15%), age (12%) and race or ethnicity (10%). The amended corporate risk assessments ensure that colleagues conducting site visits will visit in pairs rather than on their own. This significantly reduces the risk of the likelihood of sexual harassment linked to race occur without any witnesses being present. This will have a high positive impact given the frequency of home visits in different communities within South Cambridgeshire.

☐ Religion and belief

Details: Click or tap here to enter text.

☒ Sex

Details: The ONS survey highlights that more women have experienced sexual harassment than men (8.1% to 2.7%) in 2023.

<https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bulletins/experiencesofharassmentinenglandandwales/december2023>. As a result more women are likely to use the measures we have provided than men. In some service areas like waste, male colleagues significantly outnumber female colleagues. As a result, we have made sure to highlight the anonymous reporting tools. Further the team managers in waste have been given training about documenting, investigating and supporting complaints to enhance the impact of the measures so they have a medium positive impact.

☒ Sexual orientation

Details The compulsory sexual harassment training stated that both victim and harasser could be either a woman or a man and could be the same sex. Further, this clarified the difference between sexual harassment and harassment due to a protected characteristic like sexual orientation. This highlighted that someone could be subject to both forms of behaviour at the same time. The training gave examples of the physical and psychological impact of harassment.

☐ None of the above

4.2 Other characteristics

Some characteristics are not yet protected in law, but the Council has made declarations it will consider them in policy making.

☐ Digital inclusion [\(what is this?\)](#)

Details: Click or tap here to enter text.

☐ Care experience [\(what is this?\)](#)

Details: Click or tap here to enter text.

☐ Rurality

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

☐ Socio-economic

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

4.3 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
A set of sessions have been delivered at the Waterbeach depot for colleagues who may not have accessed the compulsory e-learning or may struggle to learn online. This will help to enhance the impact of this action by ensuring there is an opportunity to ask questions to ensure the content is understood. The depot will manually record attendance at compulsory training about the new sexual harassment legislation to maximise the impact by ensuring everyone has attended.	People Team, February 2025
Casework outcomes, leavers interviews and the anonymous reporting tool feedback received will be reviewed independently by the People Team every quarter with actions recommended to prevent future reoccurrences of sexual harassment. This will include reporting based on protected characteristics such as sex to ensure more effective measures are put in place and maximise the positive impact of the changes.	People Team, Every 3 months from October 2024
The sexual harassment e-learning course is accessible through SkillsHub. SkillsHub has the functionality to record who has completed the sexual harassment training module. The People Team and delegate line managers will be able to report on who has completed this. The SkillsHub	People Team, Line Managers, Every 3 Months from October 2024

statistics will be reviewed quarterly to confirm everyone has completed the course.	
Click or tap here to enter text.	Click or tap here to enter text.

4.4 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

The People Team will create a rota to ensure that different members of the team review the casework outcomes, leaver interviews and anonymous feedback independently to remove any bias from interpretation of the data.

The People Partners will follow up with the line managers of employees who haven't completed their sexual harassment training. They will escalate this to the Head of Service if required to ensure full compliance with our legal obligations under the Worker Protection Act.

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 EqIA has highlighted that the most important element is to communicate the differences between the previous provisions in the Equality Act and the additional ones in the Worker Protection Act. The People Team have a significant role given their role in creating online and in-person training to communicate the changes and check understanding. Legal have confirmed that existing contracts state that contractors should adhere to any current employment legislation and so the



additional communication has been essential for all groups to understand the changes.

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:

29/01/2025

6.3 When will this proposal next be reviewed and who will this be? (when in doubt 3 years minimum)

29/01/2028

6.4 Approving officer signature *, this should be your Head of Service, Service Area Manager, or Project Sponsor:

Jeff Mambery

6.5 Date of approval:

01/04/2025

Please send the completed document to Equality.Schemes@scambs.gov.uk for publishing on the website.



**in the event that this EqlA is completed by Head of Service, then no additional approving signature is required.*