

Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Fixed-term and temporary contracts procedure		
Directorate	Resources		
Service	HR Strategy and Planning		
Responsible Officer	Steve McGowan		
EqIA Author	Kat Lambert		
Date proposal started	01/05/15	Proposal commencement date (due or actual)	TBC

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	No	N/A
	Procedure	Yes	New
	Internal service	Yes	Revision
	External Service	No	N/A
	Other - give details		
2	What are the intended outcomes, reasons for change? (The business case)		
	<p>The purpose of this procedure is to set out for managers how to safely recruit, manage, and terminate staff on fixed term or temporary contracts of employment. This procedure will also serve to help inform staff employed on such contracts about what to expect from the council.</p> <p>As part of the review of the council's employment framework, the council currently does not have a documented process for managing the contractual arrangements of fixed term and temporary employees. The Fixed-term Employees (Prevention of Less Favourable Treatment Regulations 2002) afford fixed-term or temporary employees important statutory rights, and a recent review has highlighted that :-</p> <ul style="list-style-type: none"> • Some managers do not know what is expected of them in the recruitment, management, and termination of staff on fixed term or temporary contracts; • An over reliance and expectation of HR to manage these processes for managers; • A risk-averse approach to temporary staff. For example, all temporary or fixed term staff currently leave with a redundancy payment (if they have two years service or above), in many cases, this is not necessary. <p>With the introduction of People Gateway, the council has the opportunity to use workflow to help managers by notifying them when tasks need to be done.</p>		

	As such, it is vital that the procedure is able to support managers with the effective management of those contracts in a consistent, fair and equitable manner.		
3	Who is the proposal potential likely to affect?		
	People in Walsall	Yes / No	Detail
	All	No	N/A
	Specific group/s	No	N/A
	Council employees	Yes	Internal procedure
Other	No	N/A	
4	Summarise your evidence, engagement and consultation.		
<p>The procedure was circulated to HR Managers and Directorate Support Team for early comments from 9 to 23 March 2015.</p> <p>Consultation with Assistant Directors, Heads of Service, HR and Trade Unions ran from 23 March 2015 to 17 April 2015.</p> <p>A consultative meeting with the trades unions was held on 16 April 2015. Legal Services were included as part of the wider council management consultation.</p> <p>Following consultation the draft procedures were amended and were approved by HRSMT on 11 May 2015.</p> <p>The procedure was circulated to members of the ERF for information on 14 July 2015; feedback was received.</p> <p>The procedure went to CMT for approval on 1st October 2015 and is due to be reviewed by Appointments Board June / July 2016.</p> <p>The launch will be communicated in Core Brief and Weekly Bulletin, and the procedure will be uploaded onto the Intranet (on the HR pages) and Inside Walsall.</p>			
5	How may the proposal affect each protected characteristic or group? The affect may be positive, negative or neutral.		
	Characteristic	Affect	Reason
			Action needed Y or N
	Age	No impact foreseen	
	Disability	Potential impact on employees who require reasonable adjustments for communication and for those who do	

			not understand the procedure e.g. employees with learning disabilities.	
	Gender reassignment		No impact foreseen.	
	Marriage and civil partnership		No impact foreseen.	
	Pregnancy and maternity		No impact foreseen.	
	Race		Potential impact on those employees whose first language is not English, some of whom may not understand the procedure.	
	Religion or belief		No impact foreseen.	
	Sex		No impact foreseen.	
	Sexual orientation		No impact foreseen.	
	Other (give detail)			
	Further information			
6	Does your proposal link with other proposals to have a cumulative affect on particular equality groups? If yes, give details below.			(Delete one) No
	N/A			
7	Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal		

Now complete the action and monitoring plan on the next page

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
Implementation date TBC	Alternative formats (including audio and Easy Read) for disabled employees are available on request.			
Implementation date TBC	The policy/procedure will be made available in other languages on request for employees whose first language is not English.			
Implementation date TBC	Information and update will be circulated to all employees on maternity/paternity leave and long term absence.			

Update to EqIA	
Date	Detail

