

Full Equality Impact Assessment

Name of policy/proposal: Fixed Term Contracts
Responsible department: HR & OD
Lead officer: Carole Docherty, HR Partner

STEP 1: ABOUT THE POLICY

1. What is the aim of this policy?

To ensure those employed on a fixed term contract (FTC) are treated fairly and consistently with comparable employees on open ended employment contracts. To comply with statutory obligations of the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations which came into effect on 1 October 2002.

2. Who will be affected by this policy?

Those employed on a fixed term contract and their line managers.

3. Is the policy being developed or review?

This policy has undergone a scheduled review and amended to a standardised policy format.

4. What is the timescale for approval of the policy?

Approval is required at the earliest opportunity.

5. Who/what committee is responsible for approving any necessary changes to this policy?

HR & OD Director, USPG, CJNCC, JPPRC and University Court

STEP 2: HOW DOES (OR WILL) THIS THIS POLICY OR DECISION AFFECT DIFFERENT GROUPS OF PEOPLE?

The application of the Fixed Term Contract Policy will not in itself relate to any specific protected characteristic of an individual employed on a Fixed Term Contract.

*Note: Under the Equality Act 2010, the **nine protected characteristics** are age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation. When answering the questions below, you should think about how they relate to each of the 9 protected characteristics.*

1. Does the evidence suggest that people with any of the protected characteristics have (or are likely to have) different needs or experiences in relation to this policy?

Age: The data for fixed term contract employees does not show higher representation in the lower or higher age ranges. The data shows that the highest proportion (37%) of fixed term contract employees are within the age range 31-40. There is no evidence to suggest that this protected characteristic is affected differently by the Fixed Term Contract Policy.

Disability: There is no evidence to suggest that this protected characteristic is affected differently by the Fixed Term Contract Policy. The proportion of fixed term contract employees with a disability is 3.6%, the proportion of open ended contract employees with a disability is 3.7%.

Gender: The gender split is 65.6% female/34.4% male for fixed term contract employees and 60% female/40% male for open ended contract employees. There is no evidence to suggest that this protected characteristic is affected differently by the Fixed Term Contract Policy.

Religion/belief: At the time of the data snapshot being taken the majority of employees on fixed term contracts (71%) and open ended contracts (61%) have indicated that they have no religion or belief or have not provided this information. There is no evidence to suggest that this protected characteristic is affected differently by the Fixed Term Contract Policy.

Gender reassignment: The number of employees across the University who have reported this protected characteristic is very low (0.1%). There is no evidence to suggest that this protected characteristic is affected differently by the Fixed Term Contract Policy.

Marital or civil partnership status: Currently this protected characteristic is not recorded on the employee Equality Profile. There is no anecdotal evidence to suggest that this protected characteristic is affected differently by the Fixed Term Contract Policy.

Sexual Orientation: There is no evidence to suggest that this protected characteristic is affected differently by the Fixed Term Contract Policy.

Maternity and Pregnancy: There is no evidence to suggest that this protected characteristic is affected differently by the Fixed Term Contract Policy. Maternity and pregnancy provisions for fixed term contract employees with qualifying service are the same as those for open ended employees with qualifying service.

Race and Nationality: There is high representation in the grouping White Scottish/White Irish/White British/White Other for both fixed term contract employees (86%) and open ended contract employees (92%). There is no evidence to suggest that this protected characteristic is affected differently by the Fixed Term Contract Policy.

2. Does the evidence suggest that any aspect of the policy could lead to unfair treatment (including unlawful discrimination) against people with a particular protected characteristic?

No. The Fixed Term Contract policy will not result in an employee with a protected characteristic being treated differently to those without this protected characteristic.

3. Will this policy help the University to meet the three parts of the general equality duty? Please expand on your reasoning in relation to each part:

(i) Eliminate discrimination, harassment, victimisation or any other prohibited conduct

Yes. We do not predict that any protected characteristic employee will be affected or treated differently by this policy therefore removing the risk of resentment between employees.

(ii) Advance equality of opportunity between those who share a protected characteristic and those who do not share it

Yes. Fixed Term contracts relate to objective justifications e.g. funding and not to individual employees or protected characteristics.

(iii) Foster good relations between those who share a protected characteristic and those who do not share it

Yes. The Fixed Term contract policy demonstrates the University's commitment to ensuring that all fixed term contract employees, regardless of any protected characteristic, have equal access to the same employment terms and conditions as open ended contract employees.

4. Summarise what evidence you have considered when answering these questions. (e.g. anecdotal evidence, management information, research reports, consultations with staff, students and/or campus Unions)

Management information taken from the University's HR database system (SAP). Consultation with University Managers, HR Partners, Administrators and campus Unions .

STEP 3: ACTION PLAN

Action/change required	Collection of data on Marital Status
Responsibility	HR & OD
Timescale	2 years
Resources required	System development
What issue/problem will this action address?	Protected characteristic information gap.

STEP 4: RECOMMEND WHETHER THE UNIVERSITY SHOULD ADOPT, MODIFY, PILOT OR REJECT THE POLICY/FUNCTION

A: Adopt the policy in its proposed format

Based on the work undertaken in this EIA, briefly set out your reasons for this recommendation:

There are no identified equality implications that prevent the policy being adopted.

STEP 5: MONITORING AND REVIEW

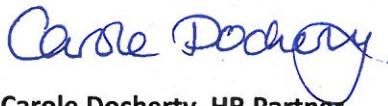
1. **What equality data will be collected to monitor the implementation of this policy?**
Employee personal data will continue to be collected at the appointment stage.
2. **Who will be responsible for collecting, analysing and reporting on this data?**
HR & OD
3. **To whom and how often will this data be reported?**
Forms part of the University's Equal Pay Audit which is every 3 years.
4. **When will this policy next be reviewed?**
April 2019

Is this EIA now complete?

YES/~~NO~~

If you have answered 'NO', when will this EIA be resumed? [ENTER DATE]

Signed (lead officer):



Date 06 April 2016

PRINT NAME:

Carole Docherty, HR Partner

Signed (accountable officer):



Date 26/4/2016

PRINT NAME:

Martin McCrindle, HR & OD Director

Once you have completed this EIA and it has been signed off by the accountable officer, please send a copy to equality@stir.ac.uk.

The completed EIA will be published on the University's website in due course.

Version: July 2012, updated January 2016