

**Fixed Term Contracts Policy**  
**18<sup>th</sup> January 2016**

**Equality Impact Assessment**

# Fixed Term Contracts Policy

**Contact:** Andrea Malam, Recruitment Specialist, HR  
Direct

**Updated:** 18.01.2016

## 1. What type of proposal / decision is being assessed?

A revised policy

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The policy has been revised to ensure that no fixed term employee is treated less favourably than a permanent employee and to ensure compliance with the Fixed Term Employees Regulations 2002.

The revised policy now has two reasons for ending a fixed term contract - redundancy or some other substantial reason (SOSR). The policy also has template letters attached to ensure consistency and that the dismissal process is followed.

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

An assessment of protected characteristics and the effects of this policy on those protected characteristics has been undertaken.

Consultation has taken place with the usual CJM and recognised trade unions.

## 5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-

**reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

This policy has a neutral effect on all of the protected characteristics. The recruitment and selection policy will aid the recruitment process and ensure that discrimination does not take place at the recruitment stage. The two ticks process is also applied at the recruitment stage.

**6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

The policy may have a possible negative effect on female employees as DCC try avoid the renewal of successive fixed term contracts. Females are more likely to take up a fixed term contract because of childcare reasons, however DCC also ensure that permanent status is given to employees who have over 4 years of successive fixed term contracts.

The policy may also have a negative impact on older employees as managers may not want to recruit an older person or someone who has continuous service because they will potentially be liable for paying a redundancy payment when the contract comes to an end or paying towards a pension strain etc. Failure to recruit older workers would be discriminatory if they are the best person for the job and would result in fewer workers with the potential know how.

**7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

<b>No</b>	<p>Fixed term workers gain permanent status after 4 years of successive contracts so this would offer some protection for female employees and male employees are treated exactly the same.</p> <p>Under the recruitment and selection policy, managers must selection the best candidate for the job regardless of age and service.</p>
-----------	--

**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

<b>No</b>	<p>The recruitment and selection policy ensures that managers score and select the best candidate for the post regardless of age or continuous service.</p>
-----------	---

Action(s)	Owner	By when?

-----

## 9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

<b>Review Date:</b>	18.01.2017
---------------------	------------

Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.2016