



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

School/ Department	HR
Date	March 2011

Name of Policy*
EMPLOYMENT OF FIXED TERM WORKERS

What are the aims, objectives & projected outcomes?	
The policy is intended to ensure that the Conservatoire adopts good employment practice and meets its legal obligations in accordance with the Fixed Term Employees Regulations 2002 and other relevant legislation.	
This is a new policy	N
This is a change to an existing policy <i>(Check whether original policy was equality impact assessed. If so, review and update Action Plan).</i>	Y
This is an existing policy	Y

Will the policy have an impact on students, staff or members of the public?	Y- Staff
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	N
Are there any aspects of the policy that could contribute to equality or inequality?	Possibly
Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?	N

If you answer **YES** to any of these questions, go on to the full EIA.
If you answer **NO** to all of these questions, please provide appropriate evidence

* The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents

and sign off.

This policy was screened for impact on equalities. The following evidence has been considered. No full equality impact assessment is required.

N/A

Senior Manager sign-off

Date

Please return the completed form to Roz Caplan, Conservatoire Equality and Diversity Officer either by internal mail or by email to: r.caplan@rcs.ac.uk

FULL EQUALITY IMPACT ASSESSMENT

School/ Department	HR
Date	March 2011

Name of Policy

FIXED TERM WORKERS POLICY

What are the aims, objectives & projected outcomes?

The policy is intended to ensure that the Conservatoire adopts good employment practice and meets its legal obligations in accordance with the Fixed Term Employees Regulations 2002 and other relevant legislation.

1 SCOPING THE EIA

1.1 Scope of the EIA work

This policy relates specifically to members of staff on fixed term contracts and is therefore not applicable to all staff.

At the time of recruiting and appointing staff to fixed term contracts, equality data is collected on all equality strands (excluding sexual orientation which we do not monitor currently). This links in to the EIA completed on the recruitment and selection policy.

The key stakeholders in relation to this policy are fixed term workers and the managers of fixed term workers.

The policy is circulated to staff via the staff Consultative Forum for comment and approval. This forum is made up of representatives from across the organisation.

The EIA is completed by the HR department.

2 COLLECTING DATA

2.1 What relevant quantitative and qualitative data do you have?

This may include national research, surveys or reports, or research done by colleagues in similar areas of work.

Please list any evidence in the boxes below (complaints, satisfaction surveys, focus groups, questionnaires, meetings, email, research interviews etc) of communities or groups having different needs, experiences or attitudes in relation to this policy/guidance/operational activity.

Race	There is no evidence available to suggest that in relation to race there are any different needs, experiences or attitudes in relation to this policy.
Religion or belief & non-belief	There is no evidence available to suggest that in relation to religion or non belief there are any different needs, experiences or attitudes in relation to this policy
Disability	There is no evidence available to suggest that in relation to disability there are any different needs, experiences or attitudes in relation to this policy.
Gender	There is no evidence available to suggest that in relation to gender there are any different needs, experiences or attitudes in relation to this policy.
Gender Identity	There is no evidence available to suggest that in relation to gender identity there are any different needs, experiences or attitudes in relation to this policy.
Sexual Orientation	There is no evidence available to suggest that in relation to sexual orientation there are any different needs, experiences or attitudes in relation to this policy.
Age	There is no evidence available to suggest that in relation to age there are any different needs, experiences or attitudes in relation to this policy.

2.2 What are the overall trends/patterns in this data?

There is extensive employment law legislation connected to ensuring equality for fixed term workers; however the equal treatment is protected in comparison with non-fixed term workers or permanent staff and does not look specifically at equality across the various equality strands.

Internally, there are no recorded issues or complaints connected to this policy in relation to equality.

2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?

There have been no specific equality issues identified. No complaints have been received regarding this policy in relation to equality.

Data on the equality strands of fixed term workers is available through the initial recruitment process where all applicants are asked to provide information relating to gender, ethnicity, religion and disability.

3 INVOLVING AND CONSULTING STAKEHOLDERS

In this section, describe the data you have gathered through stakeholder involvement and engagement.

3.1 Internal and external consultation and Involvement:
(e.g. with other Departments, Staff (including support groups), Students etc)

Staff have been consulted with during the revision of this policy.

The policy has been approved and recommended by our Staff Consultative Forum which contains representatives from across the organisation.

4 ASSESSING IMPACT

In this section please record your assessment and analysis of the evidence. This is a key element of the EIA process as it explains how you reached your conclusions, decided on priorities, identified actions and any necessary mitigation.

4.1 Assessment of the impact

There is no impact on groups of people obtaining Conservatoire services nor does it limit participation in any aspect of public life.

If any negative impact is reported, a review of the policy will be carried out to ensure that policy remains fair and equal.

At present, there are no recommendations being made to make any changes to the policy in light of this impact assessment.

5 REPORT, ACTION PLANNING AND SIGN OFF

5.1 EIA Report

The EIA Report is a concise summary of the results of the full EIA. It can be seen at Annex A.

5.2 Sign-off

Date of completion of EIA	16 March 2011
Compiled by	Kate Donnachie
Senior Manager sign-off	Jackie Russell
Date to Equality + Diversity Officer	March 2011
Date of publication of EIA Report	November 2011
Review date	March 2012

5.3 Publication and Review

Ensure that the EIA Report including the Action Plan are published alongside your policy/guidance/operational activity.

Annex A - Equality Impact Assessment Report

TITLE

Fixed Term Workers Equality Impact Assessment Report - March 2011

BACKGROUND

The policy is intended to ensure that the Conservatoire adopts good employment practice and meets its legal obligations in accordance with the Fixed Term Employees Regulations 2002 and other relevant legislation.

SCOPING THE EIA

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COLLECTING DATA

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INVOLVING AND CONSULTING STAKEHOLDERS

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ASSESSING IMPACT

No impact has been identified

ACTION PLAN

No action identified