

# Chesterfield Borough Council

## Equality Impact Assessment - Full Assessment Form

Service Area: Human Resources

Section: Human Resources

Lead Officer: Jane Dackiewicz

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: Zero Hours Policy and Guidance

Is the policy, project, service, function or strategy:

Existing

Changed

New/Proposed

### **STEP 1 – MAKE SURE YOU HAVE CLEAR AIMS AND OBJECTIVES**

What is the aim of the policy, project, service, function or strategy?

- To ensure the fair treatment of the Council's workforce regardless of the different contractual arrangements that they are engaged on.
- To ensure the flexible delivery of a wide range of Council services
- To provide flexible employment opportunities for people

Who is the policy, project, service, function or strategy going to benefit and how?

The policy will benefit:

- Council staff who are engaged on a zero hours basis – through benefiting from the same terms and conditions as employees on contracted hours, and through guidance on the fair allocation of shifts.
- People wanting more flexibility to work around their personal circumstances
- Where there is a more long-term ongoing requirement, zero hours employees will benefit from opportunities to gain contracted hours.

What outcomes do you want to achieve?

The Council is committed to ensuring that variable hours staff are not exploited as a result of their zero hours status. This policy also ensures that a process is in place to monitor and review the use of zero hours contracts, so that the most appropriate employment contract is in place.

What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Reviews of contracts may lead to a reduction in the use of staff on zero hours contracts.

## STEP 2 – COLLECTING YOUR INFORMATION

What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

Workforce profile.

## STEP 3 – FURTHER ENGAGEMENT ACTIVITIES

Please list any additional engagement activities undertaken to complete this EIA e.g. met with the Equalities Advisory Group, local BME groups, Employee representatives etc. Could you also please summarise the main findings.

Date	Engagement Activity	Main findings
26/06/2014	Policy Working Group	Meetings to discuss and agree policy
23/07/2014	Policy Working Group	Meetings to discuss and agree policy
08/09/2014	Policy Working Group	Meetings to discuss and agree policy
29/08/2014	Distributed to Council Managers and Trade Unions	Please see the attached summary of the feedback and responses.

## STEP 4 – WHAT’S THE IMPACT?

Is there an impact (positive or negative) on some groups/people with protected characteristics in the community? (think about race, disability, age, gender, religion or belief, sexual orientation and other socially excluded communities or groups). You may also need to think about sub groups within each equalities group or protected characteristics e.g. older women, younger men, disabled women etc.

### **Zero Hours Contract Equality Profile**

These figures are correct as of 3<sup>rd</sup> October 2014. Total ‘zero hours’ contracts employees – 218. Please note that the profile is based on the employee in each role – there are some employees that have more than one zero hours contract.

<b>Table 1: Zero Hours roles by service area</b>		
<b>Service</b>	<b>No.</b>	<b>Percentage of all zero hours employees in service area</b>
Leisure	103	47%
Tourism and Town Centre	71	33%
Support Services	14	6%
Democratic Services	8	4%
Public Protection and Health	7	3%
Transport and Engineering	7	3%
Environmental Control and Sustainability	5	2%
Landscape Services	2	1%

<b>Table 2: Zero Hours roles by gender</b>		
<b>Gender</b>	<b>No.</b>	<b>Percentage of all zero hours employees</b>
Female	123	57%
Male	94	43%

<b>Table 3: Zero Hours roles by age</b>		
<b>Age Group</b>	<b>No.</b>	<b>Percentage of all zero hours employees</b>
24 years and under	40	18%
25 - 34 years	50	23%
35 – 44 years	35	16%
45 – 54 years	46	21%
55 – 64 years	35	16%
65 years and over	11	5%

<b>Table 4: Zero Hours roles by disability</b>		
<b>Age Group</b>	<b>No.</b>	<b>Percentage of all zero hours employees</b>
Disabled	4	2%
Non-disabled	195	90%
Unknown	18	8%

<b>Table 5: Zero Hours roles by ethnicity</b>	
<b>Ethnicity</b>	<b>Percentage</b>
Indian	0.5%
Italian	1.4%
Mixed background	1.8%
Other White background	1.8%
White British	86.6%
White Irish	0.5%
Prefer not to say	7.4%

<b>Table 6: Zero Hours roles by religion</b>	
<b>Religion</b>	<b>Percentage</b>
Christian	52.7%
Muslim	0.5%
Jewish	1.0%
Sikh	0.5%
Other religion	3.0%
Prefer not to say	3.0%
No Religion	39.3%

Please describe the potential impacts both positive and negative and any action we are able to take to reduce negative impacts or enhance the positive impacts.

Group or Protected Characteristic	Positive impacts	Negative impacts	Action
Overall Impact	<p>Employees will benefit from greater job security through establishing contractual hours where there is a need.</p> <p>The policy ensures that employees employed through Zero Hours contracts benefit from the same terms and conditions as employees with contracted hours – eg. training, appraisals, annual leave, sickness absence and continuous service.</p> <p>The policy also provides guidance to ensure the fair allocation of shifts taking into account protected characteristics of employees.</p>	There is a potentially negative impact through the possible reduction in the use of staff on zero hours contracts.	Provisions included in the policy for reviews of the use of zero hours contracts, and for the fair treatment of employees employed through zero hours contracts.
Age – including older people and younger people.	<p>An analysis of the employees currently engaged on zero hours contracts has shown that there is a relatively even spread of employees across the age groups employed on these contracts. The average age of all CBC employees is the same as the average age of CBC's zero hours employees (45 years).</p> <p>The policy is not anticipated to have a disproportionate impact on this group.</p>		See overall impact
Disabled people	<p>An analysis of the employees currently engaged in zero hours contracts has shown that 2% of employees have identified themselves as disabled, compared with 7.9% of all employees. The policy is not anticipated to have a disproportionate impact on this group.</p>		See overall impact above
Gender – men, women and transgender.	<p>An analysis of the employees currently engaged in zero hours contracts has shown that there is a slightly higher percentage of female employees than male employees (57% and 43%)</p> <p>The policy is not anticipated to have a disproportionate impact on this group.</p>		See overall impact above
Marital status	See overall impact above - The policy is not anticipated to have a disproportionate impact on this group.		
Pregnant women and people on maternity/paternity.	See overall impact above - The policy is not anticipated to have a disproportionate impact on this group.		

Also consider breastfeeding mothers.	
Sexual Orientation	See overall impact above - The policy is not anticipated to have a disproportionate impact on this group.
Ethnic Groups	93% of the entire CBC workforce is White British, however, an analysis of the employees currently engaged in zero hours contracts has shown that 87% of these employees are White British, with 6% having other ethnic backgrounds. The policy is not anticipated to have a disproportionate impact on this group.
Religions and Beliefs including those with no religion and/or beliefs.	See overall impact above - The policy is not anticipated to have a disproportionate impact on this group.
Other groups e.g. those experiencing deprivation and/or health inequalities.	See overall impact above

From the information gathered above does the policy, project, service, function or strategy directly or indirectly discriminate against any particular group or protected characteristic?

Yes

No

If yes what action can be taken to stop the discrimination?

Please see table above.

## **STEP 5 – RECOMMENDATIONS AND DECISION MAKING**

How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

Undertaking the EIA and workforce profiling has facilitated an understanding of the characteristics of the employees that will be affected by the policy, and to anticipate the impact on them.

How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The policy will be monitored by HR, and Managers will be responsible for monitoring and reviewing the use of zero hours contracts.

## **STEP 6 – KNOWLEDGE MANAGEMENT AND PUBLICATION**

Please note the draft EIA should be reviewed by the appropriate Head of Service/Service Manager and the Policy Service before WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager

Name:

Date:

Reviewed by Policy Service

Name: Katy Marshall

Date:

Final version of the EIA sent to the Policy Service

Decision information sent to the Policy Service



