

NHS Fife Equality Impact Assessment

Equality Impact Assessment Guidance is available to support this process

Contact the Angela Heyes, Equality and Human Rights Lead if support is required to completed the EQIA: fife-UHB.EqualityandDiversity@nhs.net

Title of proposal, policy or service redesign	Policy on the use of Fixed Term Contracts
Description of proposal including intended outcomes and purpose	This policy describes NHS Fife’s approach to the use of fixed term contracts and the framework for ending fixed term contracts fairly, in line with current legislation and best employment practice.
Directorate, service area or partnership	HR
EQIA lead reviewer	Rhona Waugh
Staff involved in carrying out this EQIA	HR Policy Group
Start date of EQIA	
Policy Number	HR5

Part 1: Checklist - Identifying Relevance to Equality

How relevant do you think the proposal will be to the following protected characteristics (**See Appendix 1 for an explanation of relevance and evidence**)

Protected characteristics	Employees	Equality group
	Relevance of proposal to each group H-High, M-Medium, L-Low	
Age (children and young people, older people)	L	L
Disability (including people with mental health difficulties)	L	L
Race (black and ethnic people incl. gypsy travellers, refugees and migrant workers)	L	L
Sex (women and men)	L	L
Sexual orientation (lesbian, gay and bisexual)	L	L
Religion and Belief	L	L
Gender reassignment	L	L
Pregnancy and maternity	L	L
Marriage and civil partnership	L	L
Are there any other groups this proposal may affect e.g. people living in rural areas, areas of disadvantage, homeless people, people on low incomes or people involved in the criminal justice system. Expand box as appropriate.	N/A	N/A

Relevance to General Duty – Equality Act 2010

Having considered the range of evidence available, what kind of impact will the proposal have on the General Duty? This will help to identify whether the proposal has any potential to discriminate against any of the 9 Protected Characteristics.

	Positive Impact	No impact	Negative	Evidence for choice of impact provide a brief explanation of evidence used and where there is insufficient evidence to determine impact
Foster good relations	√			This policy ensures that staff who are employed on a fixed term basis are treated fairly and equitably in line with current employment legislation and best practice.
Advance equality of opportunity		√		
Accessibility of services including information and physical access		√		
Involvement, engagement and inclusion		√		
Range of facilities and services		√		

Having considered the relevance and nature of the impact above in relation to the Protected Characteristics please indicate in the matrix below whether a full equality impact assessment is required.

	Positive impact	No impact	Negative impact
High relevance	EQIA not required	EQIA not required	Full EQIA required
Medium relevance	EQIA not required	EQIA not required	Full EQIA required
Low relevance	EQIA not required	No EQIA required	EQIA may be required – contact the Equality and diversity Team for advice

- All proposals which have been marked high or medium relevance above and have a negative impact must be equality impact assessed see the Equality Impact Assessment form at Part 2 and then complete the EQIA summary.
- If a proposal has low relevance to the 9 Protected Characteristics and the impact is positive, please complete the EQIA summary.

Part 2 – Full Equality Impact Assessment

This form must be completed if a high or medium relevance and negative impact has been identified in relation to any of the protected characteristics.

1. Staff and stakeholder involved in development of EQIA.

2. Name of policy, procedure or service redesign and brief description of proposed changes

3. Part 1 checklist which identifies relevance to equality, provide a brief explanation of the reasons for identifying high or medium relevance to one or more of the protected characteristics.

4. Describe the negative impact for any of the 9 Protected Characteristics

5. What data, research or other evidence has been used to inform this EQIA?

6. Details of involvement, engagement and inclusion.

7. What does the involvement indicate about the negative impact of the proposal on any of the 9 Protected Characteristics?

8. Recommendations and implementation

9. Monitoring and review arrangements

--

10. If you believe your service is doing something that 'stands out' as an example of good practice use the box below to describe the activity and the benefits this has brought to the service. This information will help others to consider opportunities for developments in their services.

--

Equality Impact Assessment (EQIA) Summary Form

Identified Impacts and Recommendations	
Key positive impacts	Recommendations to enhance impacts
This policy supports staff and managers where fixed term contracts require to be used to support service delivery within NHS Fife.	Ensure that managers are supported in interpreting and applying the principles contained within this policy and in the use and management of fixed term contracts.
Key negative impacts	Recommendations to minimise impacts
Key no impacts	Recommendations to address no impact
Any other issues arising from EQIA	
What is the outcome of the EQIA? (please tick)	
Outcome 1	√
Outcome 2	
Outcome 3	
If Outcome 3 has been selected an EQIA should have been carried out using the Part 2 form.	
EQIA Sign Off	
Lead reviewer: Rhona Waugh	To be completed by Equality and Diversity Team
Designation: Head of Human Resources	EQIA checked by:
Date: September 2013	Date any comments passed to Lead contact:
	Date EQIA published:

- If outcomes 1 or 2 have been selected above, please send the completed Part 1 Checklist and the EQIA summary form to the Equality and Diversity Team for recording and publication
- If outcome 3 has been selected above, please send the completed Part 1 Checklist, EQIA Full Impact assessment and the EQIA summary to the Equality and Diversity Team for publication fife-UHB.EqualityandDiversity@nhs.net