

Leeds Beckett University - Equality Impact Assessment Form

Section 1: Contact details

Please complete your personal details and contact information in the spaces provided.

Impact assessors name:	Ellie Smith
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Faculty/Service Area:	Human Resources
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Submission date:	February 2015

Section 2: About the policy, practice or procedure

Please describe what you are impact assessing and who it applies to.

Title:	Casual Workers Policy & Procedure			
Description/purpose:	The purpose of the Casual Workers Policy and Procedure is to provide a framework for the engagement of casual workers to undertake work within our University via our Student Services Job Shop Team.			
People it applies to:	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input type="checkbox"/> Visitors	<input checked="" type="checkbox"/> General public

Section 3: Data and evidence

a) Have you identified relevant evidence (qualitative and quantitative) to establish whether this policy, practice or procedure could potentially affect some equality groups more than others?

Have you analysed equality data for each of the groups identified in Section 2?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Have you identified/researched anecdotal or alternative evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Have you attached the evidence to this impact assessment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

b) Based on your research/evidence, which equality groups might this policy, practice or procedure affect more or less than others (if any)?

Age	<input checked="" type="checkbox"/>	Religion and belief (including no belief)	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Sex	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	Mode of attendance – part-time/full-time	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	Socio-economic group (students only)	<input type="checkbox"/>

c) Using examples from the evidence you have collected, please describe the impact on the equality groups you have identified in part b).

In order to monitor the Casual Workers Policy and Procedure, data relating to individuals who were working as casual workers through our Student Services Jobs Team as at 1st December 2014 has been analysed. As at this date a total of 959 individuals were recorded as registered casual workers within our i-Trent system. Although there were 959 registered casual workers at this date, the number of those actually assigned to undertake work will vary and fluctuate on an on-going basis dependent on need/demand for work to be undertaken by casual workers. It should also be noted that whilst individuals may register with the Jobs Team, once registered, casual workers may also decline any work offered if they wish to or choose to do so, dependent on their availability to undertake work, interest in the particular work that is available etc.

The current policy and procedure was implemented in October 2011 and no specific changes to the Casual Worker Policy and Procedure are planned at this time.

The Casual Workers Policy and Procedure does not discriminate on the grounds of any of the equality groups listed above as there are no specific restrictions that apply to individuals registering with the Student Services Jobs Team other than, for example, complying with legal requirements in relation to having the appropriate permissions to work in the UK and standard requirements for the provision of satisfactory references.

Leeds Beckett University - Equality Impact Assessment Form

Whilst information relating to the profile of our employees is provided for information, it should be noted that there are no specific reasons why the data relating to those registered as casual workers would be directly comparable to that of our employees. The University wide workforce percentages provided in this impact assessment are based on the workforce profile as at October 2014.

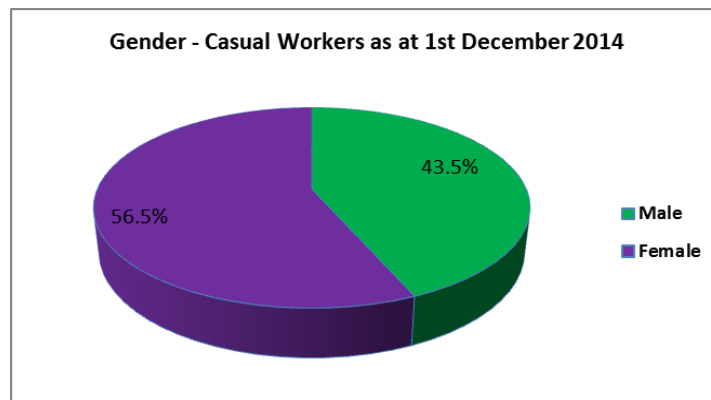
The following sections detail the issues identified through the analysis of the data in relation to gender, disability, age and ethnicity of registered casual workers.

Gender

From the data collated on gender (below) it is apparent that just over 56% of casual workers are female. The percentages of our registered casual workers by gender are similar to those for University employees and remain virtually unchanged from the percentages reported in the previous Equality Impact Assessment in 2011.

Gender	University Wide Percentage
Male	44.9%
Female	55.1%
Total	100%

Gender	Casual Workers
Male	43.5%
Female	56.5%
Total	100%



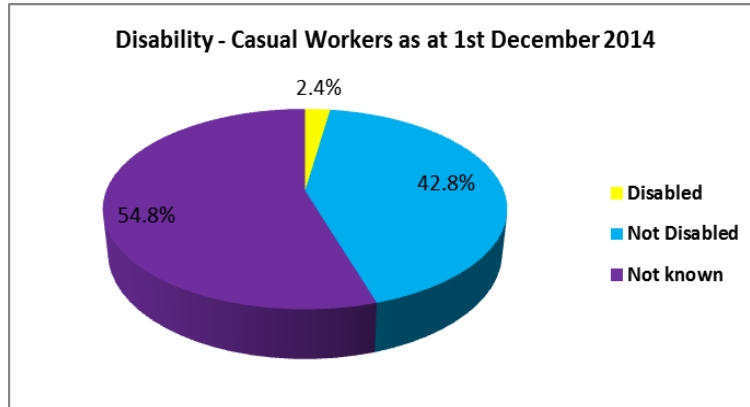
Disability

Whilst there has been an improvement of over 10% in declaration rates in relation to disability since the previous Equality Impact Assessment, a high proportion of casual workers (54.8%) have not indicated whether they are disabled or not, making further analysis less robust. In comparison, 24.3% of University employees have not disclosed this information.

Disability	University Wide Percentage
Disabled	3.6%
Not Disabled	72.0%
Not known	24.3%
Total	100%

Leeds Beckett University - Equality Impact Assessment Form

Disability	Casual Workers
Disabled	2.4%
Not Disabled	42.8%
Not known	54.8%
Total	100%



Age

Given that one of the key functions of the Jobs Team is to provide opportunities for paid work experience for students it is perhaps unsurprising that there are significant differences in the percentages of casual workers by age group.

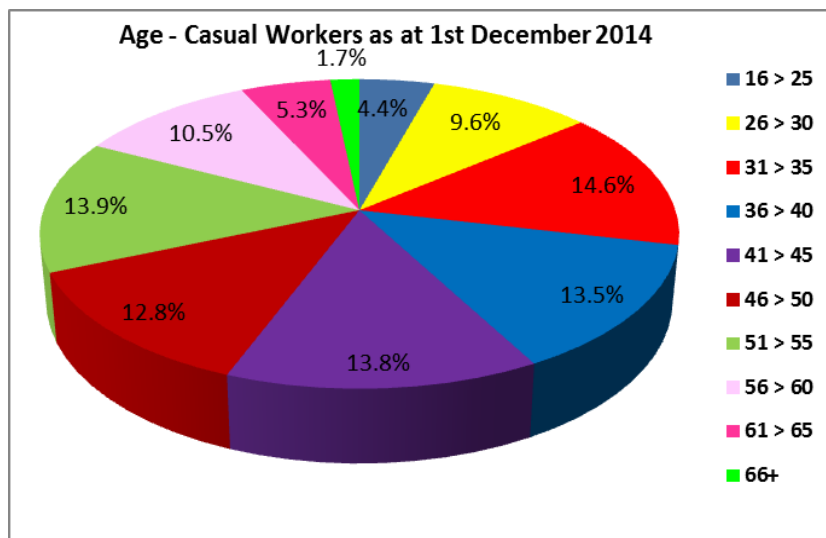
As can be seen in the following two tables, over 76% of all casual workers registered as at December 2014 are within the age group 16 to 25, in comparison with 4.4% of employees of our University in this age group.

In comparison with the previous Equality Impact Assessment in 2011, there has been an increase in the proportion of casual workers in the youngest age group. For other age groups, the percentages are similar.

Age	University Wide Percentage
16 > 25	4.4%
26 > 30	9.6%
31 > 35	14.6%
36 > 40	13.5%
41 > 45	13.8%
46 > 50	12.8%
51 > 55	13.9%
56 > 60	10.5%
61 > 65	5.3%
66+	1.7%
Total	100%

Leeds Beckett University - Equality Impact Assessment Form

Age	Casual Workers
16 > 25	76.2%
26 > 30	13.8%
31 > 35	5%
36 > 40	1.7%
41 > 45	1.7%
46 > 50	0.7%
51 > 55	0.6%
56 > 60	0.2%
61 > 65	0.1%
66+	0%
Total	100%



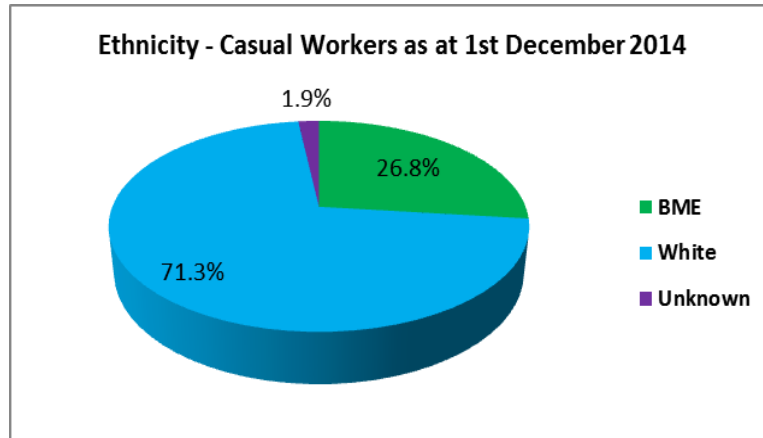
Ethnicity

From the data on ethnicity it is apparent that there is a greater percentage of casual workers who are from a Black and Minority Ethnic group (26.8% of casual workers) in comparison with the percentage of University employees who are from a Black and Minority Ethnic group (9.1% of University employees). The proportion has also increased by nearly 4% in comparison with the data reported in the 2011 Equality Impact Assessment. These high proportions are likely to be, in part, due to the relatively high number of international students who register with the Jobs Team for casual work.

Ethnicity	University Wide Percentage
BME	9.1%
White	88.9%
Unknown	2.0%
Total	100%

Leeds Beckett University - Equality Impact Assessment Form

Ethnicity	Casual Workers
BME	26.8%
White	71.3%
Unknown	1.9%
Total	100%



On-going Monitoring

The Student Services Jobs Team obtain data from casual workers in relation to sexual orientation and religious belief but it is not currently recorded on their systems. These systems are currently under review and it is anticipated that this data will be recorded in the future (although no timescales are available).

Section 4: Progressing the Equality Duty

Is there an opportunity to use this policy, practice or procedure to advance the core aims of the Equality Act at our University?

Eliminate unlawful discrimination, harassment and victimisation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Advance equality of opportunity between different protected groups	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Foster good relations between different protected groups	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Section 5: Action planning

Please describe what actions you will take as a result of undertaking this impact assessment – what is the timescale for each and who is responsible (add more rows if necessary).

#	Action	Timescale	Responsibility
1	Equality Impact Assessment and Casual Workers Policy and Procedure to be placed on the wiki website (available from the Equality & Diversity web pages) for comments.		Equality & Diversity Team
2			
3			
4			
5			