

Title of the policy	Guidance – Continuous Service and Service Related Entitlements
Date	23/09/2014
Lead Officer	Charlene Coates, HR Advisor
Who else is involved in undertaking this assessment?	N/A

Step 1 – Overview of policy/function being assessed

<p>A. Outline: What is the purpose of this policy? (specify aims and objectives)</p> <p>This Guidance has been developed to explain and clarify the situations in which service is considered to be continuous in respect of both statutory provisions and entitlement to service-related entitlements offered by the Council such as annual leave and occupational sick pay.</p>
<p>B. What specific groups is the policy designed to affect/impact?</p> <p>The policy will have an impact upon all employees across Charnwood Borough Council employed under the Joint Negotiating Committee for Local Government Services (JNC), National Joint Council for Local Government Services (NJC) and Joint Negotiating Committee for Local Authority Craft and Associated Employees (Craft).</p> <p>The Guidance describes entitlements which are employment-related, and as such non-employees will be ineligible eg agency/casual workers, contractors and volunteers.</p>
<p>C. Which groups have been consulted as part of the creation or review of the policy?</p> <p>The Council's recognised Trade Unions have been consulted prior to the implementation of this Policy Statement, and also the senior management team.</p>

Step 2 – What we already know and where there are gaps

<p>A. List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.</p> <p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence <p>The Council produces a quarterly report detailing its workforce demographics. The most recent statistics showed that the workforce comprised the following:</p> <ul style="list-style-type: none"> • Sex – Male / Female: 43.2% / 56.8% • Disability: 3.66% of the workforce declared themselves as having a disability • Sexual Orientation: 0.008% of the workforce identified themselves as gay, lesbian or bisexual • Ethnic Origin: the majority of the workforce were White/British (85.02%), with those identifying as Indian forming the second largest group (6.10%) • Age: 90.24% of the workforce are aged over 25 <p>Workforce monitoring data relating to other protected characteristics as defined by the Equalities Act 2010 are not currently available.</p>
<p>B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)</p> <p>As the Guidance document partly relates to entitlements which may be granted on the basis of previous service with the Council or other Local Authorities/organisations, it would be important in future to investigate the possibility of obtaining additional data about length of service and service</p>

with previous employer(s) which have been used to determine entitlement to certain employment related benefits.

Step 3 – Do we need to seek the views of others? If so, who?

A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

No further consultation will be required, as the Guidance is intended to clarify and further explain the entitlements of all employees.

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
Age	
Disability (physical, visual, hearing, learning disabilities, mental health)	
Gender	
Religious Belief	
Racial Group	
Sexual Orientation	
Transgender	
Other protected groups (pregnancy & maternity, marriage & civil partnership)	
Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	
All	<p>The impact of the Guidance on any or all of the groups is in part dependent upon the consistent interpretation and application of the provisions detailed in the Guidance by managers and staff dealing with the granting of employees' entitlements. The Guidance has been developed specifically to clarify and promote consistency of application across all employees, so the impact is expected to be positive.</p> <p>The Guidance may also be made available in different formats if required. The HR team are available to provide support and advice as necessary.</p>

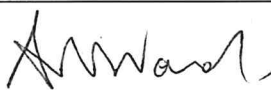
Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
2.B	Obtain information about length of service and associated entitlements relative to employees who may belong to any of the protected groups.	HR	By next review date

Step 6 – Who needs to know about the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	This assessment will be sent to the Service Head for agreement and published on the intranet. It will form the basis for producing a policy that is designed to remove barriers and have a positive effect. Employees will be informed and information will be made available via the intranet.
Service users		
Partners and stakeholders		
Others		
To ensure ease of access, what other communication needs/concerns are there?	✓	The Guidance document will be published on the Council's Intranet for all employees to access. Further, the Guidance can be made available in other formats as necessary, and further guidance can be requested from the HR team.

Step 7 – Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate	
I agree / disagree with this assessment / action plan	
If disagree , state action/s required, reasons and details of who is to carry them out with timescales:	
Signed (Service Head):	
Date:	

Please send completed & signed assessment to: Rachel Beaumont

