

Equality Impact Assessment (EIA)

Voluntary Redundancy, Early Retirement and Efficiency Retirement Guide

Equality impact, needs and requirements assessment form

Please use this form to record your findings, proposed actions, equality objectives and targets. Use the guidance notes to help you do the assessment or contact the Equality Standard Project Manager if you need some advice

About the policy, practice, service or function you are assessing

Name of policy, practice, service or function: Voluntary Redundancy, Early Retirement and Efficiency Retirement Guide.

Assessment team leader name: Dave Parnham

Date of assessment:

Department responsible: Corporate and Adult Services

Service Area: HR

Other members of assessment team:

Name	Position	Area of expertise	Comments
Ann Webster	Equalities Standard Project Manager.	Equalities	

Question	Response/ findings
<p>What are the main aims and objectives or purpose of the policy, practice, service or function that you are assessing?</p>	<p>To establish clear criteria to help the Council manage and control voluntary redundancies and early retirement. These criteria supplement criteria laid down nationally through the LGPS regulations and employment legislation.</p>
<p>Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person, team, department, or body – and include any outside organisations who deliver under procurement arrangements</p>	<p>Departmental Chief Officers have final decision powers.</p> <p>Request or recommendation may be made by individual employees or managers.</p>
Question	Response/ findings

<p>Who is affected by the policy, practice, service or function, or by how it is delivered? Such as, who are the external and internal customers, groups, or communities?</p>	<p>Potentially all employees but most likely to impact on older employees who are more likely to want to take advantage of the various benefits.</p> <p>Where younger employees are affected it will most likely be because they have been put “at risk” through a departmental review or restructure.</p>
<p>What outcomes do we want to achieve, why and for whom? For example, what do you want to be providing, how well, what changes or improvements, and what should the benefits be for customers, groups or communities?</p>	<p>We want to avoid compulsory redundancies by managing potential job losses by voluntary means.</p> <p>To improve the efficiency of service delivery.</p> <p>To permit employees to terminate their employment with dignity.</p>
<p>Question</p>	<p>Response/ findings</p>

<p>What existing or previous inspections of the policy, practice, service or function are there? For example, Best Value Inspections, policy reviews, research into the effects of a policy or practice.</p> <p>What did they tell you?</p>	<p>None. Rules are based on LGPS regulations and employment legislation.</p>
<p>Identifying potential equality issues and factors</p>	
<p>Question</p>	<p>Response/ findings</p>
<p>What do you already know about the equality impact or need? For example, from research, feedback, consultation or any performance monitoring</p>	<p>Policy favours older workers (50 years plus) as rules allow access to greater levels of benefit. Recent amendments to the policy reflect the need to make changes to LGPS regulations to avoid conflict with anti age discrimination eg phasing out the “rule of 85” which discriminated against younger employees.</p>
<p>Question</p>	<p>Response/ findings</p>

<p>Is there any evidence of higher or lower take up under the policy or practice, or of the service or function for any particular groups? For example, who uses the service, who doesn't and why not?</p>	<p>No there is no centrally gathered information although this does exist in departments.</p> <p>This information is in process of being gathered.</p>
<p>Have there been any important demographic changes or trends locally? For example is the population changing, and if so, how and what might that mean for the service or function?</p>	<p>In line with nationally identified trends the population of Derby and the Councils workforce profile is getting older.</p>
<p>Question</p>	<p>Response/ findings</p>

<p>Is there an indication that any of the policies or practices involved with the service or function creates particular problems or difficulties for any groups of customers or communities?</p>	<p>The complexity of language and regulations creates access difficulties for most employees. Access to the policy is made worse if employees first language is not English for example if an employee has a community language or requires to use British Sign Language or if an employee has learning difficulties.</p>
<p>What information or data exists? For example, statistics, customer feedback, complaints, research, monitoring – who keeps it and can you get hold of it?</p>	<p>None currently but expected to be available September 2007.</p>
<p>Question</p>	<p>Response/ findings</p>

<p>Does any equality or diversity objectives already exist? If so, what are they and what is current performance like against them?</p>	<p>No, not yet until statistics are presented.</p>
<p>Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?</p>	<p>By its nature and as a result of the regulations which govern the application of the policy it will positively favour the older (50 years plus) employee.</p>

Collecting the information and data about how the policy, practice, service or function, impacts on communities

Please record your information and data in this table and think about:

what information or data you will need
 using both quantitative and qualitative data
 making sure that where possible there is information that allows all perspectives to be considered
 identifying any gaps in the information/ data and what it can tell you

Data or information	When and how was it collected?	Where is it from?	What does it tell you? You need to consider all six equality strands where you can	Gaps in information
Customer feedback and complaints	N/A			
Consultation and community involvement	N/A			
Performance information including Best Value	Race Relation (Amendment) Act and DDA require collection on leavers by racial group and reasons.	Departments	Not suitable until September.	

Take up and usage data	To be available from September by equality group.	Departments		
Comparative information or data where no local information	Information from other local authorities may be available.			
Census, national or regional statistics	N/A			
Access audits or assessments such as DDA assessments	Documentation requires reasonable adjustments to enable access by disabled people and people whose first language is not English.	Employee networks and Diversity Forums.		
Workforce profile	Profile by age is available.	Vision	Greater percentage of work force are over 45 years of age.	

Where service delivered under procurement arrangements – workforce profile for deliverers	N/A			
Monitoring and scrutiny outcomes	May be available post September 2007.			

Analysing the information and data and setting equality objectives and targets

Please give your detailed findings in this table

Service or function	Policy or practice	Findings	Which groups are affected and how	Whose needs are not being met and how?
HR	Voluntary redundancy Early Retirement and Efficiency Retirement Guide.	May not be accessible to all employees as a policy document. Policy implementation favours older (50 years plus) employees.		People whose first language is not English.

Objectives - process, impact or outcome based

Please give your proposed objectives/ targets in this table

Objective/Target:	Monitoring employees accessing the benefits by equality groupings.
Specific	Yes
Measurable	Yes
Achievable	Yes
Relevant	Yes
Timed	Yes

Objective/Target:	Identify employees who are unable to access the policy document by reason of language needs.
Specific	Yes
Measurable	Yes
Achievable	Yes
Relevant	Yes
Timed	Yes

Objective/Target:	In circumstances where employees may be “at risk” ensure that facilities are in place to make employees fully aware the options available and their implications.
Specific	Yes
Measurable	Yes
Achievable	Yes
Relevant	Yes
Timed	Yes

Monitoring and reviewing - incorporating into performance management

Please summarise your objectives and targets in this table with your proposed monitoring and reporting arrangements

Objective	Planned action	Target performance			Responsible lead officer	Reporting cycle, for example, quarterly
		2005/6	2006/7	2007/8		
Monitoring employees accessing the benefits by equality groupings	Gather and analyse employee leaver information			September 2007	Ann Webster Jas Bhupal	September 2008
Identify employees who are unable to access the policy document by reason of language needs.	Request information from departments through strategic HR group. Develop delivery plan for identified employees.			August 2007	Dave Parnham	September 2007

<p>In circumstances where employees may be “at risk” ensure that facilities are in place to make employees fully aware of the options available and their implications.</p>	<p>At the start of any review which may lead to restructure and job losses to clearly identify any equality requirements that are necessary to ensure equal access to the process.</p>			<p>As need arises.</p>	<p>Ed Cicinski Kay Hewing</p>	<p>Following each review.</p>
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