

### Screening/Scoping Pro Forma

<b>Section</b>	<b>Human Resources</b>	<b>Officer responsible for the screening/scoping</b>	
<b>Name of Policy to be assessed</b>	Redundancy & Early Retirement	<b>Date of Assessment</b>	29/10/2008
		<b>Is this a proposed new or existing policy/procedure/practice?</b>	Revised
<b>1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?</b>	To ensure that, under the powers (both defined and discretionary) available to it, the redundancy and/or early retirement of its staff, where necessary, is carried out with fairness and consistency.		
<b>2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.</b>	<ul style="list-style-type: none"> <li>➤ To provide flexibility in managing the Council's overall staffing complement</li> <li>➤ To keep the numbers of staff terminated in this way to the minimum necessary</li> <li>➤ To maintain a positive employee relations climate</li> </ul>		
<b>3. Who is intended to benefit from this policy and in what way?</b>	<ul style="list-style-type: none"> <li>➤ Management in enabling flexibility to make changes to staffing levels in the light of changing requirements</li> <li>➤ Employees: upon whom such changes have a direct effect.</li> </ul>		
<b>4. What outcomes are wanted from this policy/procedures/practice?</b>	<ul style="list-style-type: none"> <li>➤ Maintained good employee relations</li> <li>➤ An absence of appeals</li> <li>➤ Ability to affect change quickly</li> </ul>		
<b>5. What factors/forces could contribute/detract from the outcomes?</b>	<ul style="list-style-type: none"> <li>➤ Inconsistent application of discretions</li> <li>➤ Appeals against termination decisions</li> </ul>		
<b>6. Who are the main stakeholders in relation to the policy?</b>	Corporate management Employees Trades unions	<b>7. Who implements the policy, and who is responsible for the policy?</b>	Corporate management supported by HR in both cases.

<p><b>8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?</b></p>	<p>¥</p>	<p>N</p>	<p>Not directly. In the case of redundancy, it is the post that is redundant as a consequence of which the postholder may have their services terminated. Where there is a pool of similar jobs that is being reduced in number the existence and fair application of selection criteria for redundancy would avoid a differential impact.</p> <p>Early retirements on 'efficiency' grounds are more discretionary and may be initiated by the employee. In this case fair and open application of the criteria for selection should avoid a differential impact on different racial groups but the equality monitoring of those whose services are terminated in this way would help to identify any unfair bias.</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>The ethnicity of early retirees and those who are made redundant is not monitored actively although the information could be extracted from Selima. The strong perception is that there have been no differential impacts on minority ethnic staff.</p>		
<p><b>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</b></p>	<p>¥</p>	<p>N</p>	<p><b>As for 8. above</b> Not directly. In the case of redundancy, it is the post that is redundant as a consequence of which the postholder may have their services terminated. Where there is a pool of similar jobs that is being reduced in number the existence and fair application of selection criteria for redundancy would avoid a differential impact.</p> <p>Early retirements on 'efficiency' grounds are more discretionary and may be initiated by the employee. In this case fair and open application of the criteria for selection should avoid a differential impact on different racial groups but the equality monitoring of those whose services are terminated in this way would help to identify any unfair bias.</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>The gender of early retirees and those who are made redundant is not monitored actively although the information could be extracted from Selima. The strong perception is that there have been no differential impacts on either gender.</p>		

<p><b>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</b></p>	<p>Y</p>	<p><del>N</del></p>	<p><b>As for 8. above.</b> The policy aims to ensure fairness and consistency but there is no reference to staff who have a DDA recognised disability other than that sickness directly related to the employees disability will be discounted when applying the criteria for selection for redundancy. Such staff would therefore be assessed on the same basis as non-disabled staff. Given that disabled staff are protected under the Disability Discrimination Act, there is a case for including the criterion of whether or not the member of staff is disabled. That would reinforce the Council's commitments to the employment of disabled staff and could have the effect of promoting disability.</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>The disability of early retirees and those who are made redundant is not monitored actively although the information could be extracted from Selima. The strong perception is that there have been no differential impacts on grounds of disability.</p>		
<p><b>11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?</b></p>	<p>Y</p>	<p>N</p>	<p><b>As for 8. above.</b> There is no reason why the sexual orientation of the employee involved would have a differential impact on their selection for early retirement/redundancy.</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>The Council does not monitor the sexuality of its staff. It has, therefore, no evidence on which to determine that there is a differential impact but there is no reason to suppose that there could be.</p>		

<p><b>12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?</b></p>	<p>Y</p>	<p><del>N</del></p>	<p>There is a risk that there could be a differential impact on grounds of age in applying this policy. On the one hand, young people could be more vulnerable as the cost of their termination would be low. On the other hand, older people could be vulnerable if the opportunity is seen to remove some of the 'old blood'.</p> <p>Also the policy favours older workers in terms of the level of compensation available to them. Although not necessarily so, the probability is that they have longer service on which the compensation calculation is based and they may be entitled to immediate access to pension benefits. That has always been the case, including for statutory entitlements, on the grounds that the older worker is less likely to gain alternative employment at an equivalent level of remuneration. Recent changes to the LGPS and the Discretionary Payments Regulations have had the effect of reducing the difference in compensation between older and younger workers but it is still the case. Whether that is sustainable in the longer term, as the impact of age legislation continues to increase, remains to be seen.</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>The age of early retirees and those who are made redundant is not monitored actively although the information could be extracted from Selima. The probability is that there have been no differential impacts on grounds of age.</p>		
<p><b>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</b></p>	<p>¥</p>	<p>N</p>	<p><b>As for 8. above.</b> There is no reason why the religion or belief of the employee involved would have a differential impact on their selection for early retirement/redundancy.</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>The Council does not monitor the religion or belief of its staff. It has, therefore, no evidence on which to determine that there is a differential impact but there is no reason to suppose that there could be.</p>		

<b>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</b>	<b>¥</b>	<b>N</b>	<b>As for 8. above.</b> There is no reason why there would be a differential impact on their selection for early retirement/redundancy if the member of staff was a carer.
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	The Council does not monitor which of its staff are carers. It has, therefore, no evidence on which to determine that there is a differential impact but there is no reason to suppose that there could be.		
<b>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</b>	<b>¥</b>	<b>N</b>	<b>As for 8. above.</b> There is no reason why there would be a differential impact on their selection for early retirement/redundancy if the member of staff was an ex-offender.
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	The Council does not monitor which of its staff are ex-offenders. It has, therefore, no evidence on which to determine that there is a differential impact but there is no reason to suppose that there could be.		
<b>16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?</b>	<b>¥</b>	<b>N</b>	<b>As for 8. above.</b> There is no reason why there would be a differential impact on their selection for early retirement/redundancy if the member of staff was a transgender person.
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	The Council does not monitor which of its staff are transgender. It has, therefore, no evidence on which to determine that there is a differential impact but there is no reason to suppose that there could be.		
<b>17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?</b>	<b>¥</b>	<b>N</b>	The greatest potential risk of an adverse impact comes in respect of age. However, insofar as they can, recognising that statutory provisions are age and length of service related, age related criteria have been removed from the criteria that would be used to select for redundancy.

<p><b>18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?</b></p>	<p><b>Y</b></p>	<p><b><del>N</del></b></p>	<p>This could apply in the case of disability if the Council were prepared to give preference to the retention of disabled employees.....presuming that the disabled employee's preference was for continued employment.</p>
<p><b>Business improvement</b></p> <p><b>19. Is there any concern that there are unmet needs in relation to any of the above groups?</b></p>	<p><b>Y</b></p>	<p><b><del>N</del></b></p>	<p>See 18. above</p>
<p><b>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</b></p>	<p><b>¥</b></p>	<p><b>N</b></p>	<p>Not glaringly so but, as any concerns in this EIA relate to disability and age, potentially an older disabled employee could feel that they were under a double disadvantage.</p>
<p><b>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</b></p>	<p><b>¥</b></p>	<p><b>N</b></p>	<p>No. This is an internal matter</p>
<p><b>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</b></p>	<p><b>Y</b></p>	<p><b><del>N</del></b></p>	<p>Yes, as previously identified in 10. above concerning giving preference to disabled staff in the matter of re-deployment in redundancy.</p>

23. Should the policy proceed to a full equality impact assessment?	¥	N	The policy has limited application. It is applied in a context of statutory provisions (on redundancy and pensions) and follows a published process that has been agreed with union and staff representatives.	Yes	No
24. If No, are there any changes required to the policy to improve it around the equality agenda?	¥	N	Introducing equality monitoring of early retirees and those selected for redundancy  Favouring disabled employees in redeployment to avoid their redundancy/early retirement.		

Signed  
(completing officer) ..... Date October 2008

Signed  
(Head of Section) ..... Date

Countersigned  
(Corporate Diversity/Diversity/Policy Team) ..... Date October 2008