



Derby City Council

Equality impact assessment form

Directorate: Resources

Service area: Human Resources

**Name of policy, strategy, review or function
being assessed:** Retirement

Date of assessment: 20 June 2013

Signed off by

Cabinet or Personnel Committee's decision

Date published on website

Equality impact assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people. This completed form should be attached to any Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. Ask our Lead on Equality and Diversity for help with useful contacts – we have a team of people who are used to doing these assessments.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and send it to our Lead on Equality and Diversity to publish on our website.

By the way, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

Equality groups

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees...

- Age equality – the effects on young and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender equality – the effects on both men and women and boys and girls
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non- belief equality – the effects on religious and cultural communities, customers and employees
- Sexuality equality – the effects on lesbians, gay men and bisexual people
- Trans gender – the effects on trans people

In addition, we have decided to look at the effects on people on low incomes too as we feel this is very important.

Contacts for help

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The form

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions

1 What’s the name of the policy you are assessing?

Retirement

2 The assessment team

Team leader’s name and job title – Tina Holmes

Other team members

Name	Job title	Organisation	Area of expertise
Sue Farmery	HR Advisor	Derby City Council	HR
Ben Ward	Team Leader	Derby City Council	HR
Liz Moore	Business Partner	Derby City Council	HR

Paul McMahon	Team Leader	Derby City Council	Legal
Chris Fraser	Street Pride Area Manager	Derby City Council	Management
Colyn Kemp	Head of Business Intelligence	Derby City Council	Management
Simon Aitken	Street Pride Area Manager	Derby City Council	Management

3 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council? Include here any links to the Council Plan or your Directorate Service Plan.

To meet legislative requirements to remove the default retirement age and provide clear guidance to managers and employees on how the process will work.

4 Who delivers the policy, including any outside organisations who deliver under procurement arrangements?

Human Resources

5 Who are the main customers, users, partners, employees or groups affected by this proposal?

All employees nearing the state pension age.

6 Who have you consulted and engaged with so far about this policy and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups

The working group is currently discussing likely impacts on people nearing state pension age. Following this impact assessment has been carried out we will share the policy and this form with Trade Unions for ratification of the policy.

7 Using the skills and knowledge in your assessment team, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure

Equality groups	What do you know?	Positive impact	Negative impact	Not sure
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Age	Allows people to carry on working for as long as they are capable and willing to do so. The choice of when to retire is the employees'. More options are available for how (flexible working and flexible retirement) and when to retire.	X		
Disability	As above – this may assist in the employee in managing any disability issues	X		
Gender	As above. Statistically women are more likely to be carers than men; this may allow them more flexibility for caring arrangements.	X		
Marriage and civil partnership	As above. Where a partner has already retired or has developed caring needs the flexibility of the policy may assist in allowing more time together, or to meet caring needs.	X		
Pregnancy and maternity	N/A			
Race	As above. Statistically women of some minority ethnic backgrounds are more likely to be carers than men; this may allow them more flexibility for caring arrangements.	X		
Religion or belief or none	N/A			
Sexuality	N/A			
Trans gender	N/A			
People on low income	As above. The flexibility the policy allows may assist those with low incomes to work for longer if they wish.	X		

Important - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the

assessment without the information, but you need to follow up the action and if necessary, review the assessment later.

8 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

No negative impact identified

9 What outcome does this assessment suggest you take? – you might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to promote equality have been taken
Outcome 2	Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3	Continue the policy despite potential for negative impact or missed opportunities to promote equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are sufficient plans to reduce the negative impact and plans to monitor the actual impact
Outcome 4	Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

Outcome 1

Why did you come to this decision?

All of the impacts identified are positive allowing increased flexibility for all staff.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality action plan to lesson the effect of the negative impact. This is really important and may face a legal challenge in the future.

10 How do you plan to monitor the equality impact of the proposals, once they have been implemented?

We will monitor the take up of flexible retirement and flexible working broken down by the equality groups. The data will be compared to previous years data to identify any trends.

The data will be utilised to feed into workforce development and succession planning.

