

## Appendix 5

### Policy Update – Table of Changes

#### Disciplinary and Dismissals

<b>Old Policy</b>	<b>Revised Policy</b>	<b>Rationale</b>
Referred to calendar days	Changed to working days	Takes into account all the different working patterns in the Council. Fairer as it takes into account Bank Holidays, where applicable.
No reference to member appeals	Cross referenced to Appeals	Refers to the Appeals Policy approved in 2011 which reinstated member appeals
No reference to covert recordings	Covert recording included in Disciplinary Rules	Increasingly the use of covert recordings is being documented and used as evidence at Employment Tribunals. There has been one documented instance of covert recording within the Council. The wording makes clear this is a breach of trust.
EIA completed 2011	Existing EIA still relevant	There are no material changes that impact on any of the equality groups.

#### Retirement

<b>Old Policy</b>	<b>Revised Policy</b>	<b>Rationale</b>
Default retirement age	Removes default retirement age	It is no longer legal to have a default retirement age.
Included a reference to the retirement gratuity being under review	No reference to the retirement gratuity	The review of the Local Government Pension Scheme (LGPS) in 2012 discretionary payments removed the option for a retirement gratuity to be paid.
Flexible retirement available through reduction in hours or grade	Flexible retirement through reduction in grade removed	This option has not been used by employees. The financial savings likely to be realised through this option are limited. For example a reduction in one grade would on average save approximately 8%. A reduction of one day for full time employees results in a saving of 20%
No right to request flexible working	Right to request flexible working for those aged 55 and over.	<p>The age set by the LGPS and most pension providers for an early drawing of pension is 55. Offering flexible working as preparation for retirement from the age of 55 is therefore logical. In 2015 the right to request flexible working will be extended to all employees.</p> <p>The current options for early retirement are limited and tailored to those in the LGPS. Introducing the option for flexible working widens the choices that all employees have including those who have a</p>

		<p>private pension or no pension.</p> <p><b>Examples of increased flexibility</b>  An employee with a private pension has the option to discuss the early drawing of a pension with their pension provider.</p> <p>An employee might not want to access their LGPS pension early due to the effects on their long term pension.</p> <p>An employee with no personal pension may want to ease into retirement by reducing the hours worked, allowing them to adjust a lower wage at the same time.</p> <p>An employee at state pension age, with no personal pension, may wish to reduce their hours and claim their state pension. Allowing them more free time with no affect, or a reduced affect on their income.</p>
Employees receive a letter to inform them their retirement age is approaching	Employees to use the Managing Individual Performance (MIP) system to discuss their retirement plans	<p>To assist employees and the Council to plan for retirement, a process is needed that encourages discussion but does not leave the Council open to potential age discrimination claims.</p> <p>Using the MIP system to facilitate discussion about retirement options has the following advantages. . .</p> <ul style="list-style-type: none"> <li>• It is an existing system employees are used to</li> <li>• It has a section that looks at future plans</li> <li>• The process has the flexibility to facilitate discussion about retirement, flexible retirement or flexible working</li> <li>• The process is used for employees of all ages</li> </ul>
No EIA	EIA completed	The EIA identifies the potential for positive impacts on six equality groups; age, disability, gender, marriage and civil partnerships, race and people on low incomes.