

Appendix 1

Surrey County Council Equality Impact Assessment – Initial Screening Form



Please read the EIA toolkit for guidance before completing this form

Service: COR		Policy area: Leaving the Council		Name of officer: Jackie Roberts	
1.	Is this a major policy: i.e. high profile / will affect many people / will have a severe effect on some people?	Yes	X	No	
		High risk. Complete a full EIA		Go to section 2	
2.	Is the policy likely to have an impact on a specific group of people? (People from the E&D strands)	Yes	X	No	
		High risk. Complete a full EIA		Go to section 3	
3. For policies that have a low risk of impact on the E&D strands and where possible improvements have been identified complete section 5 below and sections 3 and 4 of the full EIA.					
4. For policies that have a low risk of impact on the E&D strands and require no action to be taken complete section 5 below.					
5. If this policy is low risk please give or attach evidence to indicate how you have reached this conclusion:					

Equality and Diversity strands that the policy is to be assessed against:	Age		Race		Disability		Gender		Belief / Faith		Sexual Orientation		Other equality issue(s)		HR Issues Only	
	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
Could the CONDUCT have a negative or positive impact? (Yes/No)	Yes	No	No	No	No	No	No	No	No	No	No	No				

Head of Service Signed: _____ Date: _____

Appendix 2

Surrey County Council Equality Impact Assessment Template

1. Context of the Service or Policy

Policy area being assessed: Leaving the Council

Assessor: Jackie Roberts Date 20 March 2009

What are the aims of the service or policy? If this assessment is part of a project it is important to focus on the service or policy the project aims to review/improve

(NB this should set out the aims and objectives of the policy or service)

This policy area includes the following policies:

- Early retirement and severance
- Retirement
- Right to request work beyond retirement age
- Termination of employment

The aim of this policy area is to ensure that all staff leaving the employment of the council do so legally and in a planned way. It also ensures that employees understand their rights and entitlements to work beyond normal retirement age.

Who are the beneficiaries /users of this service or policy?

(NB this should address needs of client groups and a review of barriers to policy or services)

- SCC Employees
- Trade Unions
- Council Directorates

What is the existing situation in relation to minority, disadvantaged and excluded groups in which this service/policy operates? (including age, belief/fait, disability, Gender/transgender, sexual orientation, race and other general equality strands or issues that might make people vulnerable. NB this will require declaring what information is currently captured with respect to equality & diversity Monitoring) of this service or policy. It is also important to show the relevance of capturing this data.)

The policies apply to all employees regardless of age, disability, gender, sexual orientation and religion and belief.

- Employment may be terminated in a number of circumstances led

by the employee e.g. resignation, retirement, or mutually agreed departure. Alternatively Surrey County Council, as the employer, may terminate employment on grounds of conduct, capability, redundancy, statutory bar (e.g. an employee losing their entitlement to live in the UK), "some other substantial reason" or compulsory retirement. Employer-led termination is often referred to as dismissal.

- An employee's rights are protected by the Employment Rights Act 1996 and in some circumstances an employee may be able to make a claim of unfair dismissal to an employment tribunal, where they consider their employment rights have been breached by the employer.
- Notice periods are governed by a range of contractually defined entitlements, and statutory provisions detailed in the Employment Rights Act 1996 (section 86). Separate arrangements apply to employees on teachers' national terms and conditions of employment.
- In all cases of termination of employment, managers **must** complete the official "Notification of termination" form.
- The 2006 Local Government Regulations were produced in response to the Employment Equality (Age) Regulations 2006

2. Given what you already know, what is the potential for this service/policy to have a negative or differential impact on minority, disadvantaged, vulnerable and excluded groups or on race relations and community cohesion?

Please summarise the negative impact identified due to age, belief/faith, disability, Gender/transgender, sexual orientation, race and other or general equality issues

The assessment of the written policies indicated that there is no significant potential for adverse impact on any of the equalities groups.

Group	Yes	No	Comments
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Age	✓		<ul style="list-style-type: none"> There is the potential to use the early retirement policy to manage employees out of the council which will impact on employees approaching the retirement age
Disability	✓		<ul style="list-style-type: none"> There is the potential to use the early retirement policy to manage employees out of the council which will impact on employees with disabilities
Gender	✓		<ul style="list-style-type: none"> Statistics have indicated that mortality rates for men after retirement are higher than women and it is important to ensure a support package is provided to ease employees into retirement
Race		✓	
Sexual Orientation		✓	
Religion/belief		✓	

3. Given what you already know, what is the potential for this service/policy to have a positive impact, such as tackling discrimination, promoting equality of opportunity and / or promoting good community relations, for minority, disadvantaged and excluded groups?

Please summarise the positive impact identified due to age, belief/faith, disability, Gender/transgender, sexual orientation, race and other or general equality issues. NB this would include positive initiatives delivery by the service or through the policy for any/all of these equality groups. What have been the outcomes or changes?

Group	Yes	No	Comments
Age	✓		<ul style="list-style-type: none"> Employees reaching retirement have a right to ask to extend their working life beyond retirement.
Disability		✓	
Gender	✓		<ul style="list-style-type: none"> The harmonisation of the retirement age between men and women.
Race		✓	
Sexual Orientation		✓	
Religion/belief		✓	

4. Give details of involvement, consultation and or research undertaken for each relevant equality and diversity grouping, upon which this policy/service has had an impact either internally or externally.

What is the research telling you in relation to age, belief/faith, disability, race gender/transgender, sexual orientation and other equality issues?

Guidance has been sought, at various times, from relevant expert organisations including the CIPD and the Department for Business, Enterprise and Regulatory Reform (BERR) and its predecessor departments. Websites were accessed and enquiries made by telephone and e-mail for any insights into aspects of law and policy that had proved to be discriminatory under case law.

The retirement policy was recently updated in the light of the Plewes judgement.

The following additional consultation has been completed:

30 September - Half day HR intranet restructure workshop - HR policies
1 October - Meeting with the TU's on Fairness & Dignity policy
6 October - Benchmarking on Policies with Brighton & Hove Council
7 October - SCC and VT4S Working Together
10 October - Personnel & Appointment Committee (PAC) special meeting
21 October - Special audit of policies
28 October - Policy Streamlining internal team meeting
4 November - SCC and VT4S Working Together
13 November - SCCTU / HRLT consultation
17 November - Review of HR policies - internal meeting
18 November - Review of References Policy
20 November - Team meeting to discuss progress on HR policies
27 November - SCCTU / CCMT consultation
1 December - Meeting with Surrey Police Authority to discuss HR policies
1 December - Conference Call with "Jamkit" Policy Team
13 January - SCC and VT4S Working Together
15 January - SCCTU / HRLT consultation
27 January - Special consultation meeting with SCCTU on policies (1)
30 January - Special consultation meeting with SCCTU on policies (2)
10 February - SCC and VT4S Working Together
12 February - Special consultation meeting with SCCTU on policies (3)
12 February - SCCTU / CCMT consultation
19 March - SCCTU / CCMT consultation
23 March - Personnel & Appointment Committee meeting to agree the simplified and streamlined policies on the Council's s-net.

In addition there have been regular discussions and updates at weekly meetings of HRLT.

- 5. Given your answers to the previous questions, how will your service or policy be revised to mitigate, reduce or eliminate negative impacts and enhance positive impacts for the relevant equality groups?**

(NB this is in effect the Recommendations to improve this policy)

	Recommendations
1.	The policies in this area should be subject to ongoing review to ensure that they continue to be fair and equitable.
2.	Early Retirement and Severance - This document is a difficult read and would be particularly difficult if English were not your first language.
3.	Analysis of data on people taking retirement by gender and age will determine if the application of the policy is consistent and where issues may exist

6. Actions needed to implement the EIA recommendations:

Action Plan

Issue	Action	Expected outcome	Who	Deadline for action
Understanding of policies	All policies are being rewritten in plain English	Easy to read and understand for all employees	Pay and Policy Team	June 2009
Raising awareness and consistent application	It is important that these policies are backed up by relevant and regular training and retraining	Raised awareness of policy	Learning & Development	On - going
Data Analysis	Analyse retirement data to determine if disparities are occurring	Key issues identified to inform future policy development	Pay and Policy Team	June 2009

NB these actions should have SMART Targets
Please continue and attach a separate sheet if necessary

NB these actions should be reported to the Departmental Equality and Diversity Implementation Group (DIG) and incorporated into the Equality and Diversity Action Plan, Service Plans and/or personal objectives of key staff.

7. If no actions are to be taken with respect to the recommendations please give reasons below:

Action Plan review date	30 June 2009
Name of person responsible for review	Matthew Baler
Name of person who carried out the assessment	Jackie Roberts
Name of Head of Service	Carmel Millar
Signature of Head of Service	
Date Completed	26 March 2009
Date sent for publishing	26 March 2009

1. Signed off electronic version to be kept in your team for monitoring and audit purposes
2. Send an electronic copy to the SCC 'Web Operations Team' for publication on the SCC website
3. Send Action Plan to DIG for review at its next meeting.