



**GUILD FORD**  
**B O R O U G H**

## Full Equality Impact Assessment (EIA)

**Service/function/policy being assessed:** Revised policy statement made under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

**Service Unit:** Human Resources

**Officer completing the EIA:**

**Date started:** 17/07/2009

**Once completed:**

Date completed: 17/07/2009

Signed \_\_\_\_\_ (Officer)

Signed \_\_\_\_\_ (Service Unit Head)

Signed \_\_\_\_\_ (HR Business Partner (Equality & Diversity))

# Full Equality Impact Assessment (EIA)

## OUTLINE OF THE SERVICE / FUNCTION / POLICY YOU ARE ASSESSING:

- What are the aims and objectives of this service/function/policy?
  - a) This policy statement is made in accordance with the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and sets out how the Council will use these discretions for redundancy and early retirement purposes.
  - b) This policy aims to provide fairness and consistency in situations where the Council is making discretionary compensation payments to staff who are leaving its employment in the following circumstances:
    - redundancy
    - early retirement in the interests of the efficiency of the service
    - voluntary early retirement in the interests of the efficiency of the service.
  - c) This policy will be reviewed annually. If the Council decides to change its policy, it will publish a statement of the amended policy within one month of the date of its decision.
  - d) In formulating and reviewing its policy, the Council:
    - has regard to the extent to which the exercise of its discretionary powers, unless properly limited, could lead to a serious loss of confidence in the public service.
    - is satisfied that the policy is workable, affordable and reasonable, having regard to the foreseeable costs.

- Who is it designed to support/help/serve?
  - a. The 'customers' of the Council who can feel reassured that there is an effective policy in place to ensure that the Council applies the discretions available to it under this legislation reasonably, fairly and consistently.
  - b. The Council as a whole in knowing that there is an effective policy in place to ensure fairness and consistency and to protect the Council's interests in managing its staffing changes.
  - c. Employees in their being aware that the discretions will be applied reasonably, fairly and consistently.
  - d. Line management in having available a policy that supports organisational change.

# EIA Worksheets

## RACE EQUALITY

- 1. List any examples where your service/policy/procedure is already being proactive in ensuring equal access for people from black and minority ethnic (BME) communities**

The policy must be applied to all staff consistently regardless of their equality profile. However, it is recognised that certain staff may need additional support to help their understanding of the policy when it is applied to them. The policy makes provision for support for those to whom English is not their first language and whose level of understanding of English would not allow them to participate fully in the application of the 'discretionary compensation' process.

- 2. Have you found any evidence which gives you an idea about how people from BME communities are using your service and/or how they find using your service?**

YES (please go to question 3)

~~NO (please explain why below and then move on to question 5b)~~

- 3. Details about the evidence you been able to gather to give you an idea about how people from BME communities are using your service and/or how they find using your service**

## Service usage

Evidence source	Time period covered by data	Total number of respondents	Total number who provided ethnicity data*	From those who provided ethnicity data, the number who are from a BME community	Does this evidence show that people from BME communities are disproportionately and significantly under using this service?
Meeting with BME and other staff held on 12 <sup>th</sup> June 2009	Single event followed by 2 weeks for further comment after reflection	25	24	5	No although the Council has only just begun to equality monitor those to whom the 'Discretionary Compensation' policy is applied
E-mail from those unable to attend the above event					

## Service satisfaction (including complaints)

Evidence source	Time period covered by data	Total number of respondents	Total number who provided ethnicity data*	From those who provided ethnicity data, the number who are from a BME community	Number of people from BME communities who are dissatisfied with the service	Number of people from non BME communities who are dissatisfied with the service	Does the evidence show that people from BME communities are significantly more dissatisfied with the service than people from non BME communities?
Meeting with BME and other staff held on 12 <sup>th</sup> June 2009	Single event followed by 2 weeks for further comment after reflection	25	24	5	0	0	No

\* = please note that if this number is very small, be wary as it is unlikely to provide you with representative/reliable data. If you would like further guidance on this, please contact the HR Business Partner (Equality & Diversity).

**4. If your evidence highlights that your service is having a significant negative impact on people from BME communities, can this be justified?**

~~YES please give details below. You will need to refer to the guidance note if you have selected this answer as it is very unlikely that any policy or service can be justified which is having a significant and disproportionately negative impact on people from BME communities.~~

~~NO please go to question 5a.~~

Not applicable

**5a. If you have identified disproportionate satisfaction or under usage - Identify any barriers or issues which you think may be preventing people from BME communities from accessing your service and/or causing higher levels of dissatisfaction. How could these barriers be removed?**

Possible barrier/issue	Suggested solution

**Other evidence sources to consider:**

**5b. EXTERNAL EVIDENCE**

What experience do people from BME communities have in other parts of the country when using the same service as the one you provide? Have organisations identified any common barriers or issues which make it more difficult for people from BME communities to use services similar to the one you provide? Are these relevant to the accessibility of your own service?

Supporting external evidence	Potential issue/barrier	Is this likely to be an issue/barrier for your service?		Suggested solution(s) for your service (if necessary)
		✓ / X	Explanation/details	
<i>e.g. national report</i>	None discovered			
<i>e.g. EIA from other district councils</i>	None discovered			
<i>e.g. research by another district council</i>	None discovered			

### 5c. ANECDOTAL EVIDENCE FROM COLLEAGUES

Are your colleagues aware of any barriers which may be preventing people from BME communities from accessing your service and/or causing higher levels of dissatisfaction? What could be done to make things better?

Possible issue/barrier limiting access to your service	Suggested solution
None	

**6. Formally consult on your EIA findings (you must contact the HR Business Partner (Equality and Diversity) before commencing with this stage)**

Who did you consult with?

All BME employees invited to a consultation meeting which also involved non-BME staff. Consultation took place with those who attended. For those who could not attend, consultation was by e-mail.

What feedback did you receive and how will you address it?

Feedback received	How it will be addressed
Awareness of support available for those to whom the 'discretionary compensation policy is applied but for whom English is not their first language is not always clear to such people.	Identify this availability on the front page of the policy and procedure.
Similarly for those for whom English is not their first language, the need to ensure that documents are prepared in plain, easy to read language was identified.	Produce documents in plain, easy to read language, where necessary, testing it before publication on an employee who does not have English as a first language and/or asking for external input to ensure that the document is readable by all.

**7. Turn your solutions into action by completing the ethnicity section of the action plan, at the back of the paperwork.**



# EIA Worksheets

## DISABILITY EQUALITY

### 1. List any examples where your service/policy is already being proactive in ensuring equal access for disabled people/carers

The policy must be applied to all staff consistently regardless of their equality profile. However, it is recognised that certain staff may need additional support to help their understanding of the policy when it is applied to them. The policy makes provision for support for such staff including for those with certain types of disability, i.e. those who are blind or partially sighted or deaf or hard of hearing or have difficulty expressing themselves.

### 2. Have you found any evidence which gives you an idea about how disabled people are using your service and/or how they find using your service?

YES (please go to question 3)

~~NO (please explain why below and then move on to question 5b)~~

### 3. Details about the evidence you been able to gather to give you an idea about how disabled people are using your service and/or how they find using your service

## Service usage

Evidence source	Time period covered by data	Total number of respondents	Total number who provided disability data*	From those who provided disability data, the number who are disabled	Does this evidence show that disabled people are disproportionately and significantly under using this service?
Meeting with disabled and other staff held on 12 <sup>th</sup> June 2009	Single event followed by 2 weeks for further input after reflection	25	25	5	No although the Council has only just begun to equality monitor those to whom the 'Discretionary Compensation' policy is applied. This will identify whether, in practice, there may be a differential impact. In that event, the reasons why would be investigated.
E-mail from those unable to attend the above event					

## Service satisfaction (including complaints)

Evidence source	Time period covered by data	Total number of respondents	Total number who provided disability data*	From those who provided disability data, the number who are disabled	Number of disabled people who are dissatisfied with the service	Number of non disabled people who are dissatisfied with the service	Does the evidence show that disabled people are significantly more dissatisfied with the service than non disabled people?
Meeting with disabled and other staff held on 12 <sup>th</sup> June 2009	Single event followed by 2 weeks for further input after reflection	25	25	5	0	0	No
E-mail from those unable to attend the above event							

\* = please note that if this number is very small, be wary as it is unlikely to provide you with representative/reliable data. If you would like further guidance on this, please contact the HR Business Partner (Equality & Diversity).

**If your evidence highlights that your service is having a significant negative impact on disabled people, can this be justified?**

~~YES please give details below. You will need to refer to the guidance note if you have selected this answer as it is very unlikely that any policy or service can be justified which is having a significant and disproportionately negative impact on disabled people.~~

~~NO please go to question 5a.~~

Not applicable

**5a. If you have identified disproportionate satisfaction or under usage - Identify any barriers or issues which you think may be preventing disabled people from accessing your service and/or causing higher levels of dissatisfaction. How could these barriers be removed? Also think about the needs of carers.**

Possible barrier/issue	Suggested solution
None	

**Other evidence sources to consider:**

**5b. EXTERNAL EVIDENCE**

What experience do disabled people have in other parts of the country when using the same service as the one you provide? Have organisations identified any common barriers or issues which make it more difficult for disabled people to use services similar to the one you provide? Are these relevant to the accessibility of your own service?

Supporting external evidence	Potential issue/barrier	Is this likely to be an issue/barrier for your service?		Suggested solution(s) for your service (if necessary)
		✓ / X	Explanation/details	
<i>e.g. national report</i>	None discovered			
<i>e.g. EIA from another district council</i>	None discovered	X		
<i>e.g. research by another district council</i>	None discovered			

### 5c. ANECDOTAL EVIDENCE FROM COLLEAGUES

Are your colleagues aware of any barriers which may be preventing disabled people from accessing your service and/or causing higher levels of dissatisfaction? What could be done to make things better?

Possible issue/barrier limiting access to your service	Suggested solution
None	

### 6. Formally consult on your EIA findings

Who did you consult with?

Disabled and non-disabled employees

What feedback did you receive and how will you address it?

<b>Feedback received</b>	<b>How it will be addressed</b>
No concerns identified given that the existing arrangements to provide additional support to disabled staff as necessary are carried out.	

**7. Turn your solutions into action by completing the disability section of the action plan, at the back of the paperwork**

# EIA Worksheets

## GENDER EQUALITY

**1. List any examples where your service/policy/procedure is already being proactive in ensuring equal access for women and men**

The policy must be applied to all staff consistently regardless of their equality profile. No special arrangements have been considered necessary to ensure equal access/application on gender grounds.

**2. Have you found any evidence which gives you an idea about how people are using your service and/or how they find using your service, according to their gender?**

YES (please go to question 3)

NO (please explain why below and then move on to question 5b)

**3. Details about the evidence you been able to gather to give you an idea about how people are using your service and/or how they find using your service, according to their gender**

### Service usage

Evidence source	Time period covered by data	Total number of respondents	Total number who provided gender data*	From those who provided gender data, the number who are female	From those who provided gender data, the number who are male	Does this evidence show that women/men are disproportionately and significantly under using this service?
Meeting with disabled and other staff held on 12 <sup>th</sup> June 2009	Single event followed by 2 weeks for further input after reflection	25	25	13	12	No. It has not been the practice to monitor by gender those to whom the 'discretionary compensation' policy has been applied.

## Service satisfaction (including complaints)

Evidence source	Time period covered by data	Total number of respondents	Total number who provided gender data*	From those who provided gender data, the number who are female	From those who provided gender data, the number who are male	Number of women who are dissatisfied with the service	Number of men who are dissatisfied with the service	Does the evidence show that one gender is significantly more dissatisfied with the service than the other?
Meeting with disabled and other staff held on 12 <sup>th</sup> June 2009	Single event followed by 2 weeks for further input after reflection	25	25	13	12	0	0	No

\* = please note that if this number is very small, be wary as it is unlikely to provide you with representative/reliable data. If you would like further guidance on this, please contact the HR Business Partner (Equality & Diversity).

**4. If your evidence highlights that your service is having a significant negative impact on women/men, can this be justified?**

~~YES please give details below. You will need to refer to the guidance note if you have selected this answer as it is very unlikely that any policy or service can be justified which is having a significant and disproportionately negative impact on women/men.~~

~~NO please go to question 5a.~~

Not applicable.

**5a. If you have identified disproportionate satisfaction or under usage - Identify any barriers or issues which you think may be preventing women/men from accessing your service and/or causing higher levels of dissatisfaction. How could these barriers be removed?**

Possible barrier/issue	Suggested solution
None	



**Other evidence sources to consider:**

**5b. EXTERNAL EVIDENCE**

What experience do women and men have in other parts of the country when using the same service as the one you provide? Have organisations identified any common gender related barriers or issues which make it more difficult for men or women to use services similar to the one you provide? Are these relevant to the accessibility of your own service?

Supporting external evidence	Potential issue/barrier	Is this likely to be an issue/barrier for your service?		Suggested solution(s) for your service (if necessary)
		✓ / X	Explanation/details	
<i>e.g. national report</i>	None identified			
<i>e.g. EIA from another district council</i>	None identified			
<i>e.g. research by another district council</i>	None identified.			

**5C. ANECDOTAL EVIDENCE FROM COLLEAGUES**

Are your colleagues aware of any barriers which may be preventing men or women from accessing your service and/or causing higher levels of dissatisfaction? What could be done to make things better?

Possible issue/barrier limiting access to your service	Suggested solution
None	

**6. Formally consult on your EIA findings (*you must contact the HR Business Partner (Equality & Diversity) before commencing with this stage*)**

Who did you consult with?

Male and female employees

What feedback did you receive and how will you address it?

<b>Feedback received</b>	<b>How it will be addressed</b>
None relevant to gender	

**7. Turn your solutions into action by completing the gender section of the action plan, at the back of the paperwork.**

# EIA Worksheets

## ADDITIONAL GROUPS TO CONSIDER:

- people of different beliefs and/or religions
- gay, lesbian, bisexual and transgender people
- older and younger people – people of different age groups
- people with carer responsibilities
- people living in rural/urban communities

**1. Do you have any evidence which indicates that one of the groups above is significantly and disproportionately under using your service/highly dissatisfied with your service? If so, please give details below.**

The council does not currently monitor its employees for religion or belief or sexual orientation. Neither does it monitor the equality profile of those who are the subject of the 'discretionary compensation' policy. Such monitoring is being introduced but, pending the outcomes of future monitoring, there is no such evidence.

Group	Evidence

**2. Can you think of any barriers which may be causing this disproportionate and significant under usage/dissatisfaction? If so, please list them below, along with suggested solutions**

Group	Possible barrier/issue	Suggested solution
Older workers and younger workers	Inappropriate pressure being placed upon older workers, who also have access to immediate payment of pension benefits, and younger workers, whose maximum potential compensation would be low, to accept early termination.	Monitor and evaluate the age profile of those who receive compensation under the 'discretionary compensation' policy. Compare outcomes with the age profile of all the Council's staff.

- 3. Consult with your colleagues on your findings –are they correct? Please give details of the consultation feedback you've receive below**
- 4. Turn your solutions into action by completing the 'additional groups section of the action plan, at the back of the paperwork**

# EIA action plan

## ETHNICITY

<b>Action number</b>	<b>Action</b>	<b>Outcome</b>	<b>Performance measure</b>	<b>Service / corporate action?</b>	<b>Completion date (quarter/year)</b>
1	Introduce ethnic monitoring of those to whom the policy is applied.	Increased knowledge/evidence of whether or not there are differential impacts	Over (say) a 5 year cycle, incidence of the application of the policy should reflect the equality profile of total staff.	Human Resources	July 2009
2	Ensure greater awareness of support available in applying the policy to those who do not speak English well.	Improved 'access' to the policy'	No complaints of inaccessibility from BME staff.	Human Resources	July 2009
3.	Produce the policy in plain, easy to read language, where necessary, testing it on an employee who does not have English as their first language	Better understanding of the policy by those who do not have English as their first language	No complaints of lack of understanding from BME staff who use the policy.	Human Resources	July 2009 and ongoing

## DISABILITY

<b>Action number</b>	<b>Action</b>	<b>Outcome</b>	<b>Performance measure</b>	<b>Service / corporate action?</b>	<b>Completion date (quarter/year)</b>
1	Introduce disability monitoring of those to whom the policy is applied.	Increased knowledge/evidence of whether or not there are differential impacts	Over (say) a 5 year cycle, incidence of the application of the policy should reflect the equality profile of total staff.	Human Resources	July 2009
2	Ensure greater awareness of support in applying the policy to those who are blind or partially sighted or deaf	Improved 'access' to the policy'	No complaints of inaccessibility from disabled staff who use the policy.	Human Resources	July 2009

## GENDER

<b>Action number</b>	<b>Action</b>	<b>Outcome</b>	<b>Performance measure</b>	<b>Service / corporate action?</b>	<b>Completion date (quarter/year)</b>
1	Introduce gender monitoring of those to whom the policy is applied.	Increased knowledge/evidence of whether or not there are differential impacts	Over a 5 year cycle, incidence of the application of the policy should reflect the equality profile of total staff.	Human Resources	July 2009

ADDITIONAL GROUPS

Action number	Action	Outcome	Performance measure	Service / corporate action?	Completion date (quarter/year)
1.	Introduce monitoring by religion or belief, sexuality and age of those to whom the policy is applied.	Increased knowledge/evidence of whether or not there are differential impacts	Over (say) a 5 year cycle, incidence of the application of the policy should reflect the equality profile of total staff.	Human Resources	