

Equality Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Voluntary Severance	
Date Conducted	May 2022	
Name of Lead Officer and Service Area	Christie Tims	
Director Responsible for project/service area	Chief Operating Officer	
Who are the main stakeholders	Employees Elected members Trade Unions	
Describe what consultation has been undertaken. Who was involved and what was the outcome	Initial consultation has taken place to scope the policy and to be clear on its objectives. Discussion with Trade Union and staff representatives. HR/Payroll/Finance input on content of procedure Employment Committee to formally consider.	
Outline the wider research that has taken place (e.g. commissioners, partners, other providers etc.)	Tax change implications have been considered. Alternative service provision with key partners may be an option for some of the roles.	
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	X
	A function, service or project	<input type="checkbox"/>
	New	X

What kind of assessment is it? Indicate with an 'x' which applies	Existing	<input type="checkbox"/>
	Being reviewed	<input type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

A voluntary redundancy package aimed at:

- reducing the staffing levels to achieve savings identified in the MTFS
- providing organisational effectiveness and sustainability
- providing a structure fit for the future
- avoiding compulsory redundancies
- offering a fair and consistent approach
- terminating employment in a positive manner

Who will be affected and how?

All staff with 2 years or more service within local government.

The policy will be entirely voluntary and therefore there should be no bias for any grouping detailed below.

Are there any other functions, policies or services linked to this impact assessment?

Yes x No

If you answered 'Yes', please indicate what they are?

Redundancy Policy

Pay Policy

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employees with longer service will generally have a higher cost to justify on the business case for their release. However a business case must ensure payback is achieved within 2 years.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is not believed to impact adversely on any employees within scope
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is not believed to impact adversely on any employees within scope
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is not believed to impact adversely on any employees within scope
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Should any employee within the scope of the policy fall within this impact area external independent support will also be offered to them. Communication plans will ensure full coverage of all employees within scope
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part of the business case is assessing impact on the remainder of the team.
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part of the business case is assessing impact on the remainder of the team.

Other (Please Detail)	<input type="checkbox"/>	X	
-----------------------	--------------------------	---	--

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk
Age	Adverse impact	Monitor expressions of interest Open dialogue with TU reps All communication will be documented Use of Settlement Agreements to ensure independent legal advice Option for face to face communication Thorough challenge of completed business cases Review of best practice

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your EIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
	Outcomes and Actions entered monitored	Christie Tims	October 2022	Summary Report

Date of Review - 31 July 2022