

# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate:</b> Resources	<b>Service area:</b> Human Resources
<b>Lead person:</b> Caroline Beesting	<b>Contact number:</b> 0113 247 8619

<b>1. Title:</b> Early Leavers Initiative 2011
Is this a:
<input checked="checked" type="checkbox"/> <b>Strategy / Policy</b> <input type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

<b>2. Please provide a brief description of what you are screening</b>
<p><b>Early Leaver Initiative Scheme 2011</b></p> <p>The Council has a Voluntary Early Retirement, Voluntary Early Severance and Flexible Retirement Scheme, which allows the Council to exercise its discretion when awarding compensation to employees who leave their employment early.</p> <p>The Scheme is in line with the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.</p>

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our <b>services</b> , commissioning or procurement activities are organised, provided, located and by whom?	X	
Could the proposal affect our <b>workforce</b> or employment practices?	X	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>	X	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

##### **Scope of proposal**

Like the scheme that was undertaken in 2010. The Early Leavers Initiative scheme 2011 is open to all employees of the Council, except casual and school based staff.

The offer remains the same, therefore no employee will be inadvertently affected if they choose to leave under the 2011 scheme compared to the 2010 scheme.

##### **Consultation and Engagement**

Consultation with Trade Unions and managers has taken place as part of project monitoring, and project communications. Further communication activities which have been factored into the project include regular updates to the Diversity Staff Forum Group. Feedback and lessons learnt from managers and staff from the 2010 scheme has been incorporated into this (2011) scheme. e.g. more information offered about: retirement and planning for your future.

##### **Equality monitoring data**

Equality monitoring was undertaken at key points during the 2010 scheme. Analysis of this information has been used to strengthen the 2011 scheme.

The 2011 Early Leavers Initiative will continue to undertake equality monitoring at key points throughout the project cycle. For instance monitoring will take place when all expressions of interest have been received (after the expression of interest closing date). Evaluation will be undertaken when Early Leavers Initiative leavers have left the Council.

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The 2010 ELI scheme was evaluated to consider equality in April 2010. Initial analysis indicates that there is no significant disproportional by gender or ethnicity under the initiative. However, there is some concern with regard to disabled people. Of 820 Early Leaver Initiative leavers, 7.32% (60) were classified as disabled, with 5% not specified. This is higher than the proportion of disabled staff in the 2010/11 workforce. These findings were incorporated into the wider Improving the Diversity of the Council's Workforce strategy report which was reported to the Corporate Leadership Team in April and May 2011.

### Positive Impact

There is potential positive impact for successful applicant to an unpaid reduction in hours or unpaid employment breaks. For example, people with caring or parental responsibilities (in particularly women) disabled people and people interested in career development/studying opportunities.

Employees who are 55 and over will benefit from the Voluntary Early Retirement offer. This is because they will benefit from having access to their pension early. Employees who have worked for the Council for a long length of time will benefit more than those who have work for a short length of time i.e. 15 years in comparison to 2 years. This is because severance is calculated on length of service. Therefore the longer you have worked the more your severance entitlement will be.

Based on key findings from the last scheme additional support and communications are available for employees who are applying for voluntary early retirement. For example, courses on planning your retirement are available, financial information from the money advice service is readily available.

### Negative Impact

Due to pension regulations employees under 55 will not have access to their pension.

The loss of key skills and knowledge held by those employees who are leaving may have a negative effect on some areas of service delivery.

### Impact on relationships

Relationships between unsuccessful applicants to the initiative and their managers may be adversely affected.

- **Actions**

**(think about** how you will promote positive impact and remove/ reduce negative impact)

The process for the Early Leavers Initiative continues to be open and transparent with documentation accessible to all.

Clear and transparent selection criteria are in place, and process is in place to make sure these are followed. This includes managing staff expectations throughout the process.

All employees will receive letters telling them about the scheme. Letters will be sent from Directors to employees outlining each Directorate's position to try to manage the expectations of employees in service areas. There will be two types of letters 1 for over 55 and 1 for under 55. The over 55 letter will include information about retirement. All letters will point to information about 'managing your future'.

The Early Leavers Initiative project team will continue to monitor and analyse the equality data of those employees who have expressed an interest in leaving and those who actually left under terms of the scheme. Any concerns identified at directorate or corporate level will be raised to the appropriate reporting lines.

The project team will update all employees with key messages of the scheme through regular communications. Also a full communication plan has been developed to inform, and update a wide variety of stakeholders. These include:

- Corporate Leadership Team
- HR Leadership Team
- Equality and Diversity Board
- Resources and Performance Board
- Equality Staff Group forums
- Trade Unions
- Managers and staff

There must be clear transition arrangements to ensure that there is a knowledge transfer process in place for each employee who is leaving the Council.

**5. If you are **not** already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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**6. Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Caroline Beesting	Senior HR Officer	01/07/2011

**7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

<b>Date screening completed</b>	1/07/2011
<b>Date sent to Equality Team</b>	01/07/2011
<b>Date published</b>	05/07/2011