

Equality impact assessments – for services and policies

What is an equality impact assessment?

An equality impact assessment is an important part of our commitment to improving equality practice. The form will help us find out what impact or consequences our functions, policies, procedures and practices have on our citizens, employees and potential employees.

By undertaking an impact assessment, we are able to:

- Take into account the needs, experiences and circumstances of those groups of people who use (or don't / can't use) our services.
- Identify any inequalities people may experience.
- Think about the other ways in which we can deliver our services which will not lead to inequalities.
- Develop better policy-making, procedures and services.

Impact assessment are required by law; The Race Relations Amendment Act, The Disability Discrimination Act and the amended Sex Discrimination Act all require local authorities to assess the impact of their functions, policies, practices and services, or the likely impact of any that are proposed, on equality.

However, our view is that we should be using the results of impact assessment to improve service delivery so that we become more accountable to the people that we serve.

Background

Name of service / policy and date	Redundancy and Redeployment Policy
Lead officer	Janet Martin
Other people involved in completing this form	Donna Marks

Step 1 - About the service / policy

<p>What is the aim of the service / policy and what outcomes is it contributing to</p>	<p>Tewkesbury Borough Council is committed to the principle of avoiding compulsory redundancies if at all possible. However, it is recognised that there may be changes in organisational requirements and other internal and external conditions, which require a reduction in the overall number of staff, which result in some employees being redundant.</p> <p>The efficiency of the council shall be maintained and enhanced in order to safeguard the current and future employment of its employees, and the council will at all time use its best endeavours to avoid or minimise compulsory redundancies and their effects.</p>
<p>Who are the primary customers of the service / policy and how do they / will they benefit</p>	<p>All staff including the Chief Executive and Chief Officers will be affected by this policy. All staff are treated the same and no-one is treated differently because of their position in the organisation. This policy is a discretionary policy; it is not contractual, setting out the council's approach to dealing with potential redundancies. It does not form part of an employees' contractual terms and conditions of employment.</p>
<p>How and where is the service / policy implemented</p>	<p>Redundancy is one of the potentially fair reasons for dismissal and may also occur where it is proposed :</p> <ol style="list-style-type: none"> 1) to reorganise the council, a unit, section or post involving significant changes / reductions in the nature of work, location or hours. 2) to allow a fixed term contract to expire without renewal.
<p>What potential barriers might already exist to achieving these outcomes</p>	<p>Written policies and procedures could be difficult for employees with low levels of literacy to understand. The redundancy payment is compensation for loss of employment and to assist an employee whilst they find alternative employment. The redundancy payment needs to be a reasonable amount in order to assist the council in making significant changes or reductions in the nature of work, location or hours, without making the changes unaffordable or causing financial hardship to staff that are made redundant.</p>

Step 2 – What do you know already about your existing / potential customers

<p>What existing information and data do you have about your existing / potential customers e.g. Statistics, customer feedback, performance information</p>	<p>The redundancy payment is currently enhanced by a multiplier of 2.2 and it is recommended that it is reduced to 1. The purpose of a redundancy payment is to compensate the employee for loss of employment and to assist them until they find alternative work. To reduce the multiplier significantly, or to remove it altogether and use the statutory maximum weekly pay of £479, could where applicable, affect the number of staff coming forward for voluntary redundancy, and significantly affect the morale of staff who are potentially at risk of redundancy.</p>
<p>What does it tell you about who use your service / policy and those that don't?</p>	<p>The policy has to be fair to all members of staff. The statutory tables recognise that older employees will most likely find it more difficult to find alternative employment, and they do allow for an older employee to receive a larger redundancy payment than a younger employee. Therefore, any changes to the calculation of a redundancy payment should always have at the basis of the calculation, the statutory redundancy tables. Otherwise the council could be in breach of the Equality Act 2010, through age discrimination. There is flexibility to factor up the redundancy tables or factor up the statutory weekly payment of £479, if the actual weekly pay is not used. Examples are shown below.</p>

Job Title	Age	Salary	Weekly Pay	Max Grade	Years Service	Stat Scheme	Multiplier 2.2	Multiplier 1.5	Multiplier 1	2.2 - 1.5	2.2 - 1	£479 x 1.5 = 718.5
Group Manager Operational	60	49490	949.12	SM8	20+	14130.50	61692.84	42235.87	28473.62	19456.97	33219.22	21195.75
Manager	50	42474	814.57	1	20+	11735.50	43986.65	30139.00	19956.91	13847.65	24029.75	17603.25
Supervisor	40	33106	634.91	G	15	7185.00	20951.96	14285.43	9523.62	6666.53	11428.34	10777.50
Employee	30	29033	556.80	E	10	4311.00	11135.91	7795.14	5011.16	3340.77	6124.75	6466.50

<p>What have you learnt about real barriers to your service from any consultation with customers and any stakeholder groups?</p>	<p>The trade unions would favour the multiplier to be reduced in stages.</p>
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<p>If not, who do you have plans to consult with about the service / policy?</p>	<p>This policy will be consulted upon prior to its implementation with the trade unions.</p>
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Step 3 - Assessing Impact

How does your service / policy impact on different groups in the community? The groups in bullets are current priority groups identified by the CSP.

Group	What are you already doing to benefit this group	What are you doing that might disadvantage this group	What could you do differently to benefit this group	No impact on this group
Ethnicity / Race <ul style="list-style-type: none"> • Bangladeshi women • Economic migrants • Chinese community • BME young people 				No impact on any of these groups.
Gender and trans-gender <ul style="list-style-type: none"> • Women who are not in work • Trans-gender people 				No impact on this group. Women who are not in work are not in group are not within the scope of this policy.
Age <ul style="list-style-type: none"> • Older people experiencing isolation and poverty • Vulnerable children and young people 				The policy does not apply to older people experiencing isolation and poverty and vulnerable children. However, it does apply to older employees in the council.
Disability <ul style="list-style-type: none"> • People experiencing mental ill-health • People with physical disabilities • Children and young people with learning difficulties and/or disabilities 				No impact on this group.

Religion or belief • Muslim community				No impact on this group.
Sexual orientation • Lesbian women • Gay men • Bi-sexual people				No impact on this group.
Other socially excluded groups or communities • People on low incomes • People with poor literacy skills • Gypsies and Travellers		Any written policy or procedure has the potential to disadvantage employees with poor literacy skills. The Redundancy policy is written in a way which can be difficult for employees with poor levels of literacy to understand fully.	Have an understanding of your employees in this group and their levels of literacy. An overview of the Redundancy policy would be verbally communicated to employees at risk of redundancy. At least two one to one meetings would be held with them and their trade union representative or work colleague.	

Step 4 - what are the differences

Are any groups affected in different ways to others as a result of the service / policy?	No
Does your service / policy either directly or indirectly discriminate?	All written policies and procedures could potentially discriminate against employees with poor levels of literacy. This policy could lead to a claim of age discrimination if the statutory redundancy tables are not used as the basis of the calculation, either with or without a multiplier. For example, if redundancy payments were capped at a certain level.
If yes, what can be done to improve this?	An HR Officer will have a one to one meeting with the employee to explain the policy to those at risk of redundancy, they can be accompanied by their Trade Union representative or a colleague. Ensure that the payment of a redundancy payment complies with the Equality Act 2010 and the ACAS code of practice.

<p>Are there any other ways in which the service can help support priority communities in Tewkesbury?</p>	
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Step 5 – taking things forward

<p>What are the key actions to be carried out and how will they be resourced and monitored?</p>	<p>The policy will be kept under review.</p>
<p>Who will play a role in the decision-making process?</p>	<p>Corporate Leadership Team, Human Resources, Trade Unions.</p>
<p>What are your learning and development needs?</p>	<p>Improved literacy skills</p>
<p>How will you capture these actions in your service planning?</p>	<p>Continue “Skills for Life” Training where applicable.</p>