

Equality Screening Template

Part 1: Policy Scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities.

Information about the policy

Name of the policy: Voluntary Severance Scheme
Is this an existing, revised or a new policy? Revised
What is it trying to achieve? (intended aims/outcomes) The aim of the Voluntary Severance (VS) Scheme is to achieve headcount reduction and staff salary savings, avoiding compulsory redundancies.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. The scheme applies to all categories. The scheme is open to all CCEA employees in the 'at risk' category in respect of RPA. This excludes employees on secondment from a school.
Who initiated or wrote the policy? People Services and Equality
Who owns and who implements the policy? People Services and Equality

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they:

Financial

Legislative

Other, please specify

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

Staff

Service users

Other public sector organisations

Voluntary/community/trade unions

Other, please specify

Other policies with a bearing on this policy

What are they? Early Retirement Discretionary Policy, Re-deployment Policy, Terms and Conditions.

Who owns them? People Services and Equality

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Please specify details for each of the Section 75 categories.

The VS Scheme has been written in accordance with:

- Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations (NI) 2007 as amended.
- Department of Education instruction.

Section 75 category	Details of evidence/information
Religious Belief	No specific issues identified with CCEA.
Political Opinion	No specific issues identified with CCEA.
Racial Group	No specific issues identified with CCEA.
Age	With the introduction of the Age Regulations in October 2006, it was identified from the previous version of the scheme that the provision of added years for pension purposes posed a potential discrimination regarding younger members of staff.
Marital Status	No specific issues identified with CCEA.
Sexual Orientation	No specific issues identified with CCEA.
Men and Women generally	No specific issues identified with CCEA.
Disability	Data collected following application of previous version of scheme.
Dependants	No specific issues identified with CCEA.

Needs, experiences and priorities

Taking into account the information referred to previously, are there different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Please specify details as appropriate for each of the Section 75 categories.

Section 75 category	Yes/No/ Not sure	If yes, please provide details of needs/experiences/priorities
Religious Belief	No	
Political Opinion	No	
Racial Group	No	
Age	Yes	In the revised scheme the added years to pension has been removed in line with age legislation to ensure younger employees are not disadvantaged.
Marital Status	No	
Sexual Orientation	No	
Men and Women generally	No	
Disability	No	
Dependants	No	

Part 2: Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories (minor/major/none)?		
Section 75 category	Details of policy impact	Level of impact? Minor/major/none
Religious belief	None	
Political opinion	None	
Racial group	None	
Age	At age 55, there are provisions, dependent on the pension provider, for some individuals to obtain their pension.	Minor
Marital status	None	
Sexual orientation	None	
Men and women generally	Females may be affected as it is mostly females who opt for part-time working and calculations are based on current salary.	Minor
Disability	Employees falling under DDA who may be progressing an ill health retirement application cannot apply for voluntary severance.	Major
Dependents	None	

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?		
Section 75 category	Is <u>Yes</u>, provide details	If <u>No</u>, provide reasons
Religious belief		No. Scheme applies to all.
Political opinion		No. Scheme applies to all.
Racial group		No. Scheme applies to all.
Age		No. Scheme applies to all. As enhanced redundancy is offered to all ie there are no age brackets for calculations, everyone is treated equally.
Marital status		No. Scheme applies to all.
Sexual orientation		No. Scheme applies to all.
Men and women generally		No. Scheme applies to all.
Disability	Yes. Scheme should be reviewed regarding the stage at which an individual applying for ill health retirement cannot be considered for voluntary severance.	
Dependents		No. Scheme applies to all.

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group (minor/major/none)?		
Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	There could potentially be an negative impact if more staff of one kind of religion are accepted for VS over another. However, religion does not come into the decision making process.	Minor
Political opinion	None	None
Racial group	None	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If <u>Yes</u>, provide details	If <u>No</u>, provide reasons
Religious belief		No. The scheme applies to all categories.
Political opinion		No. The scheme applies to all categories.
Racial group		No. The scheme applies to all categories.

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities? **Yes** **No**
(For example: disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

Part 3: Screening decision

Decision	Please select as appropriate
The policy has been 'screened in' for equality impact assessment.	<input type="checkbox"/>
The policy has been 'screened out' for equality impact assessment.	<input checked="" type="checkbox"/>
If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.	
If the decision is not to conduct an equality impact assessment, please provide details of the reasons.	
<p>Although it has been concluded that there are 3 'minor' and 1 'major' impacts in respect of four of the Section 75 equality of opportunity categories, it has been decided not to conduct an EQIA for the following reasons:</p> <ul style="list-style-type: none"> • The scheme complies with the relevant legislation and, in fact, staff will benefit from an enhanced redundancy/severance payment; • The policy will be reviewed and any adverse impacts will be taken into consideration. 	

Mitigation

If the decision is not to conduct an equality impact assessment you may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality or opportunity and/or good relations?	Yes	No
		<input checked="" type="checkbox"/>
If yes, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy.		
<p>Scheme should be reviewed regarding the stage at which an individual applying for ill health retirement cannot be considered for voluntary severance.</p> <p>COMPLETE</p>		

Timetabling and prioritising

If the policy has been 'screened in' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to CCEA's functions	

The total rating score will be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist CCEA in timetabling.

Part 4: Monitoring

Where a policy has been amended or an alternative policy introduced, effective monitoring will help you identify any future adverse impact arising from the policy, which may lead to carrying out an equality impact assessment, as well as helping with future planning and policy development.

Part 5: Approval and authorisation

Screened by	Position and Department
Maureen Mckay	Senior HR Advisor, PSE
Grainne McCoy	Senior HR Advisor, PSE
Emma Stinson	HR Advisor, PSE

Approved by:	Sean Smart
Position:	People Services Manager
Date:	6 th September 2011