

**Equality Impact Assessment
Level One
Initial Screening**

Service Area: HR

Title of policy, procedure, strategy, function or working practice:

RETIREMENT PROCEDURE

1. What are the aims, objectives and intended outcomes of the proposed policy, procedure, strategy, function or working practice to be assessed?

The aim is to have a clear procedure for handling requests to work beyond the age of 65 in line with the Employment Equality (Age) Regulations which came into force with effect from 1 October 2006

2. Who is intended to benefit from the policy, procedure, strategy, function or working practice and in what way? Think about who will benefit and how. This will prompt thoughts on who will not benefit and whether this can be justified.

All staff and managers will benefit as there will be clarity regarding the procedure that will be followed when staff are approaching normal retirement age, how to request to work beyond 65 and how to handle such requests.

It may be argued that those who do not have their requests approved will not benefit. However, this can be justified as there will have to be a sound business case for refusing such a request.

3. Is there any evidence of impact on people on the grounds of Race, Religion, Gender, Disability, Sexual orientation and age as a result of this policy, procedure, strategy, function or working practice. If there is positive or negative impact then please indicate the levels.

a. Race

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

b. Religion

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	x
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

c. Gender

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	X
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

<p>d. Disability</p> <p>Impact : Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> Level : High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/></p> <p>e. Sexual Orientation</p> <p>Impact : Positive <input type="checkbox"/> Negative <input type="checkbox"/> Neutral <input checked="" type="checkbox"/> Level : High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/></p> <p>f. Age</p> <p>Impact : Positive <input checked="" type="checkbox"/> Negative <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Level : High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input checked="" type="checkbox"/></p>					
<p>4. Has any positive/negative impacts been identified which cannot be justified?</p>					
<p>NO No need to proceed to stage 2 or 3 (go to question 7)</p> <p>The procedure may have a positive impact for older employees as whilst it embodies current employment law during the roll out and promotion of the policy all staff will become more aware of the potential for older employers to want to continue to develop their careers and stay in work longer. There may be a low chance of a negative impact as managers will become more acutely aware that they cannot assume someone will simply fall off the payroll at 65 so issues such as conduct/capability etc. will still have to be faced into for older employees. These potential impacts are justified.</p> <p>The operation of the procedure will be monitored for all the equality strands and our unions and internal Equality Focus group were consulted during its development.</p>					
<p>5. Should the policy procedure proceed to stage 2 Partial impact assessment or stage 3 Full Impact Assessment?</p>					
<p>STAGE 2 <input type="checkbox"/> STAGE 3 <input type="checkbox"/></p>					
<p>6. What dates will the stage 2 or stage 3 impacts Assessment be completed by?</p>					
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