

**Equality Impact Assessment
Level One
Initial Screening**

Service Area... Human Resources.

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

Procedure for: Redundancy/Early Retirement/ Voluntary Redundancy

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

The Policy sets out the legal and procedural requirements that the Council must follow when there becomes a need to reduce employee numbers beyond those levels which can be achieved through natural efficiencies.

The policy outlines a process is in place that aims to provide continuous employment, that seeks to re-deploy staff wherever possible, that seeks compulsory redundancies as a last resort and that highlights that the Council is committed to early and meaningful consultation

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.

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 Negative Neutral
 Level : High Medium Low

b. Religion

Impact : Positive Negative Neutral
 Level : High Medium Low

c. Gender

Impact : Positive Negative Neutral
 Level : High Medium Low

d. Disability

Impact : Positive Negative Neutral
 Level : High Medium Low

e. Sexual Orientation

Impact : Positive Negative Neutral
 Level : High Medium Low

f. Age

Impact : Positive Negative Neutral
 Level : High Medium Low

4. Has any positive/negative impacts been identified which cannot be justified?

<p>YES Need to proceed to stage 2 or 3 (go to question 5)</p> <p>NO No need to proceed to stage 2 or 3 (go to question 7)</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"/></p>	<p>STAGE 3 <input type="checkbox"/></p>
<p>6. What dates will the stage 2 or stage 3 impacts Assessment be completed by?</p>	
<p> </p>	
<p>7. Has this Initial Screening been sent to the HR department to be uploaded on the internet?</p>	
<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>8. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included</p>	
<p> </p>	

Name

Service

Signed

Dated

Service Manager Signature

Approved by Departmental Equalities Representative.

Signed

Date