Equality Impact Assessment
Validation Decision Notice

<table>
<thead>
<tr>
<th>EIA Reference Number</th>
<th>194</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service, policy, or strategy</td>
<td>Redundancy Handling Policy</td>
</tr>
<tr>
<td>Element(s) assessed</td>
<td>Revised policy</td>
</tr>
<tr>
<td>Names of Assessors</td>
<td>HR Business Partner, Principal Estates Surveyor and Grant Funding Officer</td>
</tr>
</tbody>
</table>

Consider:

Was discrimination or disadvantage identified? [ ] Yes [ ] No

Was the service promoting equality? [ ] Yes [ ] No

Could the service be improved in promoting equality? [ ] Yes [ ] No

Are the customers' needs understood and met? [ ] Yes [ ] No

Is there good evidence and/or reasoning to support the decisions on whether groups are/aren't affected? [ ] Yes [ ] No

Does the summary report properly reflect the key findings of the assessment? [ ] Yes [ ] No

Is the summary report clear and easy to understand? [ ] Yes [ ] No

If improvements have been identified, do they reflect and deal with the key findings? [ ] Yes [ ] No

The decision is to: [ ] Validate [ ] Not validate

The reason/s for the decision are: please give details below

Validation given – information correct

Not validated – decision not to proceed as EIA incorrect

Not validated - screening error

Not validated – research/consultation error

Not validated – improvement error

Signed: [ ]

Name: [ ]

Designation: Cabinet Member

Date: 6-3-2013
Equality Impact Assessment

Stage 1

STAGE 1 – Briefing Note

<table>
<thead>
<tr>
<th>EIA ID (Sinbad reference number)</th>
<th>194 – Redundancy Handling Policy</th>
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<tbody>
<tr>
<td>Date of meeting</td>
<td>8 February 2013</td>
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<tr>
<td>Job Titles of assessors</td>
<td>Principal Property Surveyor, Grants Funding Officer, HR Business Partner</td>
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The Assessment

The Redundancy Handling Policy provides detailed guidance on how redundancy situations will be managed at the council. This policy was previously called the Security of Employment Policy and was reviewed with the following purpose in mind:

- To ensure that it reflects legislation (the last review was undertaken in July 2010).
- To make the policy easier to understand by reducing jargon and using Plain English.
- To clarify roles and responsibilities with regards to handling (potential) redundancies.
- To refocus the emphasis on how (potential) redundancies would be handled and less on the entitlement to pay/compensation.
- To clarify the appeals procedure with regards to handling (potential) redundancies.

This assessment considers the draft policy as a whole and whether there could be any impacts resulting from its implementation on the protected characteristics (as outlined in the Equality Act 2010) or other potentially vulnerable groups. It will also look at ways of mitigating any adverse effects that are identified.

Unison, SLT and HR Committee will be asked for their feedback before the policy is approved and implemented.

Initial Findings

It is good practice for the council to provide a policy outlining how redundancy situations will be handled. The review does not make any fundamental changes to the previously named Security of Employment policy in regard to entitlements or process.

Initial discussion revealed that although the policy applies to all employees, it could impact on some groups differently with regards to their position, length of service and protected characteristics. This should be discussed in further detail in Stage 2 of the EIA.
Stage 1

There are statutory protections and entitlements encompassed within the policy and rules regarding the Local Government Pension Scheme which remain unchanged.

It was identified that, by renaming the policy and reducing the amount of jargon, the policy was improved with regards to accessibility. Some further minor changes could be made to improve accessibility further, however and they will be added during the consultation process.

Clarifying the appeals process is a positive change to the policy as it supports employees to exercise the opportunity to appeal if they are dissatisfied with decisions made in regard to their employment and potential redundancy situation.

The proposed changes to the policy will also be reviewed by Unison, SLT and the HR Committee.

Justification

The decision was to continue to stage 2, scoping and screening as the draft policy being considered could have a direct impact on a range of employee groups.
Stage 6

| EIA ID (Sinbad reference number) | 194 - Redundancy Handling Policy |
| Date of assessment               | 8 February 2013                  |
| Job title of assessors           | HR Business Partner, Principal Estates Surveyor and Grant Funding Officer |

Assessment and Findings

The Redundancy Handling Policy provides detailed guidance on how redundancy situations will be managed at the council. This policy was previously called the Security of Employment Policy and was reviewed with the following purpose in mind:

- To ensure that it reflects legislation (the last review was undertaken in July 2010).
- To make the policy easier to understand by reducing jargon and using Plain English.
- To clarify roles and responsibilities with regards to handling (potential) redundancies.
- To refocus the emphasis on how (potential) redundancies would be handled and less on the entitlement to pay/compensation.
- To clarify the appeals procedure with regards to handling (potential) redundancies.

This assessment considered the draft policy and whether there could be any impacts resulting from its implementation on the protected characteristics (as outlined in the Equality Act 2010) or other potentially vulnerable groups. It also considered ways of mitigating any adverse effects that were identified.

It was noted that it is good practice for the council to provide a policy that clearly outlines how redundancy situations will be handled. The review does not make any fundamental changes to the previously named Security of Employment policy in regard to entitlements or process.

The assessment revealed that the updated policy does not negatively impact on any particular protected characteristic group; however it could impact on some groups differently with regards to their position, length of service and protected characteristics. Positive impacts were identified for staff on maternity/adoption or additional paternity leave and those aged over 55.

It was noted that reasonable adjustments would need to be made for employees with disabilities as part of the process of redeployment or providing suitable alternative opportunities within the organisation.

Proposed changes to the policy include the simplification of language used and provision of definitions for technical terms (where necessary) to improve accessibility and understanding.
Stage 6

for some of the protected groups. These will be added during the consultation process. It was also noted that renaming the policy improved understanding of its main aim.

There are statutory protections and entitlements encompassed within the policy and rules regarding the Local Government Pension Scheme, which remain unchanged.

Clarifying the appeals process is a positive change to the policy as it supports employees to exercise the opportunity to appeal if they are dissatisfied with decisions made in regard to their employment and potential redundancy situation.

**Key Individuals and Consultation**

The revised policy is aimed at council staff.

The EIA was carried out with representatives from the council’s Equality Working Group and revised by the Equality Strategy Group. Further consultation will be held with Unison, SLT and HR Committee before the policy is approved and implemented.

**Recommendations**

- Make amendments noted to policy draft to ensure that procedures for redundancy are clear and accessible for all staff (e.g. offering alternative formats, providing definitions for technical terms and using Plain English).
- Continue to monitor redundancy and redeployment by protected characteristics to consider and address any adverse trends.
- Collect data via exit interviews on satisfaction with process and any equalities issues.
- Any further fundamental changes to the policy will require a further EIA.