

# Flexible Retirement Policy

23/09/13

Equality Impact Assessment

# Flexible Retirement Policy

**Contact:** Linda Atkin, Head of HR

**Updated:** 23/09/13

## 1. What type of proposal / decision is being assessed?

A new or revised policy

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The purpose of the change is to provide a consistent way of dealing with flexible retirement across the council. The proposed changes are:

- a. Introduction of a minimum reduction - This reduction should equate to a minimum of 20% reduction in either hours or pay.
- b. Introduction of a retirement plan with the employee which will give a definitive date at which the employee will take full retirement. The definitive retirement date should be no later than 24 months from the date of flexible retirement with the option to have this reviewed at the end of the period and extended for a further 12 months if this meets the needs of the business and the individual.

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

<If no, briefly summarise the reasons for this decision here, and skip ahead to the declaration at the end>

## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

An assessment has been undertaken against the protected characteristics and the impact of the proposed changes on them using an EIA assessment form.

- 5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**  
*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

It will provide a positive impact across all protected characteristics as there will be a consistent application of the flexible retirement policy across the council.

- 6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

No as the policy is open to all employees who meet the qualifying criteria set out in legislation.

- 7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

No	No changes have been made as no disproportionate negative impact was identified.
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- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

No	<If yes please complete the table below. If no, please explain here>
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Action(s)	Owner	By when?
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
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**9. Declaration**

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	<DD.MM.YY>
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Name of Lead Officer for Equality Impact Assessment	Date
Linda Atkin	23/09/13

**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**

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