



Serving Aberdeenshire from mountain to sea – the very best of Scotland

Multi-Equality Impact Assessment Toolkit

MEIA Form

Name of Policy: Redundancy

Date of Assessment: 15 April 2010

Before commencing with the Multi-Equalities Impact Assessment (MEIA), please make reference to the MEIA Guidance Notes, which will give guidance on each of the sections included.

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Section One: Function / Policy Details*

(Page 4 of the Guidance Notes)

1.1

| | |
|--|---|
| Name of Function / Policy | Redundancy |
| Lead Service / Partnership | Human Resources |
| Policy Officer (Name / Position) | Claire Jamieson, Senior HR Practitioner |
| Impact Assessment Team (Names / Positions) | |

*Policy could be formal or informal and may include strategy, project or practice.

1.2 Is this function / policy...

| | |
|----------|---------------|
| New? (✓) | Existing? (✓) |
| ✓ | |

| | |
|--|---|
| 1.3 What are the main aims of the policy? | To provide employees and managers with information about redundancy procedures including steps to be taken to avoid redundancies. |
| 1.4 Who are the main target groups / beneficiaries? | All Employees |
| 1.5 What are the intended outcomes of the policy? | Consistency, fairness and transparency in the redundancy process |

Section 2: Information Gathering

(Page 5 of the Guidance Notes)

2.1 Gathering information and evidence used to assist the impact assessment process

| Information / Evidence | ✓ relevant box | List details (source, date, scale etc.) |
|--|----------------|---|
| * Community consultation | | |
| Research (including websites & legislation) | ✓ | Legislation (e.g. Employment Rights Act 1996, Employment Equality (Age) Regulations 2006 , Sex Discrimination Act 1975, The Local Government (Discretionary Payment and Injury Benefits) Regulations 1998, Teachers (Compensation for Premature Retirement and Redundancy) (Scotland) Regulations 1996 & case law Pension Scheme guidance documents (Local Government Pension Scheme and Scottish Teachers' Superannuation Scheme) Websites (eg http://www.berr.gov.uk/ , http://www.xperthr.co.uk/) Book: Selwyn NM (2006) <i>Law of Employment</i> 14 th ed |
| Officer knowledge and experience | ✓ | HR Officers' experience, advice from officers in Council's Litigation section (Corporate Services) |
| Equalities monitoring data | | |
| Service user feedback (including complaints) | | |
| Partner user feedback | | |
| Other | ✓ | Consultation with Services, Unions and Employee Disability Forum representative at Personnel Policy Group Advice from Local Government Employers organisation |

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Section 3: Assessing the Impacts

(Page 6 of the Guidance Notes)

What likely impacts or issues do the function / policy have for different people and communities in the following group(s)?

3.1 Identify and describe any likely positive, negative or neutral impacts.

| Equality Target Group | Positive Impact | Negative Impact | Neutral Impact |
|-------------------------------|---|---|----------------------|
| Race | | Possible literacy/ language issues where English is not first language | |
| Gender | Benefits dependent on length of service/ pension scheme membership/ length of pension scheme membership | Benefits dependent on length of service/ pension scheme membership/ length of pension scheme membership | |
| Disability | | Possible literacy/ accessibility issues due to disabilities such as dyslexia etc | |
| Age | Benefits are age-related | Benefits are age-related | |
| Religion & Belief | | Those of some religions may feel unable to join pension schemes due to funds' investment strategies | |
| Sexual Orientation | | | No issues identified |
| Other groups (please specify) | | | |

(If no impact has been identified, and this is justifiable, please go to 5.1)

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3.2 Have any cross cutting issues been identified?

The cross cutting issues you should consider for the purpose of this MEIA are employees, health, access (including rural isolation), low income, unemployed, homeless and carers, or any other relevant issue(s).

Literacy & language issues

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Section 4: Recommendations and Actions

(Page 7 of the Guidance Notes)

4.1 As a result of this assessment, consultation, research and available evidence collected, state whether there will need to be any changes made / planned to the function / policy. Please clearly detail practical actions you would take to reduce or remove any identified adverse / negative impact.

(Please ensure that recommendations and actions are SMART)

| Recommendation | Action | Who | When | Expected Outcome |
|--|--|----------------------|------------------------------------|---|
| Policy is available in other languages. | Include a paragraph in the policy advising that it is available in other languages and then translate policy when requested. | Translation Services | June 2008 and As and when required | Employees whose first language is not English are able to read and understand the policy. |
| That support be provided to employees with literacy problems. | Appropriate support is provided (Support to be provided by Adult Literacy Unit, EL&L) | | As and when required | Employees with literacy problems are able to understand content of policy. |
| Policy is available in other formats for those with disabilities | Include a paragraph in the policy advising what available in formats/support available (Advice on formats to be provided by Corporate Comms, CE's Service) | | June 2008 and As and when required | Employees can easily access policy |
| Ensure that | Review | Directors/ | Autumn | No unlawful |

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| | | | | |
|--|---|-----------------------|---------------|--|
| granting of benefits is non-discriminatory | application of benefits where discretionary | HR/ Finance/ Pensions | / Winter 2009 | discrimination on grounds of age/ gender |
|--|---|-----------------------|---------------|--|

4.2 Detail any adverse impact that cannot be resolved, and justify the recommendation to continue with the policy.

| Detail | Justification |
|--------|---------------|
| N/A | |

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Section 5: Performance Monitoring and Reporting

(Page 7 of the Guidance Notes)

5.1 Please explain **how** monitoring will be undertaken, **when** it will take place and **who** is responsible for undertaking it, making reference to any equalities action plans / service plans.

Policy to be reviewed by nominated HR Officer by **XXXX** and every 2 years thereafter.

Section 6: Publishing the Results of the Assessment

(Page 8 of the Guidance Notes)

Prior to publication, the following signatures are required:

1. Head of Service or
Service Representative

Signed:Name: Sharon Faulkner.....Date: 17 March 2010

2. Quality Assured by
(QA of the process followed is required by a MEIA trained officer)

Signed: ... Name: Gillian Buchanan.....Date: 15 April 2010

Please email the completed MEIA to the Policy Officer (Equalities), Chief Executive.