

## Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 - Preparation		
1.	<b>Title of Policy</b> - what are you equality impact assessing?	Retirement Policy
2.	<b>Policy Aims and Brief Description</b> - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>To ensure that when a member of staff wishes to retire he/she is treated with dignity and respect and that all necessary arrangements are made to ensure that the transition to retirement is managed smoothly.</p> <p>The policy and procedures outlined in the policy are provided to enable managers to take the appropriate action when an employee approaching the age at which they are eligible to retire:</p> <ul style="list-style-type: none"> <li>a) wishes to consider retiring</li> <li>b) wishes to retire and return to employment.</li> </ul>
3.	<b>Who Owns/Defines the Policy?</b> - who is responsible for the Policy/work?	Director of Workforce and OD
4.	<b>Who is Involved in undertaking this EqlA?</b> - who are the key contributors to the EqlA and what are their roles in the process?	<p>Andrew Crook, Head of HR Policy &amp; Compliance</p> <p>Rachel Pressley, Senior HR Policy &amp; Compliance Officer</p> <p>Nigel Gibbs, Lead Representative</p>

## Step 1 - Preparation

5.	<b>Other Policies</b> - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	All Wales Sickness Policy NHS Pension Scheme Work Life Balance Guidelines Flexible Working Policy Deployment Process
6.	<b>Stakeholders</b> - Who is involved with or affected by this Policy?	All UHB staff
7.	<b>What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes?</b> These could be internal or external factors.	Contribute to: Compliance with Government legislative changes – abolition of Default Retirement Age  Detract from: Financial and time constraints which may affect Managers' ability to manage an age diverse workforce

## Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.									
<b>Race</b>	<p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods, services or employment issues.</p> <p>See the UHB Workforce Staffing Profile</p> <p><a href="http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=4313116411011875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X">http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=4313116411011875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X</a></p> <p>Accessed at 13 March 2012</p>	Eliminating Discrimination and Eliminating Harassment	✓	Promoting Equality of Opportunity	✓	Promoting Good Relations and Positive Attitudes	✓	Encouraging participation in Public Life	✓	Take account of difference even if it involves treating some individuals more favourably*	
<b>Disability</b>	<p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods, services or employment issues</p> <p>See the UHB Workforce Staffing Profile</p> <p><a href="http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=4313116411011875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X">http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=4313116411011875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X</a></p> <p>Accessed at 13 March 2012</p> <p>Legal alert – Small Business Update, Issue 86 (February 2011)</p>		✓		✓		✓		✓		✓
<b>Gender</b>	<p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods, services or employment issues</p> <p>See the UHB Workforce Staffing Profile</p>		✓		✓		✓		✓		

	<a href="http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=43131164110111875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X">http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=43131164110111875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X</a>  Accessed at 13 March 2012									
<b>Sexual Orientation</b>	The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods, services or employment issues  See the UHB Workforce Staffing Profile  <a href="http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=43131164110111875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X">http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=43131164110111875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X</a>  Accessed at 13 March 2012	√		√		√		√		
<b>Age</b>	The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods, services or employment issues  See the UHB Workforce Staffing Profile  <a href="http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=43131164110111875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X">http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_s m=3&amp;gs_upl=43131164110111875128128101410101561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X</a>  Accessed at 13 March 2012  Employment Equality (Repeal of Retirement Age Provisions) Regulations 2011  Legal alert – Small Business Update, Issue 86 (February 2011)	√		√		√		√		

	Age UK Website									
	Anecdotal evidence – may adversely affect promotion opportunities for younger workers									
<b>Religion or Belief</b>	<p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods, services or employment issues</p> <p>See the UHB Workforce Staffing Profile</p> <p><a href="http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_l=3&amp;gs_upl=4313111641101118751281281014101011561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X">http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_l=3&amp;gs_upl=4313111641101118751281281014101011561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X</a></p> <p>Accessed at 13 March 2012</p>	✓		✓		✓		✓		
<b>Welsh Language</b>	<p>The Equality Act 2010 requires that we do not discriminate against our staff in the provision of goods, services or employment issues</p> <p>See the UHB Workforce Staffing Profile</p> <p><a href="http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_l=3&amp;gs_upl=4313111641101118751281281014101011561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X">http://www.google.co.uk/search?hl=en&amp;gbv=2&amp;gs_l=3&amp;gs_upl=4313111641101118751281281014101011561159411.1211310&amp;safe=vss&amp;q=retirement%20policy%20NHS%20eqia&amp;spell=1&amp;sa=X</a></p> <p>Accessed at 13 March 2012</p>	✓		✓		✓		✓		
<b>People have a human right to: life; not to be tortured or treated in a degrading way; to be free from slavery or forced labour; to liberty; to a fair trial; not to be punished without legal authority; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion; to freedom of expression and of assembly; to marry and found a family and to not be discriminated against in relation to any of the rights contained in the European Convention.</b>										
<b>Human Rights</b>	<p>The policy adheres to the principles of the Human Rights Act in ensuring that staff are treated with dignity and respect at all times and any individual issues are taken into account. Staff confidentiality is respected, complying with the principles of the Data Protection Act.</p>									

\* This column relates only to Disability due to the specific requirement in the DDA 2005 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.

### Form 3: Assessment of Relevance and Priority

<b>Equality Strand</b>	<b>Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)</b>	<b>Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)</b>	<b>Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)</b>
Race	1	0	(0) none
Disability	2	+1	(+2) low positive
Gender	1	0	(0) none
Sexual Orientation	1	0	(0) none
Age	3	+2	(+6) medium positive
Religion or Belief	1	0	(0) none
Welsh Language	1	0	(0) none
Human Rights	1	0	(0) none

**Scoring Chart A: Evidence Available**

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

**Scoring Chart B: Potential Impact**

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

**Scoring Chart C: Impact Decision**

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

## FORM 4: (Part A) Outcome Report

<b>Policy Title:</b>	Retirement Policy
<b>Organisation:</b>	Cardiff and Vale UHB
<b>Name:</b> <b>Title:</b> <b>Department:</b>	Andrew Crook Head of HR Policy and Compliance Policy and Compliance
<b>Summary of Assessment:</b>	<p>The intention behind the Retirement Policy is to ensure that when a member of staff wishes to retire he/she is treated with dignity and respect and that all necessary arrangements are made to ensure that the transition to retirement is managed smoothly.</p> <p>The policy and procedures outlined in the policy are provided to enable managers to take the appropriate action when an employee approaching the age at which they are eligible to retire:</p> <ul style="list-style-type: none"> <li>a) wishes to consider retiring</li> <li>b) wishes to retire and return to employment.</li> </ul> <p>From the evidence gathered, six of the strands produced no impact, and two, Disability and Age had low and medium positive outcomes respectively.</p>
<b>Decision to Proceed to Part B Equality Impact Assessment:</b>	<p style="text-align: center;"><b>Yes/<u>No</u></b></p> <p style="text-align: center;"><b>Please record reason(s) for decision</b></p> <p>The overall outcome of the EQIA is that no equality concerns have been identified.</p> <p>On the basis of the evidence obtained it has been decided not to proceed with Part B of the Equality Impact Assessment.</p>

## Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	<b>Action(s) proposed or taken</b>	<b>Reasons for action(s)</b>	<b>Who will benefit?</b>	<b>Who is responsible for this action(s)?</b>	<b>Timescale</b>
1. What <b>changes</b> have been made as a result of the EqIA?	FAQs developed for managers and staff  Revised letters have been developed to accompany the policy	To provide guidance and clarity for managers and staff	All staff	HR Policy and Compliance Team	Complete
2. Where a Policy may have differential impact on certain groups, state what arrangements are	N/A	N/A	N/A	N/A	N/A



in place or are proposed to <b>mitigate</b> these impacts?					
3. <b>Justification:</b> For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	N/A	N/A	N/A	N/A	N/A
4. Describe any <b>mitigating actions</b> taken?	N/A	N/A	N/A	N/A	N/A
5. Provide details of any actions planned or taken to <b>promote equality</b> .	Guidance for managers in interpreting policy  Develop Retirement Information page on intranet	To demonstrate commitment to equalities agenda and reduce potential for grievance/conflict	Staff	HR Policy and Compliance Team	1 year

<b>Date:</b>	Date of approval – anticipated 10 April 2012 (Workforce and OD Committee)
<b>Monitoring Arrangements:</b>	<p>Changes to the policy are as a result of government legislation (abolition of Default Retirement Age) and therefore not subject to change. HR and Staff representatives will monitor informally and report issues as they arise.</p> <p>Other changes resulted from Board decision that Retirement Gratuities/Functions could no longer be provided for by Charitable Funds</p>
<b>Review Date:</b>	3 years (with Retirement Policy)

**Signature of all**

**Parties:**

*Andrew Crook*

Andrew Crook, Head of HR Policy & Compliance

*Rachel Pressley*

Rachel Pressley, Senior HR Policy & Compliance Officer

*Nigel Gibbs*

Nigel Gibbs, Lead Representative