

**EQUALITY IMPACT ASSESSMENT TEMPLATE**

**Section 1: Details of the Policy/Practice**

<b>Department/Team responsible for the policy:</b>	Organisational Development		
<b>Name of Policy or Practice being assessed:</b>	Retirement Policy		
<b>Purpose and anticipated outcomes of the policy:</b>	<p>The Retirement Policy summarises the Care Inspectorate’s approach to:</p> <ul style="list-style-type: none"> <li>• Flexible retirement (we hope this will encourage older employees to continue to stay in employment with us after the normal retirement age of 65)</li> <li>• Early retirement</li> <li>• Voluntary redundancy/ voluntary early retirement procedure as referred to in our Workforce Change Policy</li> <li>• Ill health retirement procedure (to support employees with a disability or underlying health condition who cannot work to exit employment with us in a dignified and planned way)</li> <li>• working beyond 65.</li> <li>• It also covers the discretionary powers we may exercise under the relevant pension regulations</li> </ul>		
<b>Is this a new or existing policy?</b>	<b>New</b>	X (revised)	<b>Existing</b>
<b>List of participants in Equality Impact Assessment Process:</b>	Kirstine Rankin- Senior OD Adviser Jacqui Duncan – OD Adviser Heather Moonlight- OD Assistant		
<b>Date assessment started:</b>	1/2/16	<b>Completion Date:</b>	

<b>Please indicate who is likely to be affected by the policy:</b>	Care Inspectorate employees from and across all the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex and sexual orientation).
For example Care service providers/users, men, women, young people, people with disabilities	

**Section 2: Collecting Information**

What evidence is available about the needs of relevant groups? Please consider Demographic data, including Census information, Research, Consultation and survey reports, Service user feedback and complaints, Case law, Officer/adviser knowledge & experience

Details	Source of Evidence
<p>Recent employee equality monitoring reports indicate the following:</p> <ul style="list-style-type: none"> <li>• 611 Employees</li> <li>• 81% are female</li> <li>• 76% are aged between 40-59 years</li> <li>• 1.3% have a disability</li> <li>• 34.9% are married or in a civil partnership</li> <li>• 1% are of Black or Minority Ethnic (BME) Ethnicity</li> <li>• 19.5% say they have no religion or belief</li> <li>• 2.2% are Lesbian, Gay or Bisexual</li> </ul>	Employee Information - Equality Outcomes and Monitoring Report, Care Inspectorate, April 2015.
A range of information was examined including the Scottish Government Equality Evidence Finder	<a href="http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid">http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid</a>

From your research above have you identified any gaps in evidence? If so what are the gaps?

We will continue to monitor all retirements by protected characteristic to assess if there are any particular issues or patterns.

As appropriate please describe the consultation/engagement undertaken including details of the groups involved and the methods used.

There was not much scope to consult on the Retirement Policy as it is linked to the provisions applicable to members of the Local Government Pensions Scheme (LGPS) and our LGPS Employer Discretions Policy Statement.

Are there any other groups to be consulted?

Not at this time.

### Section 3: Impacts

Has the research and consultation identified any potential for impacts on the following groups:

Protected Characteristic	Yes	No	Please explain
Age (Older people, children and young people)	x		Age will have an impact as there are different options available to LGPS members based on their age.
Disability	x		It is more likely that an employee with a disability will be awarded ill health retirement

			than employee who does not.
<b>Gender Reassignment</b> (Where a person is living as the opposite gender to their birth)		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
<b>Pregnancy and Maternity</b>		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
<b>Race, ethnicity, colour, nationality or national origins</b> (including Gypsy/Travellers, refugees, asylum seekers)		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
<b>Religion or belief</b> (including non-belief)		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
<b>Sex/Gender</b>	x		Sex/gender is used to determine state pension age.
<b>Sexual Orientation</b>		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.

Is there any evidence that the policy may:

	Yes	No	No Evidence
<b>Result in less favourable treatment for particular groups?</b>		x	
<b>Give rise to direct or indirect discrimination?</b>		x	
<b>Give rise to unlawful harassment or victimisation?</b>		x	

**If yes to any of the above, please give details:**

N/A

**How will the policy be modified to mitigate this?**

N/A

**Section 4: Meeting our General Equality Duty**

The following sections must be completed:

**Which aspects of the policy seek to eliminate unlawful discrimination, harassment and victimisation?**

The policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures. Support measures have been put in place throughout the policy to ensure that no one receives unfair treatment due to their protected characteristic – this includes support from the OD Team.

**Which aspects of the policy seek to advance equality of opportunity between people which share a relevant protected characteristic and those who do not?**

Actions have been included to advance equality of opportunity including equality monitoring of who is being managed under the Retirement Policy. Support measures have been put in place throughout the policy to assist in advancing equality including support from the OD Team.

**Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?**

The purpose and intended outcomes of the policy do not seek to foster good relations between and across protected groups. However, the organisation has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Involvement Strategy, Equality Outcomes and Mainstreaming Report.

**Section 5: Outcome of Assessment**

Please detail the outcome of the assessment:

<b>No major change</b>	X
<b>Adjust the policy</b>	
<b>Continue the policy</b>	
<b>Stop and remove the policy</b>	

**Please detail recommendations, including any action required to address any negative impacts identified:**

N/A

**Section 6: Monitoring**

**Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes:**

- The OD will team will monitor queries coming into the OD Enquiries mailbox around retirement and will flag up any potential equalities issues to the Head of OD. An agreed course of action will follow.

**When and how is the policy or practice due to be reviewed?**

- The Retirement Policy will be formally reviewed every 3 years- we will consult with our equalities and engagement adviser, managers and trade union representatives)

and consult with our Executive Team, Resources Committee (which includes members of our Board) and Partnership Forum.

- We have a policy monitoring programme that means we review all our policies on an annual basis.
- We also have a range of qualitative information from our recently revised Exit Interview Questionnaire.
- The OD function produces and publishes the OD Annual Workforce Report. The report contains a section on why people choose to leave the Care Inspectorate.
- The policy will be reviewed on an on-going basis e.g. if we receive intelligence from OD Enquiries/feedback from colleagues/particular case/ legislation/case law that would call for an earlier review of the policy.

**Section 7: Sign Off**

<b>Date sent to Involvement and Equalities Team:</b>	
<b>Comments from Involvement and Equalities Team</b>	
<b>Date signed off by Involvement and Equalities Team</b>	

Please insert name and title of the Senior Manager who has signed off this Equality Impact Assessment:

<b>Name</b>	Janice Gibson
<b>Title</b>	Head of Organisational and Workforce Development
<b>Date approved</b>	March 2017