

Policy Screening Form

Policy Scoping

Policy Title: _Severance / Redundancy Policy

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

The Severance /Redundancy Policy is a new policy.
It is replacing the RPA Severance Scheme and the legacy policy of Craigavon Borough Council.

Intended aims/outcomes. What is the policy trying to achieve?

The Severance Policy outlines the principles and rules that will apply to severance and both voluntary and compulsory redundancy situations.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

Policy based on statutory legislation. Legal advices sought on content.

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

Not directly.
Policy will drive equality of opportunity within all severance / redundancy situations. The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote policy?

Niamh Shannon
Organisational Development & Performance
Manager

Who is responsible for implementation?

HR&OD Department

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

N/A

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

Staff

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Pension Discretions Policy – both need to reflect each other.

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards Severance/Redundancy.
Political opinion	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards Severance/Redundancy
Racial group	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards Severance/Redundancy
Age	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards Severance/Redundancy
Marital status	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards Severance/Redundancy
Sexual orientation	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards Severance/Redundancy
Men and women generally	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards Severance/Redundancy

Disability	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards Severance/Redundancy
Dependants	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards Severance/Redundancy

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.
Political opinion	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.
Racial group	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.
Age	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.
Marital status	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.
Sexual orientation	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex,

	sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.
Men and women generally	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.
Disability	In compulsory redundancy situations, consideration will be given to reasonable adjustments that can be made to posts, where appropriate in line with the Disability Discrimination legislation.
Dependants	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.	None
Political opinion	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex,	None

	sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.	
Racial group	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.	None
Age	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.	None
Marital status	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will	None

	be applied where appropriate.	
Sexual orientation	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.	None
Men and women generally	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will be applied where appropriate.	None
Disability	In compulsory redundancy situations, consideration will be given to reasonable adjustments that can be made to posts, where appropriate in line with the Disability Discrimination legislation.	Positive minor
Dependents	The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion. Reasonable adjustments will	None

	be applied where appropriate.	
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2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A
Age	N/A	N/A
Marital status	N/A	N/A
Sexual orientation	N/A	N/A
Men and women generally	N/A	N/A
Disability	N/A	N/A
Dependents	N/A	N/A

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

Policy applies to all staff irrespective of Section 75 Category

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

This policy is applicable to all staff. The Council will ensure that when it applies selection criteria for compulsory redundancy it does not discriminate against any employee because of their age, race, disability, sex, sexual orientation, marriage/civil partnership, gender reassignment, pregnancy or maternity, religion or political opinion.

In compulsory redundancy situations, consideration will be given to reasonable adjustments that can be made to posts, where appropriate in line with the Disability Discrimination legislation.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

To be reviewed by HR and Trade Unions on an ongoing basis.

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Niamh Shannon	Organisational Development & Performance Manager	27 January 2020
Approved by	Position/Job Title	Date

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.