

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy: Flexible Retirement Policy

Lead Officer (responsible for assessment): Nicole Pema, HR Manager

Department: HR

Others Involved in the Assessment (i.e. peer review, external challenge):

Date Initial Screening Completed: October 2023

(a) What is the policy trying to achieve? i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

East Cambridgeshire District Council is committed to providing choice and flexibility to employees making the transition from working life to retirement. In compliance with the Local Government Pension Scheme (LGPS) regulations, the council offers employees the right to request flexible retirement.

Flexible retirement provides an opportunity for an employee to make a more gradual transition from working life to retirement.

To be eligible to make a request for flexible retirement an employee must be aged 55 or over and have 2 or more year's membership of the LGPS.

The employee must also meet the following qualifying conditions:

- have at least 2 years' continuous service with the council
- not be subject to disciplinary or work performance procedures
- have been working in their existing post at the current grade and hours continuously for at least 12 months
- must be proposing one of the flexible retirement options (see below)

To be eligible for flexible retirement, the employee must agree to an appropriate reduction in their hours of work and/or transfer to a lower-graded position. If the request is approved, the employee will transfer into the new role on the reduced hours and/or grade and the employee will be able to draw upon the pension benefits they have accrued to date.

(b) Who are its main beneficiaries? i.e. who will be affected by the policy?

This policy applies to all council staff, who are active members of the Local Government Pension Scheme (LGPS).

(c) Is this assessment informed by any information or background data? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

The Policy is informed by:

a) Relevant legislation, including:

- Local Government Pension Scheme (LGPS) Regulations

b) the Council's Local Government Pension Scheme (LGPS) Pensions Discretions Statement

c) Consultation with Unison

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

Ethnicity: NO

Age: YES

Sex: NO

Religion or Belief: NO

Disability: NO

Sexual Orientation: NO

Gender Reassignment: NO

Marriage & Civil Partnership: NO

Pregnancy & Maternity: NO

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

To be eligible to make a request for flexible retirement an employee must be aged 55 or over and have 2 or more year's membership of the LGPS this may be considered disadvantageous for younger employees.

(e) Does the policy affect service users or the wider community? NO

(f) Does the policy have a significant effect on how services are delivered? NO

(g) Will it have a significant effect on how other organisations operate? NO

(h) Does it involve a significant commitment of resources? NO

(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc? NO

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

Signatures:

Completing Officer: Nicole Pema **Date:** October 2023

Service Lead Officer: Nicole Pema **Date:** October 2023