

The Equality Impact Assessment (EIA) Guidance and Glossary explain how to complete this form.

Please complete the form below. Where the term 'item' is used in this document it includes policy, service, process, function, project and strategy.

Section I: Screening

| Part A: Item Details | | | |
|----------------------|---|--|--|
| 1 | Department/School/Institute | Institution-wide | |
| 2 | What is the type of the item undergoing assessment? | Policy <input checked="" type="checkbox"/> | Procedure <input checked="" type="checkbox"/> Function <input type="checkbox"/> |
| | | | Service <input type="checkbox"/> Other <input type="checkbox"/> (Specify) |
| 3 | Name of item | Early Retirement and Voluntary Severance Scheme 2010 | |
| 4 | Reference Code (if any) | None | |
| 5 | Is the item existing, new or an amendment? | Existing <input type="checkbox"/> | Amendment <input type="checkbox"/> New <input checked="" type="checkbox"/> |
| 6 | <p>Aims and purpose of item: In summary it is a specific early retirement and voluntary severance scheme that facilitates the organisation's preparation for more restricted resources in financial years 2010 - 2011 and 2011 - 2012.</p> <p>The government and HEFCE confirm that we are moving into a period for higher education much less benign in financial terms than has been the case for the past decade, Queen Mary is facing and will continue to face severe constraints arising from significantly reduced income from UK Government sources.</p> <p>Reductions in staffing will be necessary in order to cope with the anticipated reductions in public expenditure during the next few years. The College wishes to offer a voluntary approach to staff reduction and is introducing an Early Retirement/Voluntary Severance Scheme.</p> <p>Staff who apply to leave Queen Mary's employment in accordance with this scheme and are accepted will receive a payment or pension.</p> <p>All eligible staff have the right to apply to leave the College's employment under the Early Retirement and Voluntary Severance Scheme. There is no automatic right for an application to be granted.</p> | | |

Part B: Screening

1 Will the item impact directly or indirectly on any of the following impact groups:

Students Staff Visitors Suppliers

Part B: Screening

Organisational
Partners

Others (please specify)

Please give details for choices made above and provide any evidence
The scheme is available only to employees of the College.

2 Does or could the item have an adverse effect, directly or indirectly on members of an equality group – Age, Disability, Gender, Race, Religion/Belief, Sexual Orientation? (please give details)
The design of the scheme allows equal access to persons of all groups. The College takes the view that the rejection of an application for early retirement and voluntary severance is not a detriment to the employee.

If applications from under-represented groups were accepted out of proportion to their frequency in the workforce, the outcome could be an undesirable change to the workforce composition.

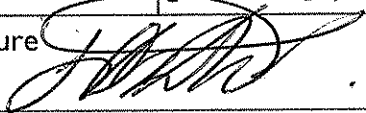

It is however notable that the relevant comparison group for these purposes may not be the whole workforce, but those working in a particular service, subject, sector or grade or some combination thereof.

It is anticipated that a high proportion of applicants will be aged over 50 years of age. This is lawful and inherent within pension scheme design.

3 Could the item have a significant positive impact on equality by reducing inequalities that already exist? (please give details)
Though it could have a positive impact on the balance of staff groups in the College, this is not an objective of the scheme and steps are not being taken to this effect. If for example, an over-represented group volunteered for severance and were accepted to a greater degree than on the under-represented group, an imbalance may be ameliorated.

4 Should a full impact assessment be carried out? YES NO

Please provide justification for answer to the above
A full impact assessment is mainly merited on the processes and outcomes of policy rather than the design. In essence, the scheme design has neutral impact but measures should be taken to check that within a given part of the workforce applications are proportionate to its composition and similarly the acceptance of applications is also proportionate. Should the numbers of staff applying be small, analysis of this kind will not be merited, as statistical inferences may not be made on a valid basis.

| Part C: Details of Assessor Completing Form | | | |
|---|---|-----------------------------------|---|
| 1 Name | Guy Halliwell | 2 Phone number | 0207 822 3673 |
| 3 e-mail address | g.halliwell@qmul.ac.uk | | |
| 4 Signature |  | 5 Date of signature | 12/3/10 |
| 6 Name of Head of Department | Susanne Byrne | 7 Signature of Head of Department |  |

| Next Step: |
|--|
| <p>(i) If you need to carry out a full impact assessment, please read Section 2 of the guidance (page 7) and complete Section 2 of this form below.</p> <p>(ii) If you do not need to carry out a full impact assessment:</p> <ul style="list-style-type: none"> • Are there any further steps you can take to promote equal opportunities and eliminate discrimination? • Arrange for the proper approval authority to “sign-off” a statement (usually Head of Department or Institute), supported by the evidence of this screening EIA that the policy isn’t “relevant to Equality & Diversity” or does not have any negative impacts • Set a review date in three years’ time. • File the screening report and associated documentation and email a copy to the College’s Diversity Specialist, Bertille Calinaud at b.calinaud@qmul.ac.uk |

Section 2: Full Equalities Impact Assessment

Full EIA

1 What data has been examined in order to form a judgement about the impact of the item on equalities groups? Are there any gaps in the available data?

None. It is not appropriate at this stage. The College already publishes data sets in regard to staff age, race, religious belief, disability and nationality. The College has no mechanism for gathering information on sexual orientation.

Equality interest groups are not represented in the same proportions throughout the tiers and sectors of the College. It is not appropriate to compare staff applications and acceptance under ERVS against the whole College workforce. It may be more relevant to consider sub sets of the Colleg workforce.

The requirement to create a scheme that is modelled on the Statutory scheme or face the risk of age-related discrimination claims restricts the freedom of the College to select differential incentives that would have benign outcomes on equality.

2 What methods of consultation/involvement have been employed to ensure full information sharing and participation?

The scheme design is subject to a 30 day consultation period with recognised trades unions. Senior members of council involved in the Remuneration Committee have been consulted on aspects of scheme design. These external lay members of Council ensure probity and serve the public interest.

3 What steps were taken to ensure that involvement in the engagement process was far-reaching?

The critical issue on scheme design is the choice of multiplier. This is a matter to be determined in reference to resources rather than equality interest groups.

4 What are the results of the consultation/involvement? How are these fed back into the process?

The scheme is currently under consultation. There is no intention to take the scheme to equality interest groups. It is not appropriate to do so.

5 Explain the likely differential impact (whether intended or unintended, positive or negative) of the item on individual service users.

There is no likely differential impact whatsoever in regard to most strands of equality.

It is a lawful early retirement scheme. Staff who are older will be eligible to gain greater benefits under the scheme than their younger counterparts. It is anticipated that they will be over-represented amongst those requesting and being given the opportunity to leave the College's employment.

6 Is the item directly or indirectly discriminatory?

It is not unlawfully discriminatory in any regard.

7 Are there any barriers that may inhibit access to the service or benefits of the item?

No

Full EIA

8 Explain how the item is intended to increase equality of opportunity.

It is not an intention or objective of the scheme. The College does not believe that its duty to promote race, gender or disability equality extends to encouraging over-represented groups to take early retirement or conversely encouraging under-represented groups to remain in College employment.

9 Explain how the item is likely to promote good relations between different groups.

It is designed to be neutral

10 How will the implementation of the item be monitored and by whom?

The Head of Operations in HR shall arrange to conduct monitoring exercises at the closure of applications 31st 2010 July and on completion of the exercise.

11 What can be done to improve the item in order to reduce or remove any adverse impact or effects identified?

Monitoring of outcomes of process and if a statistically relevant over-representation of staff who are members of under-represented groups apply or are accepted consider whether any fault in process or decision.

12 Complete Action Plan Form

Next Steps


- Arrange for the proper approval authority to “sign-off” the report.
- File the report and associated documentation and email a copy to the College’s Diversity Specialist, Bertille Calinaud, at b.calinaud@qmul.ac.uk

Equalities Impact Assessment Action Plan

| Impact Identified | Action Identified | Timescale | Resources Required | Performance Indicators | Review Date |
|---|--|------------------|---|---|------------------|
| Potential for over-representation of minority groups in application | Monitor against relevant comparison group. Age & sexual orientation analysis not undertaken | End July 2010 | College workforce data set 2008-2009 Database of applications including sensitive information | If numbers are sufficient for analysis that applications are proportion to the representation of employees in the relevant sub-section of the workforce. | 31 July 2010 |
| Potential for over-representation of minority groups in acceptance | Monitor against relevant comparison group Age & sexual orientation analysis not undertaken | End October 2010 | College workforce data set 2008-2009 Database of applications accepted including sensitive information | If numbers are sufficient for analysis that applications accepted are proportion to the representation of employees in the relevant sub-section of the workforce. | End October 2010 |

Equalities Impact Assessment Action Plan



| Details of Assessor Completing Form | | | | | |
|-------------------------------------|----------------|---|---|-------------------|---------------|
| 1 | Name | G. Halliwell | 2 | Phone number | 0207 882 3673 |
| 3 | e-mail address | g.halliwell@qmul.ac.uk | | | |
| 4 | Signature |  | 5 | Date of signature | 12 March 2010 |