

SECTION 75 SCREENING PROFORMA

Name of the policy

Redundancy Policy and Procedure.

Is this an existing, revised or a new policy?

The Redundancy Policy and Procedure was first introduced in 2007. Whilst there is currently no amendments to the Policy and Procedure a screening is being carried out now as there is significant potential that it will have to be used in the incoming academic year.

What is it trying to achieve? (intended aims/outcomes)

The Redundancy Policy and Procedure aims to ensure that appropriate arrangements are in place to deal with redundancies and to ensure that the University complies with its statutory obligations in regard to redundancies.

**Are there any Section 75 categories which might be expected to benefit from the intended policy?
If so, explain how.**

Whilst any redundancy is unfortunate the Policy and Procedure may have positive consequences for all employees in that they will ensure that all employees receive their statutory entitlements.

Who initiated or wrote the policy?

The Director of Human Resources

Who owns and who implements the policy?

The Director of Human Resources

Part 1

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? (Please select one answer)

Yes

If yes, are they

Financial?

The Redundancy Policy and Procedure includes provision for voluntary redundancy payments which are substantially higher than the statutory redundancy payments.

Legislative?

The Scheme must comply with relevant employment legislation relating to redundancy.

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

Staff

Other policies with a bearing on this policy

Policy Name	Policy Owner
The University's 2015/16 Voluntary Exit Scheme.	The Director of Human Resources

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? (Please specify details for each of the Section 75 categories)

Part 1

Note: evidence can come from many sources. Examples include the University's management information systems, internal or external research, surveys or consultation exercises. Anecdotal evidence such as feedback from service users may also be used.

Section 75 category	Details of evidence/information
Religious belief	The University's Equal Opportunities data has been reviewed. Religious belief was not found to impact on, or have any relevance to this Policy.
Political opinion	The University does not collect information on Political Opinion. Anecdotally, Political Opinion is of no relevance to this Policy.
Racial group	The University's Equal Opportunities data has been reviewed. Racial Group was not found to impact on, or have any relevance to this Policy.
Age	The University's Equal Opportunities data has been reviewed. Anecdotal evidence suggests that age has some relevance to this Policy.
Marital status	The University's Equal Opportunities data has been reviewed. Marital Status was not found to impact on, or have any relevance to this Policy.
Sexual orientation	Anecdotal evidence suggests that sexual orientation is of no relevance to this Policy.
Men and women generally	The University's Equal Opportunities data has been reviewed. Gender was not found to impact on, or have any relevance to this Policy.
Disability	The University's Equal Opportunities data has been reviewed. Disability was not found to impact on, or have any relevance to

Part 1

	this Policy.
Dependants	The University's Equal Opportunities data has been reviewed. Dependants was not found to impact on, or have any relevance to this Policy.

Other Evidence

The University's Redundancy Policy and Procedure draws heavily from the Labour Relations Agency codes and guidance documents on redundancy arrangements.

Part 1

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? (Please specify details for each of the Section 75 categories)

Section 75 category	Details of needs/experiences/priorities
Religious belief	None identified.
Political opinion	None identified.
Racial group	None identified.
Age	Within most redundancy policies and procedures, including the statutory scheme, redundancy compensation payments are based on both age and length of service. It is generally accepted in law that age is of relevance to the level of redundancy compensation payments. Within the University's Policy and Procedures redundancy compensation is based on both age and length of service.
Marital status	None identified.
Sexual orientation	None identified.
Men and women generally	None identified.
Disability	None identified.
Dependants	None identified.

Part 1

Consultation

Consultation with relevant groups, organisations or individuals about the policy can provide useful information about issues/opportunities which are specifically related to them (i.e. evidence to inform the policy). Please indicate whether you carried out (or intend to carry out¹) any consultation exercises prior to equality screening?

The University's Redundancy Policy and Procedures include substantial provisions for consultation with impacted staff and the relevant trade unions.

¹ Please contact equality staff in the Policy Implementation Unit (PIU) if you intend to carry out a consultation exercise prior to equality screening your policy. The PIU will assist you to align some of the consultation questions with the screening pro-forma, so that you receive more meaningful responses.

Part 2

Screening

Introduction

The answers to the following screening questions will assist the University in making a decision whether or not there is a need to carry out an equality impact assessment on the policy. The following information is provided to help you to identify and comment on the level of likely impact of the policy in questions 1-4:

Select 'major' impact if:

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there are insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

Select 'minor' impact if:

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations;
- e) Differential impact observed and opportunities exist to better promote equality of opportunity and/or good relations.

Part 2

Select 'none' if:

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented in Part 1, please complete the screening questions (Questions 1-4).

Part 2

Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (Please provide details)		
Section 75 category	Details of policy impact	Level of impact? (minor/major/none)
Religious belief	The Policy is unlikely to impact on equality of opportunity for this category.	None.
Political opinion	The Policy is unlikely to impact on equality of opportunity for this category.	None.
Racial group	The Policy is unlikely to impact on equality of opportunity for this category.	None.
Age	It is generally accepted in law that age is of relevance to the level of redundancy compensation payments. Within the University's Redundancy Policy compensation is based on both age and length of service. The age related multipliers within the Policy are exactly the same as the age related multipliers in the statutory scheme.	None.
Marital status	The Policy is unlikely to impact on equality of opportunity for this category.	None.
Sexual orientation	The Policy is unlikely to impact on equality of opportunity for this category.	None.
Men and women generally	The Policy is unlikely to impact on equality of opportunity for this category.	None.
Disability	The Policy is unlikely to impact on equality of opportunity for this category.	None.

Part 2

Dependants	The Policy is unlikely to impact on equality of opportunity for this category.	None.
-------------------	--	-------

Part 2

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief		No. There is nothing in the policy and procedure which has any relevance to religious belief
Political opinion		No. There is nothing in the policy and procedure which has any relevance to political opinion
Racial group		No. There is nothing in the policy and procedure which has any relevance to racial group
Age		No. It is generally accepted that the compensation available in policies of this kind is based on both age and length of service.
Marital status		No. There is nothing in the policy and procedure which has any relevance to marital status.
Sexual orientation		No. There is nothing in the policy and procedure which has any relevance to sexual orientation.
Men and women		No. There is nothing in the policy and procedure which

Part 2

generally		has any relevance to gender.
Disability		No. There is nothing in the policy and procedure which has any relevance to disability.
Dependants		No. There is nothing in the policy and procedure which has any relevance to dependants.

Part 2

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (Please provide details)		
Good relations category	Details of policy impact	Level of impact (minor/major/none)
Religious belief	The policy is unlikely to impact on good relations between people of different religious belief.	None
Political opinion	The policy is unlikely to impact on good relations between people of different political opinion.	None
Racial group	The policy is unlikely to impact on good relations between people of different racial group.	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If Yes, provide details	If No, provide reasons
Religious belief		No, the policy has no relevance to good relations.
Political opinion		No, the policy has no relevance to good relations.
Racial group		No, the policy has no relevance to good relations.

Part 2

Additional considerations

Multiple identity

<p>5 Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, please provide details of any potential impacts of the policy/decision on people with multiple identities? (<i>For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people</i>). Please include details of any data which you have used to determine/identify this impact</p>	
<p>Section 75 categories (please specify)</p>	<p>Details of policy impact and details of data which describes the policy impact</p>
<p>All</p>	<p>All eligible employees may be impacted positively by the Policy as the voluntary redundancy payments available are substantially higher than those available under the statutory scheme.</p>

Disability Duties

<p>6. Does the policy provide an opportunity to encourage disabled people to participate in University life?</p>	
<p>If Yes, provide details</p>	<p>If No, provide reasons</p>
	<p>No, the new entitlements apply regardless of whether or not a person has a disability.</p>

Part 2

7. Does the policy provide an opportunity to promote positive attitudes towards disabled people?	
If Yes, provide details	If No, provide reasons
	No, the new entitlements apply regardless of whether or not a person has a disability.

Part 3

Screening decision

Based on the evidence considered and outlined in Part 1 and the responses to the screening questions (Part 2), please indicate the screening decision for this policy:

Note: The University should take particular care not to screen out policies that have a procurement aspect if there is potential to promote equality of opportunity through the procurement of services.

Screen in the policy (subject the policy to an Equality Impact Assessment)
i.e. the likely impact is 'major' in respect of one, or more of the equality of opportunity and/or good relations categories

Screen out the policy without mitigation or an alternative policy proposed to be adopted (no Equality Impact Assessment)
i.e. the likely impact is 'none' in respect of all of the equality of opportunity and/or good relations categories

Screen out the policy and **mitigate the impacts on equality by amending or changing the policy, or by developing an alternative policy or action** (no Equality Impact Assessment)
i.e. the likely impact is 'minor' in respect of one, or more of the equality of opportunity and/or good relations categories

Part 3


If the decision is not to conduct an equality impact assessment (i.e. 'screen out' the policy) and mitigate the impacts on equality by amending or changing the policy, or by developing an alternative policy or action, please provide reasons to support your decision, together with the proposed changes/amendments or alternative policy:

The University's Redundancy Policy and Procedure draws heavily from the Labour Relations Agency codes and guidance documents on redundancy arrangements. The Policy will have positive consequence for all employees at risk of redundancy in that it will ensure that they receive their statutory rights.

The redundancy compensation available through the Policy is substantially higher than those available through the statutory scheme.

Part 4

Approval and authorisation

	Position/Job Title	Date
Screened by: 	The Director of HR	28 Aug 2015
Approved by:	University Secretary	

Note: Following approval by Senior Executive Team/Senate, the policy owner must inform the University Secretary that the policy has been approved. Once the Council of the University has been informed of the policy (either directly or through an appropriate Committee), the policy owner can then promulgate the policy and develop appropriate training or awareness raising material in relation to the policy.

A copy of the screening pro-forma will be made available on the University's website and be made available on request.

Review

Note: Policies must be reviewed at least every two years, but sooner if changes in legislation or other variables require review.