

BRISTOL CITY COUNCIL
HUMAN RESOURCES COMMITTEE

For Resolution

24th September 2010

Report of: Chief Executive and
Service Director: Human Resources

Title: Redundancy Pay

Officer Presenting Report: Robert Britton, Service Director: HR
Mark Williams, Corporate HR Manager

Contact Telephone Number: 0117 92 22669/24838

RECOMMENDATIONS

1. It is recommended that this Committee:

- i. retains the 60 week calculator (ie twice the statutory scheme which is limited to 30 week's pay) to avoid an adverse effect upon low paid employees;
- ii. continues to calculate redundancy pay on the basis of actual pay weekly earnings;
- iii. determines which of the "options" set out in Paragraph 3.1 below should be applied as the redundancy "cap"; and
- iv. agrees that the revised Redundancy Pay calculator will be effective from 1st January 2011.

2. In respect of members of the Teachers' Pension Scheme it is recommended that:

- i. the existing policy where an employee is redundant and opts for early release of pension is retained, with the redundancy payment calculated in accordance with the statutory scheme (up to 30 weeks pay), but "capped" at the same weekly earnings level as for all other employees (Paragraph 3.1 below).

Summary

It is anticipated that as a consequence of significant cost pressures which the Council is facing over the next 3 to 4 years, there will be job reductions and increases in severance costs.

The significant issues in the report are:

The level of savings depends upon the extent to which the Council is down-sizing its workforce to meet service and budgetary requirements. It also depends upon the success of vacancy controls, corporate redeployment, and (if approved) voluntary severance.

1. Policy

- 1.1 The Council's current Redundancy Pay Scheme is based upon the award of up to 60 weeks pay (depending upon the length of service) (at twice the statutory number of weeks) and is calculated on the redundant employee's actual earnings.
- 1.2 In respect of school based employees, the Council meets the costs of redundancy payments which are made by the governing body in accordance with Council policy where a school is deemed by the Local Authority to be in financial difficulty. Early retirement costs associated with school led redundancies have to be met from an individual school budget. In the case of Local Authority led closures and amalgamations, the costs of any redundancies are met by the Council where there is a genuine redundancy.
- 1.3 The Strategic Leadership Team has asked that this policy be reviewed.

2. Consultation

2.1 Internal

Trade union consultation meetings have been held on 9th August and 3rd and 10th September 2010. The trade unions are not in agreement with "capping" weekly pay for redundancy. However, during consultation, the trade unions acknowledged the Council's position that retaining the existing arrangements was very difficult in the current economic climate.

The trade unions recognise that the proposed cap of £700 only affects 10% of the workforce. The trade unions have stated that any further reduction in the weekly cap would lead them to recommend industrial action to their members.

As part of the consultation, the views of staff were invited on the proposals. 23 responses were received. They range from requesting individual estimates to opposition to a “cap” being introduced.

The Self Organised Groups were consulted on the equalities implications of the proposal. As the recommendation only has an adverse effect on the highest earners in the Council, there is little impact on under-represented groups. The top 10% of earners is poorly represented by BME and Disabled Employees.

2.2 External

Strategic HR has undertaken a benchmarking exercise across other comparable local authorities and other employers. This benchmarking information, which is summarised in the attached Appendix B1, confirms that there are significant variations between authorities, and that in a number of the councils surveyed, reviews are currently being conducted.

3. Context

The following estimated savings have been calculated by looking at actual payments made in 2009/10 and calculating the payments which would have been made if the proposed policy change had been in place at that time:

3.1 Option A

Retaining a maximum of 60 weeks redundancy payments and capping the weekly pay at £500 per week (to give a maximum redundancy payment of £30,000). This would provide **estimated savings of £627,000** (i.e. this policy is 54% of the cost of our current redundancy payments policy).

71% of the workforce earn less than £500 per week.

Option B

Retaining a maximum of 60 weeks redundancy pay, and raising the weekly pay cap to £700 (£42K maximum payment). This would provide **estimated savings of £419,000** (i.e. this policy is 69% of the cost of the current scheme).

90% of the workforce earn less than £700 per week.

Option C

Retaining a maximum of 60 weeks redundancy pay, and raising the weekly pay cap to £1,166.66 (£70K maximum payment). This would provide **estimated savings of £125,000** (i.e. this policy is 91% of the cost of the current scheme).

99% of the workforce earn less than £1,166.66 per week.

- 3.2 In order to make financial savings Bristol City Council will need to become a smaller organisation over the next two to three years. We aim to do as much as we can to reduce the number of employees through natural wastage, redeployment or by using a new voluntary severance scheme. In order to achieve these aims, while protecting front-line services, we need to ensure that significant sums of money are not spent upon large redundancy payments to a small number of highly paid individuals.
- 3.3 Under Bristol City Council's current redundancy policy, those earning less than £19,814.34 per annum receive double the statutory redundancy payment. However someone earning £50,000 currently receives just over 5 times the statutory minimum redundancy payment, and someone earning £100,000 receives just over 10 times the statutory minimum redundancy payment.

4. Proposal

- 4.1 If the Council introduces a cap on the weekly pay figure used in redundancy payments, the weekly pay figure used will affect those employees who are made redundant and earn more than the weekly pay cap. At present, the Council does not apply any cap, but under the new policy the weekly pay calculator would be capped in order to ensure that significant sums of money are not spent upon large redundancy payments to a small number of highly paid individuals. The statutory scheme currently uses a weekly pay cap of £380 per week (£19,814.34 pa).
- 4.2 Paragraph 3.1 above highlights the options that have been considered. Officers consider that Option B strikes the right balance in terms of reducing costs and minimising the adverse impact to the most highly paid employees. In general, the Council is more successful at redeploying staff who earn less than £700 per week. In contrast, redeploying senior staff is more difficult and the current redundancy payments policy

disproportionately benefits higher paid employees.

4.3 Introducing a cap is also appropriate for the following reasons:-

- Gross weekly median earnings in the UK economy were £397 in 2009. In all of the options outlined the proposed cap is higher than this figure;
- Median weekly earnings across the Council in 2009/10 were £357;
- Lower paid employees who earn less than the weekly cap would be unaffected by this change; and
- The current policy disproportionately benefits professional and senior staff.

4.4 Above £30k, redundancy pay is taxable, at up to 40%, depending upon the earnings of the redundant Director/Manager.

4.5 The cap on the weekly pay figure would apply in the same way for full-time and part-time employees who earn more than the weekly pay cap. The cap would not be reduced on a pro-rata basis if an individual works part-time.

5. Other Options Considered

5.1 Limiting redundancy pay to the levels set out in the Statutory Scheme, ie £380 per week for a maximum of 30 weeks was considered, but is not proposed on employee relations grounds.

5.2 Retaining the status quo is not considered to be an option on financial grounds. It would also perpetuate the current arrangements where senior managers receive large redundancy payments.

6. Risk Assessment

6.1 A reduction in the level of redundancy pay may give rise to employee relations difficulties. However, this is mitigated by the proposal only having an adverse impact on a small proportion of the workforce. This may also be offset by the (proposed) introduction of a Voluntary Severance Scheme (see separate agenda item).

7. Equalities Impact Assessment

7.1 See Appendices C & D

Legal and Resource Implications

Legal

The Report details changes to the Council's redundancy pay scheme.

Regulation 33 of Employment Equality (Age) Regulations 2006 confirms there is an exemption for enhanced redundancy payments which includes raising the cap on a week's pay if the Council's scheme uses the same age bands as the statutory scheme. In light of this it is advisable for the Council's scheme to be on the basis of a cap in relation to the amount of a week's pay applied equally to all employees. This will ensure the scheme complies with age discrimination legislation.

Advice from Husinara Jones for Head of Legal Services

Financial

(a) Revenue:

A summary of the cost implications (savings) is set out in Appendix A attached.

(b) Capital:

Not applicable.

Land

Not applicable.

Personnel

As set out in paragraphs 4.1 to 4.5 above, and in Appendix A.

Appendices

Appendix A -	Redundancy Cost Models
Appendix B1 -	Redundancy Pay and Pay Protection Benchmarking - June 2010 (from core cities and from other employers)

Appendix B2 South West Employers Survey re: Redundancy
Appendix C - Equalities Impact Assessment Part 1
Appendix D - Equalities Impact Assessment Part 2

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
Background Papers:

None

Appendix (7) A

Redundancy cost models

The following information is based upon actual redundancies during the calendar year 2009. These figures show the total costs of redundancy payments during this period, and the redundancy payment costs which would have occurred if our redundancy payment policy had been different.

The **total severance costs** incurred will include not only the redundancy payment costs, but also the "strain on the fund costs" charged to us by the relevant occupational pension scheme. **The figures below only relate to the BCC discretionary policy on redundancy payments.**

Options considered

Current scheme:	We currently make redundancy payments based upon 2 times the statutory minimum number of weeks redundancy pay and the weekly pay figure used is not limited to a maximum amount.
Statutory min (30):	Statutory minimum redundancy pay. Weekly pay is limited to a maximum of £380 per week under the current legislation.
Option A (60,£500)	Continue paying up to 60 weeks redundancy pay, but capping weekly pay to £500 per week - so max redundancy payment is £30k
Option B (60,£700)	Continue paying up to 60 weeks redundancy pay, but capping weekly pay to £700 per week - so max redundancy payment is £42k
Option C (60, £1,166.66)	Continue paying up to 60 weeks redundancy pay, but capping weekly pay to £1,166.33 per week - so max redundancy payment is £70k

Summary of these options

Model	Savings if this scheme had operated in 2009	Comparison to current scheme	Cost of redundancy payments for the year (to the nearest £1,000)	Percentage of the workforce that would be unaffected if the proposal were adopted, as they would receive the same redundancy payment as under our existing policy.
Current scheme	Nil	This is the current scheme	£1,358,000	100%
Statutory min (30):	£1,060,000	22% of the cost of the current scheme	£298,000	0%
Option A (60,£500)	£627,000	54% of the cost of the current scheme	£731,000	71%
Option B (60,£700)	£419,000	69% of the cost of the current scheme	£939,000	90%
Option C (60, £1,166.66)	£125,000	91% of the cost of the current scheme	£1,233,000	99%

Points to note: If a teacher is receiving a premature retirement pension when they are made redundant the maximum number of weeks that the payment can be based on is 30 weeks at an actual weeks pay in addition to their pension benefits. Members of the local government pension scheme can still receive an enhanced redundancy payment in this situation.

The actual savings realised from each model will depend upon the salary level of those made redundant. Those earning less than £19,814.34 per annum receive double the statutory redundancy payment under our current policy. However someone earning £50,000 per annum currently receives just over 5 times the statutory minimum redundancy payment, and someone earning £100,000 receives just over 10 times the statutory minimum redundancy payment. In the year 2009 there were a significant number of senior managers who were made redundant as a result of the 1st, 2nd and 3rd tier re-structuring.

Core Cities & Other Employers - Redundancy pay & pay protection benchmarking - June 2010

CORE CITIES	What level of redundancy calculator do you apply for compulsory redundancies?	Method used for calculating redundancy pay	Does this differ if employees "volunteer" for redundancy?	Pay Protection
City 1	Statutory minimum weeks	Actual pay	No	6 months *
City 3	Statutory minimum weeks	Actual pay	Yes - then x 2.2 - 66 weeks	Up to 5 years (1 grade only) *
City 3	Case by case basis	Case by case basis	Case by case basis	Up to 3 years full protection including pay awards and increments, then pay-freeze until sub grade catches up
City 4	Statutory minimum weeks	Actual pay	Yes - x3 weeks, but capped to a maximum of 30 weeks	Up to 3 years
City 5	X2 - 60 weeks	Actual pay	No	3 years full protection, 1 further year partial protection
City 6	X2.5	max weekly pay capped at £380	No	2 years *
City 7	Statutory minimum weeks	Actual pay	Yes. Actual pay used for those getting pension & 1.5 weeks pay also used for those not receiving pension	Up to 2 years (1 grade only)
Workforce Partnerships	What level of redundancy calculator do you apply for compulsory redundancies?	Method used for calculating redundancy pay	Does this differ if employees "volunteer" for redundancy?	Pay Protection
WP 1	Statutory minimum weeks		Some pension enhancements.	Maximum of 12 months (local arrangement)
WP 2	X 2.5	Actual pay	No	Up to 3 years
WP 3	1 months pay per year of service	Actual pay	No	
WP4	Information awaited			

WP 5	Agenda for Change: one month's pay per year of continuous service, max. of 24 months' pay	Actual pay	No	Basic salary: 2 years Additional earnings: 1 year (offset against additional earnings in new post)
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Other major local employers				
Employer 1	1 months pay per year of service: maximum 104 weeks	Basic pay	£6,000 + enhanced pension rights	Basic salary protected until new salary catches up or 1 year protection and compensation payment up front
Employer 2	Information awaited			
Employer 3	Dependent on length of service: max. statutory redundancy pay x 2	No cap on weekly pay but a cap on total figure of £20k	No	Up to 4 years

* policy currently under review

Survey Re Redundancy (Update August 2010)

When calculating redundancy payments, does your authority base this on:

- Actual weekly pay?
 - Weekly pay capped at the statutory rate of £380 per week?
 - Some other amount?
- Having calculated the number of weeks x weekly pay, does your authority then apply a multiplier to this amount to arrive at the final payment? If so, what is the value of this multiplier?
- What is your policy on augmenting redundant employees' pensions? If there is discretion, what is your usual practice in this area?
- Are you considering/intending to make changes to the above? If so, please give details of the changes and how far you have progressed towards these.

RESPONSES

Authority	Basis of A Week's Pay	Multiplier	Augmentation of Pension By Employer	Changes Intended/Considered
Unitary 1	Actual pay	2	<p>Our redundancy policy for NJC staff is outlined below.</p> <p>Those employees who are members of the LGPS and are old enough to be eligible for a redundancy pension are provided with this statutory entitlement, but we do not provide any additional augmentation to this unless their are exceptional compassionate grounds. Any applications for augmented service would be considered by the councillors on the HR committee and in practice we have not made any such awards since the current policy came into effect in April 2008.</p> <p>However, we provide teaching staff with the option of taking the redundancy payment calculated in the manor outlined below, or to just take the statutory minimum redundancy payment and receive premature retirement benefits in addition to the redundancy payment. We understand that teachers cannot receive a redundancy payment</p>	<p>Our policy is currently under review. The attached document shows benchmarking information which may be of interest.</p>

			and their pension benefits as the is not a statutory right to the early payment of their pension benefits upon redundancy as their is with members of the LGPS. This choice which allows teachers to take premature retirement benefits could be viewed as an enhancement to their statutory pension entitlement as the cost of this option is charged to the employer, even though it is not referred to as an augmentation as such.	
Unitary 2	Actual pay, to a maximum of twice statutory rate.	No multiplier	Do not augment	We are currently reviewing the full range of our terms and conditions, with a view to modernising them. Redundancy payments may be part of these reviews, although we are not in a position to provide more detail than this.
Unitary 3	Actual pay	No multiplier	It is discretionary, but usual practice is not to.	No
Unitary 4	Actual pay	2	No	About to review.
Unitary 5	Actual pay	No multiplier	No formal policy, but we don't normally	No changes planned.

			use the discretions under the Pension Regs to augment/give added years of service when someone is made redundant.	
Unitary 6	Actual pay	<p>Our current arrangements are to pay compensation based on a multiplier of four times the number of weeks pay to which entitled under the statutory redundancy payment scheme (but subject to a maximum of 104 weeks) and with the use of normal weekly pay; or</p> <p>Augmentation of reckonable service graduated as follows:</p> <p>Less than 5 years reckonable service no augmentation</p> <p>5 up to 10 years of reckonable service two years</p> <p>10 up to 15 years of reckonable service three years</p> <p>15 up to 20 years of reckonable service four years</p> <p>20 years and over reckonable service five years</p>		We are considering making changes to our redundancy pay policy. We are just about to enter into negotiations with the unions and will therefore be able to provide details of the changes at a later date.
Unitary 7	Actual pay	No multiplier	Do not augment	No changes planned
Unitary 8	<p>School staff: capped at statutory amount (£380 per week)</p> <p>Other staff: Actual pay</p>	<p>School staff: payment is statutory amount only.</p> <p>Other staff: 2</p>	No augmentation	No changes planned at present
Unitary 9	Actual pay	Teachers = 2	No augmentation	

		Other staff = 3 or 3.466 until 1/4/10. Then 1.75		
Unitary 10	Normally based on actual pay, although the statutory maximum week's pay limit might apply where circumstances warrant this	No multiplier, but number of weeks set out in appendix 1 attached.	Discretion to augment up to 2 years in exceptional circumstances, but not usually used.	No plans to change.
County 1	Actual pay	At present the multiplier is 2.5	Do not augment	There are proposals to reduce this as part of a range of changes to be introduced. The current proposal is to reduce the multiplier to 1.25, but formal consultation has not yet started.
County 2	Actual pay	2 as from 1st April 2010 to 31 March 2011	No augmentation. However employees who are eligible to be paid a compensation payment on being made redundant, and who are members of the Local Government Pension Scheme, are given the option of	Yes. It is the Administration's aim to reduce to statutory weeks only, following due consultation

			converting their compensation payment (excluding the statutory redundancy payment) into augmented pensionable service. <u>This is not an option where the compensation payment (excluding the statutory redundancy payment) purchases more pensionable service than the maximum allowable at age 65.</u>	
County 3	Actual weeks pay (except fixed term contracts, where a week's pay is capped at the statutory rate)	Multiplier of 2.2 (except fixed term contracts, where no multiplier is applied)	Do not augment	In view of the impending spending cuts, a review of all terms and conditions including benefits is likely.
District 1	Actual pay	<p>Under 55 years old = 3. Capped at 60 weeks.</p> <p>55 yrs and over = Statutory only (but still calculated based on an actual week's pay).</p> <p>This distinction was introduced having taken legal advice.</p>	Do not augment.	No plans to change
District 2	Actual pay	2.2	Do not augment	We do want to change this

				(proposing actual pay with no multiplier) but have deferred this for the moment, although we intend to go through with this at some point. The main reason we deferred was because of timing. We had just finished a management restructure, and were starting service reviews. Staff felt that this was deliberate. We believe that our fairly generous severance scheme will become a barrier to joint working (with other authorities in shared service arrangements) and so would like this to be part of a county-wide change, rather than 'going it alone'.
District 3	Actual pay	1.75	Do not augment	Multiplier recently changed next review April 2011
District 4	Actual pay	3 times at present but under review	We don't have a policy but in practice do not augment	
District 5	Actual pay	2 times, up to	Do not augment	No changes planned

		maximum 60 weeks' pay		
District 6	Actual pay	2.2	Do not augment	
District 7	Weekly pay capped at the statutory rate of £380 per week	1.75 (no discretion, automatic entitlement)		Recent changes have been made in line with partners, no anticipated changes within the next 12 months but this will continue to be reviewed annually.
District 8	Actual pay	No multiplier	<p>The following is an extract from our Redundancy Policy:</p> <p>Augmentation</p> <p>In the event of early termination of employment by reason of redundancy the Council will not increase pension membership of a member of staff under Regulation 12 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007. Nor award additional pension under Regulation 13 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007,</p>	Our Redundancy Policy and Early Retirements Policy were last updated January 2010. We have no plans to update at the moment.

			<p>save any member of staff who is excluded from the policy by virtue of previous contractual expectations.</p> <p>It is the Council's policy not to permit conversion of an enhanced redundancy payment to a period of Local Government Pension Scheme service.</p>	
District 9	Actual pay	No multiplier	Do not augment	No changes planned
District 10	Actual pay	2	Do not augment	No changes planned
District 11	Weekly pay capped at the statutory level of £380pw	No multiplier	Do not augment	No changes planned
District 12	Actual pay	1.75	Discretion maintained and consideration on a per case basis, taking into account the business needs of the Council. It is most unusual however for this to be applied.	A review of the use of the redundancy multiplier is due to take place before 31/03/11 but it will continue to be 1.75 up to then.
District 13	Actual pay	2	<p>No standard policy for the augmentation of the pension for redundant employees.</p> <p>Each case as and when it happens (which is rare) is looked at on it's own merits.</p>	
District 14	Actual pay	2.2	No pension augmentation	We are taking legal advice

				as to whether the actuarial cost of releasing a pension early, can be netted off against any contractual redundancy payment, always subject to payment of the statutory minimum.
District 15	Actual pay	3	Do not augment	Informal discussions with leading members only on options.
District 16	Actual pay	2.2 for compulsory No multiplier for voluntary	Members have decided that they do not wish to apply the discretionary augmentation provisions	No changes envisaged
District 17	Actual pay	No multiplier	Augmentation of pension for those aged 55 and over, with additional service based on length of membership of pension scheme: 0 -4 years service = No added years 5 – 9 years service = 2 added years 10 – 14 years service = 3 added years 15 – 20 years service = 5 added years 21 years or more = 6.66 added years	
District 18	Actual pay	2	Do not augment	Plans to review

District 19	Actual pay	2	Do not augment	No changes envisaged.
Other 1	Actual pay	No multiplier	Policy is to augment up to 6 2/3 years - but we have not yet put this into practice	<p>The unions are asking for the inclusion of a multiplier</p> <p>We are currently reviewing all these areas - our thoughts are that we will need to introduce a multiplier & are hoping to only go to 1.5</p>

If you have any queries in connection with this survey, please contact:

Michele Evans, HR & OD Support Officer, South West Employers
 Tel: 01823 270101
 Email: Michele.evans@swcouncils.gov.uk

BRISTOL CITY COUNCIL

Equality Impact Assessment – Part One - Screening

Part one of an EqlA – the screening – should be carried out at the planning and development stage of a policy, project, service, contract or strategy. This form should be used in conjunction with the guidance and as the first part of a full EqlA.

Name of policy, project, service, contract or strategy being assessed	Redundancy Pay Policy
Directorate and Service	Resourcing, Strategic HR
Names and roles of officers completing the assessment	Tom Wallen, Pensions & Pay Policy Officer
Main contact telephone number	0117 9223489
Date	26th August 2010

1. Identify the aims of the policy, project, service, contract or strategy and how it is implemented

	Key Questions	Notes / Answers
1.1	Is this a new policy, project, service, contract or strategy or a review of an existing one?	Review of existing redundancy payments (the current policy on redundancy payments is outlined in Bristol City Council's discretionary severance policy)
1.2	What is the main purpose of the policy, project, service, contract or strategy?	The purpose of redundancy payments is to compensate those employees who are made redundant for lost earnings. There is a statutory minimum redundancy payment calculator but Bristol City Council's current policy is significantly more generous than the

		<p>statutory minimum requirement.</p> <p>For financial reasons retaining the current policy is not considered a viable option.</p>
1.3	What are the main activities of the policy, project, service, contract or strategy?	To provide a method of calculating redundancy payments when individuals are made redundant from BCC. Note that separate provisions apply for teachers.
1.4	<p>Who are the main beneficiaries?</p> <p>Whose needs is it designed to meet?</p>	<p>Employees receive higher redundancy payments as a result of this policy than they would if only the statutory minimum payments were made. This applies to all employees who are eligible to receive a redundancy payment from Bristol City Council under the terms of this policy. However the proposed change does not increase the redundancy payments available to any employees as compared to the current policy.</p> <p>In order to make financial savings Bristol City Council will need to become a smaller organisation over the next two to three years. We aim to do as much as we can to reduce the number of employees through natural wastage, redeployment or by using a new voluntary severance scheme. In order to achieve these aims, while protecting front-line services, we need to ensure that significant sums of money are not spent upon large redundancy payments to a small number of highly paid individuals.</p>
1.5	Which staff carry out the policy, project, service, contract or strategy?	HR Staff
1.6	Are there areas of the policy or	No.

	<p>function that could be governed by an officer's judgement? eg. home visits "where appropriate". If so, is there guidance on how to exercise this to prevent any possible bias/prejudice creeping in?</p>	
1.7	<p>Is the Council working in Partnership with other organisations to implement this policy or function? Should this be taken into consideration? eg. Agree equalities monitoring categories Should the partnership arrangements have an EqlA?</p>	<p>Bench marking with other authorities and businesses has been conducted prior to the policy being written.</p> <p>The redundancy pay calculations outlined in the report would apply to all Bristol City Council employees. This includes those employees who are made redundant from jointly funded posts, or posts within jointly funded services.</p>
1.8	<p>Taking the six strands of equalities, do you have any initial thoughts that any of the six equalities strands have particular needs relevant to the policy or function?</p> <p>Or is there anything in the policy, project, service, contract or strategy that you</p>	<p>The policy will be applied consistently to employees who are made redundant. However a separate voluntary severance arrangement may apply if individuals volunteer for redundancy (this is the subject of a separate HR committee report). This policy relates to compulsory redundancies.</p> <p>Age - Statutory redundancy payments are based upon age and length of service, and our proposed policy is in-line with these arrangements. Clearly as a result of this redundancy payments are related to age. However, the proposed policy for redundancy payments is in accordance with regulation 33(4) of the Employment Equalities (Age)</p>

	<p>can think of at this stage that could discriminate or disadvantage any groups of people? ie.</p> <p>Gender (include Transgender)</p> <p>Disability</p> <p>Age</p> <p>Race</p> <p>Sexual Orientation</p> <p>Faith/Belief</p> <p>Do any other specific groups have particular needs relevant to the policy, project, service, contract or strategy?</p>	<p>regulations 2006 and as such it is exempt from age discrimination legislation.</p> <p>Gender: Of all staff: 73% are female and 27% male.</p> <p>Option A. Of the 71% of employees who earn less than £500 per week 79% are female and 21% are male.</p> <p>Option B. ... ?? - further data awaited from Systems control to confirm this figure.</p> <p>Option C. Of the 99% of employees who earn less than £1,166.66 per week 73% are female and 27% are male.</p>
1.9	<p>Did you use any data to inform your initial thoughts above?</p> <p>What data do you already have?</p>	<p>A benchmarking exercise was conducted with other authorities and external companies see Appendix A</p>
1.10	<p>Are there gaps in the data that require you to do further</p>	<p>Awaiting feedback from TU officer meeting & meeting with the SOGS on the 3rd of September 2010. The Equalities impact assessment will be</p>

	work? What are these gaps?	completed in response to this feedback.
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If the result of the screening process is that there is the potential for a significant impact on any equality group or if any equality group has significantly different needs, then a full equality impact assessment must be carried out. If you are unsure please seek advice from a directorate or corporate equalities officer.

Signed Signed

Service Manager Directorate Equalities Adviser/Officer or Equalities Contact

Date Date

BRISTOL CITY COUNCIL

Equality Impact Assessment (EqIA) - Part Two - Full Assessment

This form has been developed to use as a guide when conducting a full equalities impact assessment (EqIA) on a policy, project, service, contract or strategy. It is the second part of the EqIA form. Part One - Screening should be completed first, but both forms should be viewed as a continuous process. This form includes questions to be answered by the person/team conducting the EqIA and suggested questions to be asked of key stakeholders during consultation.

It is important to consider all available information when assessing the impact of a new or changed policy or function and whether it meets the particular needs of different equalities groups. Please attach examples of any monitoring information, research and consultation reports that you have used to assess the potential impact on the seven equalities strands and any other identified groups to your record of this EqIA process.

NB - Only fill in the sections that are relevant

2. Consideration of available data, research and information

	Key questions	Notes	Are actions needed? By whom? How is it going to be done?
2.1	<p>What further quantitative (numbers) data do you already have (eg census, employee data, customer data etc) about those who use or will be affected by the policy, project, service, contract or strategy?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p>	<p>Bristol City Council's current policy for calculating redundancy payments is calculated using individuals actual salary. It is proposed that the policy should be amended to introduce a cap on the maximum weekly pay figure which can be used in redundancy calculations. If the cap on weekly pay were set at £700 per week, as proposed, 90% of employees would be unaffected.</p> <p>Only the 10% of employees who are the most highly paid in the authority would be affected, because someone earning in excess of the weekly pay cap would have any redundancy payment based upon the maximum weekly pay figure.</p>	
2.2	<p>What further qualitative (how people feel) data do you already have (eg customer satisfaction surveys, previous consultations,</p>	<p>The proposals were not supported by Trade Unions or individuals who provided feedback during the consultation process.</p>	

	<p>staff surveys etc) about those who use or who will be affected by the policy, project, service, contract or strategy?</p> <p>What gaps are there in the data?</p> <p>What else do you need?</p>	<p>During the consultation process the Self Organised Groups stated that the Council should continue to aim to increase the representation of equalities groups in higher graded posts. However given the current workforce this proposal would not have a disproportionate effect on equalities groups compared to the rest of the workforce.</p>	
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3. Formal consultation (include within this section any consultation you are planning along with the results of any consultation you undertake)

	Key questions	Notes	Are actions needed? By whom? How is it going to be done?
3.1	<p>Who do you need to consult with? Do you have a plan for how to find the right people?</p> <p>You need to consider how you will consult with service users and/or communities widely but also how you will reach consultees who may not respond to or be able to access your main consultation activities. This will mean targeted consultation.</p>	<p>The proposals affect employees of Bristol City Council (apart from those employed on teachers terms and conditions as the pay protection for those employees is outlined in the nationally agreed teachers terms and conditions of service).</p> <p>Trade unions were consulted on the proposals during meetings held on the : 9th of August 2010; 3rd of</p>	

	<p>Also consider the benefits and challenges of bringing consultees together who may have very different or even opposing views of the policy in question. This could present challenges but could also encourage different groups to consider each others' points of views and experiences and might build understanding prior to the policy being implemented.</p>	<p>September 2010; and the 10th of September 2010.</p> <p>The Self Organised Groups (SOGs) were also consulted on the 3rd of September 2010.</p> <p>Feedback was also sort directly from employees via an information article on The Source (i.e. The internal intranet system).</p>	
3.2	<p>What method / form of consultation can be used? What is your plan and timetable for this? This will need to be done before progressing to 3.3.</p>	<p>Trade unions were consulted on the proposals during meetings held on the : 9th of August 2010; 3rd of September 2010; and the 10th of September 2010.</p> <p>The Self Organised Groups (SOGs) were also consulted on the 3rd of September 2010.</p> <p>Feedback was also sort directly from employees via an information article on The Source (i.e. The internal intranet system).</p>	

	Key questions	Notes	Are actions needed? By whom? How is it going to be done?
3.3	What consultation has actually been carried out as part of this EqIA and with which groups? What did you do?	<p>Trade unions were consulted on the proposals during meetings held on the : 9th of August 2010; 3rd of September 2010; and the 10th of September 2010.</p> <p>The Self Organised Groups (SOGs) were also consulted on the 3rd of September 2010.</p> <p>Feedback was also sort directly from employees via an information article on The Source (i.e. The internal intranet system).</p>	
3.4	Were there any main issues arising from the consultation? You may want to progress straight to 4.1 and answer under specific equality strands	<p>The proposals were not supported by Trade Unions or individuals who provided feedback during the consultation process.</p> <p>During the consultation process the Self Organised Groups stated that the Council should continue to aim to increase the representation of equalities groups in higher graded posts. However given the current workforce this proposal</p>	

		would not have a disproportionate effect on equalities groups compared to the rest of the workforce.	
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4. Assessment of impact/Final Report

Based on the data you have analysed, and the results of consultation or research, list below how the policy will or does work for each equalities group. Identify any differential impact and consider whether the policy/function meets any particular needs of each of the seven equalities groups.

If you do identify any adverse impact you must:

- a) Seek legal advice as to whether it is or is potentially discriminatory, and
- b) Identify steps to mitigate any adverse impact

Include any examples of how the policy or service helps to promote race, disability, gender and lesbian, gay and bisexual equality.

		Impact or potential impact/Helps to promote equality
4.1	Gender (incl. Transgender) – identify the impact/potential impact of the policy on women, men and transgender people Proposed measures to mitigate any adverse impacts	The impact upon each of the equalities groups will be dependant upon which services are reorganised in the future. Different service reviews could have a different impact upon depending upon the profile of the individuals affected by the review in question. The equalities impact of any re-organisation or restructuring program should be considered in relation to that program. The cap on the weekly pay figure would apply in the same way for

		<p>full-time and part-time employees who earn more than the weekly pay cap. The cap would not be reduced on a pro-rata basis if an individual works part-time.</p> <p>However, it should be noted that of those who earn less than £700 per week 25% are male and 75% female, while of those who earn more than £700 per week 47% are male and 53% female. Therefore looking at the workforce profile it is anticipated that the proposed cap on redundancy payments would have less impact upon women than men.</p>
4.2	<p>Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including visual and hearing impairments, mobility impairments, learning disability etc)</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>The impact upon each of the equalities groups will be dependant upon which services are reorganised in the future. Different service reviews could have a different impact upon depending upon the profile of the individuals affected by the review in question. The equalities impact of any re-organisation or restructuring program should be considered in relation to that program.</p>
4.3	<p>Age – identify the impact/potential impact of the policy on different age groups</p> <p>Proposed measures to mitigate any adverse impacts</p>	<p>Statutory redundancy payments are based upon age and length of service, and our proposed policy is in-line with these arrangements. Clearly as a result of this redundancy payments are related to age. However, the proposed policy for redundancy payments is in accordance with regulation 33(4) of the Employment Equalities (Age) regulations 2006 and as such it is exempt from age discrimination legislation.</p> <p>The impact upon each of the equalities groups, in terms of any</p>

		actual redundancies taking place, will be dependant upon which services are reorganised in the future. Different service reviews could have a different impact upon depending upon the profile of the individuals affected by the review in question. The equalities impact of any re-organisation or restructuring program should be considered in relation to that program.
4.4	<p>Race – identify the impact/potential impact on different ethnic/racial groups.</p> <p>Proposed measures to mitigate any adverse impacts.</p>	The impact upon each of the equalities groups will be dependant upon which services are reorganised in the future. Different service reviews could have a different impact upon depending upon the profile of the individuals affected by the review in question. The equalities impact of any re-organisation or restructuring program should be considered in relation to that program.
4.5	<p>Sexual orientation - identify the impact/potential impact of the policy on lesbians, gay men, bisexual and heterosexual people</p> <p>Proposed measures to mitigate any adverse impacts</p>	The impact upon each of the equalities groups will be dependant upon which services are reorganised in the future. Different service reviews could have a different impact upon depending upon the profile of the individuals affected by the review in question. The equalities impact of any re-organisation or restructuring program should be considered in relation to that program.
4.6	<p>Faith/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no faith.</p> <p>Proposed measures to mitigate any</p>	The impact upon each of the equalities groups will be dependant upon which services are reorganised in the future. Different service reviews could have a different impact upon depending upon the profile of the individuals affected by the review in question. The equalities impact of any re-organisation or restructuring program should be considered in relation to that

	adverse impacts	program.
4.7	Any other groups? eg. Children leaving care, Carers etc	This policy will affect employees of Bristol City Council therefore it is not anticipated that this policy change will have a significant impact upon other groups such as children leaving care, carers, etc.
4.8	Are there additional measures that could be adopted to further equality of opportunity in the context of this policy/service/function and to meet the particular needs of equalities groups that you have identified?	No further measures have been identified.
4.9	Community cohesion Is there a potential impact on community relations that could result from the implementation of this policy? Could the policy have implications for community tensions and how different groups perceive and respond to each other? Detail how you will mitigate any risk to community cohesion e.g. by addressing people's perceptions of the fairness of the policy, by bringing people together to understand the policy, through your communications plan etc.	It is not anticipated that the proposed changes to the redundancy payment provisions for Bristol City Council employees will have an adverse effect on community cohesion. The proposed redundancy payments policy is more generous than the statutory minimum requirement. It should also be noted that local authorities throughout the country apply a range of redundancy payment policies, some of which are less generous than the proposals outlined in this report.

It is essential that you now complete your action plan and impact assessment register. They are a vital component of your equalities impact assessment.

Include all of the measures that you will take to improve the service/function for equalities communities, eg. staff training, positive action, revisions to the policy, monitoring of your action plan etc.

Once you have completed the forms, please keep a copy as a record of the processes you have been through in carrying out the EqIA. Please sign and date, keep one copy of both and send one to the Corporate Equalities Team.

Action Plan

Recommendation	Key activity	Progress milestones	Officer Responsible	Progress
Equalities monitoring of redundancies as they apply in the future	Monitoring the redundancy profile of those who are made redundant from the authority.	Monitoring should take place on a 6 monthly basis after the implementation of this policy.	Mark Williams	

Signed
Lead Officer
Date

Signed
Directorate Equalities Adviser/Officer or Equalities Contact
Date