

# Equality Impact Assessment (EqIA)

The purpose of this document is to ensure that decision makers consider the impact of their policies and procedures on those who share protected characteristics. An EqIA should be undertaken for new practices or changes to current practices that could directly or indirectly affect staff, students and stakeholders.

Title of the Action Considered:	Retirement Policy & Procedure
Impact Assessed by:	Karen Dair
Signature(s) of assessor(s):	
Date of Impact Assessment:	August 2023

## Step 1: (a) Identify the aims of the action.

<ul style="list-style-type: none"> <li>(i) What is the purpose of the action?</li> <li>(ii) Why has this action been come about?</li> <li>(iii) How does the action seek to achieve its purpose?</li> </ul>
<p>This policy relates to all employees and establishes guidelines for managers and employees in relation to retirement. Its aim is to ensure a consistent and fair approach and sets out procedures for those considering retirement, ensuring a fair and legal process.</p> <p>By having a policy and procedure it ensures a fair, transparent and consistent approach to supporting staff across the college.</p> <p>The policy and its associated procedures have been created with the purpose of ensuring that a consistent and fair approach is in place to support staff retiring, whilst ensuring a fair and legal process.</p>

## Step 1: (b) Identify who is affected by the action.

<ul style="list-style-type: none"> <li>(i) Who benefits from this action?</li> <li>(ii) How does the group of people benefit from the action?</li> <li>(iii) Who does not benefit from the action? Is anyone disadvantaged either directly or indirectly?</li> <li>(iv) If so, how is the group of people disadvantaged by this action?</li> </ul>
<p>Generally, in relation to pension scheme rules, retirement and flexible retirement usually would impact on staff aged 55+.</p> <p>Other flexible working options are available to all staff of all ages via the College's Flexible Working Policy.</p>

## Step 2: Consultation

Where an action is organisation specific, it can be useful to consult those that will be directly impacted. This may not always be appropriate or proportionate. It may be useful to explore other types of information available such as college data, Listening to Learners, cultural surveys etc.

Is a consultation required for any stage of this process?	
<input checked="" type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>
Consultation with recognised trade unions.	
Where a consultation was identified as being proportionate and appropriate	
(i) Outline the analysis of the data gathered during the consultation	
(ii) The recommendations identified following this analysis	
<p><b>Data was used using a 12 month snapshot of data, analysed using voluntary leavers during that period. Other leavers such as dismissal, end of fixed term contracts, etc was not included.</b></p> <p><b>During the snapshot period, a Voluntary Severance Programme resulted in a number of staff leaving through this and therefore the total number of leavers were skewed.</b></p>	

## Step 3: Consider the evidence and assess impact by protected characteristic.

<p>(i) What data or evidence have you used to consider the impact of the action on each protected characteristic? For example student/staff demographic data; consultation responses; national data/reports. If you lack data/evidence, where else could you look for/gather data? Is this reasonable/proportionate to the change proposed?</p> <p>(ii) Referring to the evidence you do have available, would this policy positively or negatively impact on those who share protected characteristics?</p> <p>(iii) If there is an identified impact, where negative, detail the action required to mitigate this impact. Where positive or no impact, are there any other actions that could be identified to further enhance the positive impacts of the action?</p>			
Protected Characteristic	Evidence	Impact	Action Required
<b>Disability</b>	19.81% of staff declared a disability.	<p>Positive</p> <p>Staff may be able to access retirement at an earlier age or via ill health retirement</p>	<p>This Policy can work in liaison with a number of other college policies such as the Flexible Working Policy. Reasonable adjustments under the Equality Act would be considered by means of supporting an application for Flexible Retirement.</p> <p>Adjustments are put in place for disabled staff where required.</p> <p>Continued Monitoring will take place to ensure no disadvantage staff with disabilities.</p>

<b>Sex</b> (man or woman)	<p>The college is 58% female and 42% male.</p> <p>Data used from a 12 month snapshot showed that nearly 22% of all voluntary leavers exited the college through retirement. 8% were female and 14% were male.</p> <p>It is important to note that leavers figures were slightly skewed due to a Voluntary Severance (VS) process having taken place, whereby the number of leavers by VS showed a larger number of females than males left via VS.</p>	Neutral	<p>As such the College will continue to monitor the data to ensure no disadvantage in terms of those leaving for reasons of retirement.</p>
<b>Race</b> (refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins)	<p>The college has a diverse range of nationalities and background.</p> <p>Data used from a 12 month snapshot showed that nearly all voluntary leavers were British Citizen.</p>	Neutral	<p>Continued Monitoring will take place to ensure no disadvantage</p>
<b>Age</b>	<p>The majority of staff are split almost evenly in the three age groups encompassing 35 to 64 age groupings (80%)</p> <p>Data used from a 12 month snapshot showed that all employees that left the college through retirement were 55+.</p>	<p>Positive</p> <p>No set retirement age which allows staff to determine their own retirement age – earlier or later</p>	<p>Whilst the College will continue to monitor data, criteria to access pension is restricted by pension scheme rules.</p>

	This is entirely to be expected as the requirement to be age 55+ is the criteria for most pension scheme rules.		
<b>Gender Reassignment</b> (the process of transitioning from one gender to another)	There is no substantive data available on this characteristic to reach any conclusions	Neutral	Continued Monitoring will take place to ensure no disadvantage staff with this protected characteristic
<b>Sexual Orientation</b> (whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes)	There is no evidence to indicate sexual orientation would impact on employees wishing to retire	Neutral	Continued Monitoring will take place.  The policy and its associated procedures have been created with the purpose of ensuring that a consistent and fair approach is in place to support staff retiring, whilst ensuring a fair and legal process.
<b>Religion and Belief</b> (including no belief)	There is no evidence to indicate religion would impact on employees wishing to retire	Neutral	As such the College will continue to monitor the data to ensure no disadvantage in terms of those leaving for reasons of retirement.
<b>Pregnancy and Maternity</b>	There is no data available on this characteristic in relation to those leaving for retirement.	Neutral	One consideration that may have an impact is the likelihood that more females than males would have a period of maternity leave and during which they do not contribute to their pension. As such this could negatively impact on their overall pension benefits and their ability to retire at an earlier stage.  However, the College are bound by Pension scheme rules and employees have the option to continue to contribute during maternity leave and not directly linked to this policy.  Continued Monitoring will take place.
<b>Marriage and Civil Partnership</b>	55% of staff are married and 25% not with 'non-declared' or 'other' accounting for the remaining %.	Neutral	As such the College will continue to monitor the data to ensure no disadvantage in terms of those leaving for reasons of retirement.

<b>Other Identified Groups</b> (e.g. carers, care experienced, SIMD10 and 20)	There is no data available on this characteristic to reach any conclusions.	Neutral	Continued Monitoring will take place.  The policy and its associated procedures have been created with the purpose of ensuring that a consistent and fair approach is in place to support staff retiring, whilst ensuring a fair and legal process.
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**(iv) If it has been identified that more evidence is required, detail the action plan to collect that evidence and identify the timescale for this;**

Data will continue to be monitored as staff leaving through a VS programme has skewed the total number of leavers within the snapshot of data. There has been a VS programme over the past few years, so data will continue to be monitored

#### Step 4: Decision Making

Select an option below that identifies the next stage of the implementation stage;	
No amendment to the action is required. It has been concluded that the action is robust with no negative impact.	<b>x</b>
Adjustments the action are required to take steps to meet the general duty and reduce negative impact on those who share protected characteristics.	
Adverse impact has been identified but a decision has been made to implement the action without adjustment. 6v	
Adverse effects have been identified and the impact cannot be justified or be considered reasonable or proportionate. The action will not proceed.	

#### Step 5: Publication:

*It is best practice to publish Equality Impact Assessments. It may not always be appropriate to publish EqlAs at the time of development.*

	Does this group need to be aware of this EqlA?	How will information be shared with this group?
<b>Students</b>	No	
<b>Employees</b>	Yes	This is shared and published on the college site
<b>Partner organisations &amp; stakeholders</b>	No	

<b>Other - please state:</b>	No	
<b>Are there any barriers to communicating with the groups identified?</b>	No	
If yes, how will any barriers to communication be overcome?		

#### Step 6: Monitoring and Review

<b>Is monitoring required as part of the process of implementation?</b>	Yes
<b>If yes, how will this policy/decision be monitored to assess its impact on protected characteristics groups?</b> E.g. will qualitative/quantitative data be collected? Survey, Student Council, Listening to Learners sessions?	Ongoing data is collected and analysed
<b>Staff member/designation responsible for ensuring monitoring/review takes place:</b>	HR
<b>Review date:</b>	November 2026

Please send the completed EqlA to

If you require any assistance in completing an EqlA, please contact [equality@forthvalley.ac.uk](mailto:equality@forthvalley.ac.uk)