



Equality Impact Assessment (EIA) Stage 1

Policy or Service being Assessed: Retirement Procedure (Human Resources 3.19)		
Lead Person: <ul style="list-style-type: none"> Director of Human Resources 		
Person(s) responsible for carrying out the assessment (if not the Lead Person). <ul style="list-style-type: none"> Director of Human Resources Head of PPI / Equality 		
1. Is this a new or existing policy or service?	New	Existing: ✓
2. What is the expected outcome of the service / policy? (E.g. aims, objectives and purposes of the service / policy, standards for practice). <ul style="list-style-type: none"> This document describes the options and procedure for applying for early retirement and the procedure to be followed when an employee is approaching the normal retirement age of 65. The policy applies to all employees of North Staffordshire Combined Healthcare NHS Trust. 		
3. Does this policy / service link to others? If yes please state link below:		
Yes: Associated policy and procedural documentation		
Pension Schemes		
<ul style="list-style-type: none"> With effect from 1 April 2008, there are two NHS pension schemes. Different arrangements will exist in relation to retirement options. The schemes will be referred to as the following in this policy Updated NHS pension scheme – the scheme for existing members New NHS Pension scheme – the scheme commencing from 1 April 2008 for new employees and for existing employees who opt to transfer to this new scheme. 		

- Full details of the pension schemes can be obtained from the NHS Pensions Agency and on the website www.nhspa.gov.uk.
- Trusts Managing Change Agreement
- Staff Sickness Procedure

4. Who is intended to benefit from the policy / service? In what way?

Trust employees:

Preparation and support for all Trust employees preparing for retirement associated with the varying age ranges cited within the different NHS schemes and those individuals who may wish to continue working beyond the age of 65.

Managers – the document provides detailed advise and supportive information to assist the manager to work through the process. A range of standardised letters supports this process.

5. How is the policy / service to be put into practice? Who is responsible?

The policy provides detailed information around the various options and procedures to be followed dependent upon the individual’s needs and preferred choice of option.

6. How and where is information about the policy / service publicised? Example on the Trust intra net, and the internet/portal.

The Policy will be accessible via the Trust’s intra net and Portal.

7. What regular consultation do you carry out with difference communities and groups re the policy / service?

A copy of this policy will be filed on the intra-net in the Human Resources folder Policy Folder.

The policy has been consulted on with the following groups:

- JNCC
- Period of 12 week consultation via the Trust intra net.
- Review at the Trusts Quality and Information Governance Committee

8. Are there concerns that the policy / service could have an adverse impact because of:

Yes:

No:

Age

Yes

No

If YES to the above please state evidence (either presumed or otherwise)

✓
Clearly this is an age specific policy /

		procedural document written in compliance/ context with statutory regulations and policy.
Disability		
If YES to the above please state evidence (either presumed or otherwise)		✓
Gender		
If YES to the above please state evidence (either presumed or otherwise)		✓
Ethnicity		
If YES to the above please state evidence (either presumed or otherwise)		✓
Sexual Orientation		
If YES to the above please state evidence (either presumed or otherwise)		✓
Religion / Belief		
If YES to one or more of the above please state evidence (either presumed or otherwise) do you have for this?		✓
9. Do the differences amount to discrimination and the potential for adverse impact in this policy?		
N/A		
10. If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason i.e. Indirect discrimination can be justifiable sometimes when a service is being provided for a particular target group e.g. Asian women's breast screening, Gay men's sexual health clinic, gender specific services /environments	Yes:	No:
If YES, please give reasons:		No

<p>11. Do you think this policy / service specifically contributes to promoting equality and diversity in North Staffordshire? If so, in what way? Please note any examples of good practice</p> <p>No, the policy is a detailed and thorough procedural framework designed to support staff and managers through the options and processes required..</p>	
<p>12. Should there now be a Full Impact Assessment and if so, what are the reasons for this?</p>	<p>No, this is not required.</p>
<p>13. Date on which full assessment to be completed by.</p>	<p>N/A</p>

Signed (Lead Assessors) ...Val Stronach

Date: 29 July 2010

Review Date: This policy will be reviewed every 3 years or sooner should new legislation/guidance be released. The equality Impact assessment will be reviewed in line with policy review.

Equality Impact Assessment Action Plan (not required)

Name of Service or Policy:

Date:

Groups or Communities Affected:

Action to be taken	By when	Lead person	Expected Outcome	Monitoring Arrangements

