

# ARDS AND NORTH DOWN BOROUGH COUNCIL

## Policy Screening Form

1.	Policy Reference (Equality use only)	E 214
2.	Policy Name	Ards and North Down Borough Council Voluntary Severance Scheme
3.	Existing / Revised / New Policy	New policy
4.	Responsible Officer	Director of Organisational Development and Administration
5.	Description of policy to be screened	<p>It was reported to the SCRG on 6<sup>th</sup> August 2020 that a package of employee related measures was being developed to assist in addressing the financial crisis currently facing the Council. All finance reports are premised on the condition that the council would endeavour to protect permanent employees' posts. Other measures which are now in place at present include restricting recruitment (other than critical/essential posts) a review of overtime and a reduction in the use of agency workers.</p> <p>In August 2020, it was agreed that Officers should begin drawing up a Voluntary Severance Scheme in consultation with the Trade Unions. It was also agreed that representation would also be made to DfC to ask for permission to capitalise the cost of the Scheme and also to make a central Government contribution to the total cost. This representation has been made by the Chair of Solace on behalf of all the Councils.</p>
	Aims and Expected Outcomes – what is the Policy expected to achieve?	<p>A Voluntary Severance Scheme offers an opportunity for qualifying employees to apply to leave the Council on a voluntary basis and provides them with a monetary package to support them to leave. A well-designed scheme can be mutually beneficial, allowing necessary changes to Council structures to be made through voluntary means without having to resort to compulsory redundancies.</p> <p>That said, it has been raised by both Management and the Trade Unions that we need to also consult on the possibility of compulsory redundancies.</p>

6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories should benefit from this policy as the scheme is open to all employees that meet the criteria of the scheme in relation to individuals and services provided across the Council
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	If the delivery of the scheme is not equitably applied across all the Council directorates or seen to not be equitable to all applicants and those who are permitted to leave within this scheme. The scheme has the potential to adversely impact on those employees who are granted Voluntary Severance as they may have to pay back some of their actuarial pension costs. For younger employees who may apply for Voluntary Severance their pay back may be less or not required. However, Voluntary Severance is more attractive for longer service and thus has the potential for more older people to apply due to length of service and total pension contributions.
8.	The main stakeholders on whom the policy will impact. For example, Employees, Potential Service Users and Community Groups Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate	The Council, Elected Members, employees, resident of and visitors to the Borough. Businesses in the Borough and those supplying and receiving services to and from the Borough.

Please provide details of other policies which have a bearing on this one.

<ul style="list-style-type: none"> <li>E 09 Disciplinary Policy</li> <li>E 11 Grievance Policy</li> <li>E 13 Capability Policy</li> <li>E 36 Flexible Working Arrangements Policy</li> <li>E 37 Managing Absence Policy and Procedure</li> <li>E 38 Dignity at Work Policy and Procedure</li> <li>E 39 Agency Working Procedure</li> <li>E 40 Local Government Pension Scheme – Policy Statement on Employers Discretions</li> <li>E 48 Performance Management Policy</li> <li>E 60 Family Friendly Leave Arrangements Policy</li> <li>E 75 Investors in People Accreditation</li> <li>E 76 Organisational Development Plan</li> <li>E 81 Pride in Performance Conversation Scheme</li> <li>E 86 Honorarium and Acting Up Allowances</li> <li>E 90 Draft Behaviour Charter for Employees</li> <li>E 102 Learning and Development Strategy for Elected Members</li> <li>E 114 Learning and Development Strategy</li> <li>E 115 Overtime, Stand By and Call out Payments</li> </ul>	Ards and North Down Borough Council
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Policy  
 E 116 Declaration of Interests Policy for Employees  
 E 153 Customer Care Strategy  
 E 156 Organisational Development Strategy  
 E 196 Ards and North Down Borough Council  
 Corporate Plan 2020-2024  
 E200 Whistle-blowing Policy  
 E 206 Ards and North Down Borough Council  
 Employee Furlough Arrangements  
 E 213 Budget review September 2020 – March  
 2021

10. Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :

Religious  
 Belief

**Summary:**

The Northern Ireland Census 2011 (NISRA) statistics for the Borough area showed that 75% are or have been brought up in Protestant and Other Christian (including Christian related) religions. While this varied across the borough from 17% in Portaferry ward to 87% in Carrowdore ward this does not have any relation to this policy. These compared to 48% for Northern Ireland as a whole. See table below

**Data:**

**Religion or Religion Brought up in** (Numbers with % in brackets)

	All usual residents	Catholic	Protestant and Other Christian (including Christian related)	Other Religions	None
Northern Ireland	1,810,863 (100%)	817,385 (45%)	875,717 (48%)	16,592 (1%)	101,169 (6%)
Ards and North Down Borough Council	156,672 (100%)	20,550 (13%)	117,589 (75%)	1,729 (1%)	16,804 (11%)

**Source:** [Religion or religion brought up in. Census 2011, NISRA](#)

The ANDBC employee profile shows that

<u>Males</u>	<u>Protestant</u>	<u>Roman Catholic</u>	<u>Other</u>	<u>Total</u>
<u>Full Time</u>	<u>358 (84%)</u>	<u>33(8%)</u>	<u>34(8%)</u>	<u>425 (100%)</u>
<u>Part Time</u>	<u>*(63%)</u>	<u>*(25%)</u>	<u>*(13%)</u>	<u>*8 (100%)</u>
<b><u>Totals</u></b>	<b><u>363(84%)</u></b>	<b><u>35(8%)</u></b>	<b><u>35(8%)</u></b>	<b><u>433(100%)</u></b>

<u>Females</u>	<u>Protestant</u>	<u>Roman Catholic</u>	<u>Other</u>	<u>Total</u>
<u>Full Time</u>	<u>223(78%)</u>	<u>58(20%)</u>	<u>6(2%)</u>	<u>287(100%)</u>
<u>Part Time</u>	<u>20(54%)</u>	<u>12(32%)</u>	<u>5(14%)</u>	<u>37(100%)</u>
<b><u>Totals</u></b>	<b><u>243(75%)</u></b>	<b><u>70(22%)</u></b>	<b><u>11(3%)</u></b>	<b><u>324(100%)</u></b>

<b><u>Total Emp</u></b>	<u>606(80%)</u>	<u>105(14%)</u>	<u>46(60%)</u>	<u>757(100%)</u>
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Political Opinion

**Summary:**

Electoral Office data from recent Local Government elections detail the political representation on Ards and North Down Council, The Stormont Executive for this electoral area and Westminster election. This data is an approximate measure of political opinion of the voting electorate within the Borough. Turnout to vote in North Down and Strangford constituencies tend to be lower than the rest of NI suggesting less strong political opinions. Of those who do turn out, the results show preferences for voting Unionist parties.

See table below

**Data:**

**Council Election results**

The most recent local council election (2<sup>nd</sup> May 2019) showed:

	Eligible Electorate	Votes Polled (% Turnout)	Elected Candidate										
			DUP	Sinn Féin	UUP	SDLP	Alliance	Independent	TUV	Green	PUP	Aontu	CC/A
Northern Ireland	1,305,553	687,733 (52.7%)	122	105	75	59	53	24	6	8	3	1	1

	Ards and North Down Borough Council	112,077	47,161 (42.1%)	14	8	1	10	3	1	3				
	Ards Peninsula (DEA)	16,656	7,369 (44.2%)	3	1	1	1							
	Bangor Central (DEA)	17,194	6,678 (38.8%)	2	1		1	1		1				
	Bangor East and Donaghadee (DEA)	16,956	6,915 (40.8%)	2	2			1	1					
	Bangor West (DEA)	13,479	5,448 (40.4%)	1	1			2			1			
	Comber (DEA)	13,681	6,272 (45.8%)	2	1			1		1				
	Holywood and Clondeboy (DEA)	14,158	6,229 (44.0%)	1	1			2			1			
	Newtownards (DEA)	19,953	8,250 (41.4%)	3	1			2	1					

**Source:** [The Electoral Office, NI](#)

Racial Group	<p><b>Summary:</b> NISRA, NINIS and Northern Ireland Strategic Migration Partnership data provide up to date data. The 2011 census showed that 32,000 (1.8%) of the usually resident population in Northern Ireland is from a minority ethnic background. Within the borough, the 2011 Census showed that 1.5% (2,300) were from a minority ethnic background. Across the borough this ranged from 5.2% in Loughview ward to 0.3% in Lisbane ward. See table below</p> <p><b>Data:</b> <b>Ethnic Group</b> (Numbers with % in brackets)</p>
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	All usual residents	White	Chinese	Indian	Bangladeshi	Other	Black African	Black Other	Mixed	Other
Northern Ireland	1,810,863 (100%)	1,778,449 (98%)	6,303 (0%)	6,198 (0%)	540 (0%)	6,089 (0%)	2,345 (0%)	1271 (0%)	6,014 (0%)	3,654 (0%)
Ards and North Down Borough Council	156,672 (100%)	154,365 (99%)	406 (0%)	283 (0%)	177 (0%)	415 (0%)	139 (0%)	132 (0%)	556 (0%)	199 (0%)
Ards Peninsula	22,797 (100%)	22,641 (99%)	29 (0%)	17 (0%)	5 (0%)	17 (0%)	6 (0%)	2 (0%)	54 (0%)	26 (0%)
Bangor Central	23,524 (100%)	24,469 (98%)	105 (0%)	43 (0%)	17 (0%)	43 (0%)	26 (0%)	32 (0%)	119 (0%)	38 (0%)
Bangor East and Donaghadee	24,892 (100%)	22,648 (99%)	56 (0%)	27 (0%)	10 (0%)	91 (0%)	11 (0%)	2 (0%)	82 (0%)	19 (0%)
Bangor West	22,946 (100%)	17,763 (98%)	19 (0%)	135 (0%)	2 (0%)	116 (0%)	3 (0%)	26 (0%)	73 (0%)	15 (0%)
Comber	18,152 (100%)	18,216 (99%)	30 (0%)	8 (0%)	9 (0%)	35 (0%)	4 (0%)	8 (0%)	55 (0%)	17 (0%)
Hollywood and Clondeboyne	18,382 (100%)	20,061 (98%)	65 (0%)	31 (0%)	23 (0%)	81 (0%)	81 (0%)	56 (0%)	101 (0%)	61 (0%)
Newtownards	20,560 (100%)	27,841 (99%)	105 (0%)	20 (0%)	111 (0%)	30 (0%)	8 (0%)	6 (0%)	75 (0%)	20 (0%)

Source: [Ethnic Group, Census 2011, NISRA](#)

The ANDBC employee profile of 2009 shows that:

Ethnic Group	Total	Percentage
White	682	78.66%
Black	2	0.23%
Chinese	1	0.12 %
Other	4	0.46%
Did not want to answer	2	0.23%
Left Blank	176	20.3%

		Data on agency employees is held by the recruitment agency.**																																																												
Age	<p>NISRA have published population projections for the Borough which show that the proportion of those aged 85 and over are expected to more than double within the next 25 years.  ANDBC has the highest % population of older people in Northern Ireland.  See table below  <b>Data:</b>  <b>Age Groups</b> (Numbers with % in brackets)</p> <table border="1"> <thead> <tr> <th></th> <th>0-15</th> <th>16-39</th> <th>40-64</th> <th>65+</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>385,200 (21%)</td> <td>583,116 (31%)</td> <td>591,481 (32%)</td> <td>291,824 (16%)</td> <td><b>1,851,621 (100%)</b></td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>29,801 (19%)</td> <td>43,239 (27%)</td> <td>54,094 (34%)</td> <td>31,663 (20%)</td> <td><b>158,797 (100%)</b></td> </tr> </tbody> </table> <p><b>Sources:</b> <a href="#">Demography and Methodology Branch, NISRA</a>  <a href="#">World Health Organization</a></p> <p>The council has an older age profile of employees as only a small number of new recruitment exercises have been carried out from 2014. The younger population may not identify with such an event as the older population would.  In relation to the profile of employees the following identifies them in age bands and gender:</p> <table border="1"> <tbody> <tr> <td>Female</td> <td></td> <td></td> </tr> <tr> <td></td> <td>16 - 29</td> <td>Total 20(6%)</td> </tr> <tr> <td></td> <td>30 - 39</td> <td>Total 75(23%)</td> </tr> <tr> <td></td> <td>40 - 49</td> <td>Total 105 (33%)</td> </tr> <tr> <td></td> <td>50 - 59</td> <td>Total 80 (25%)</td> </tr> <tr> <td></td> <td>60 – 70+</td> <td>Total 42 (13%)</td> </tr> <tr> <td></td> <td></td> <td>322 (100%)</td> </tr> <tr> <td>Male</td> <td></td> <td></td> </tr> <tr> <td></td> <td>16 - 29</td> <td>Total 26 (6%)</td> </tr> <tr> <td></td> <td>30 - 39</td> <td>Total 83(19%)</td> </tr> <tr> <td></td> <td>40 - 49</td> <td>Total 121(27%)</td> </tr> <tr> <td></td> <td>50 - 59</td> <td>Total 176 (39%)</td> </tr> <tr> <td></td> <td>60 – 70+</td> <td>Total 41 (9%)</td> </tr> <tr> <td></td> <td></td> <td>447 (100%)</td> </tr> </tbody> </table> <p>Data on agency employees is held by the recruitment agency.**</p>		0-15	16-39	40-64	65+	Total	Northern Ireland	385,200 (21%)	583,116 (31%)	591,481 (32%)	291,824 (16%)	<b>1,851,621 (100%)</b>	Ards and North Down Borough Council	29,801 (19%)	43,239 (27%)	54,094 (34%)	31,663 (20%)	<b>158,797 (100%)</b>	Female				16 - 29	Total 20(6%)		30 - 39	Total 75(23%)		40 - 49	Total 105 (33%)		50 - 59	Total 80 (25%)		60 – 70+	Total 42 (13%)			322 (100%)	Male				16 - 29	Total 26 (6%)		30 - 39	Total 83(19%)		40 - 49	Total 121(27%)		50 - 59	Total 176 (39%)		60 – 70+	Total 41 (9%)			447 (100%)	
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Marital Status	<p>The 2011 Northern Ireland Census showed that 48% of adults (those aged over 16 years of age) in Northern Ireland were either married or in a registered same-sex civil partnership. Within the borough, 54% of adults fell into this category.</p>																																																													

This varies across the borough from 36% in Central (Ards) ward to 64% in Lisbane ward.  
See table below

**Data:**

**Marital Status (All aged 16+)** (Numbers with % in brackets)

	All usual residents	Single (never married or never registered a same-sex civil partnership)	Married	In a registered same-sex civil partnership	legally married or still legally in a same-sex civil partnership)	Divorced or formerly in a same-sex civil partnership which is now legally dissolved	Widowed or surviving partner from a same-sex civil partnership
Northern Ireland	1,431,540 (100%)	517,393 (36%)	680,831 (48%)	1,243 (0%)	56,911 (4%)	78,074 (5%)	97,088 (7%)
Ards and North Down Borough Council	126,945 (100%)	36,730 (29%)	67,866 (53%)	123 (0%)	4,328 (3%)	8,548 (7%)	9,350 (7%)

**Source:** [Northern Ireland 2011 Census, Marital Status](#)

The ANDBC employee profile shows that:

Marital Status	Total	Percentage
Single	180	20.76%
Married	405	46.71%
Divorced	35	4.04%
Co Habiting	14	1.61%
Separated	25	2.88%
Civil Partnership	1	0.12%
Left Blank	207	23.88%

Data on agency employees is held by the recruitment agency.\*\*

Sexual orientation

**Summary:**

It should be noted that no reliable data is available on sexual orientation-NISRA are currently examining methodology on how to measure this. However, the 2011 census indicates that less than 1% of the Northern Ireland adult population (those aged 16 years and over) were in a registered same-sex civil partnership. This was similar to the borough as a whole. The Continuous Household Survey in Northern Ireland estimated this figure between 0.9% and 1.9% in 2015-2016. The Office for National Statistics estimates a similar range for the United Kingdom



		(1.7%). <b>Source:</b> <a href="#">Northern Ireland 2011 Census, Marital Status</a> <a href="#">ONS 2015 Sexual Identity</a>																					
Men & Women generally	<p>According to census (NISRA) almost half of the population of Northern Ireland were male (49%) and this was similar throughout Ards and North Down Borough Council (48%). See table below</p> <p><b>Data:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Males</th> <th>Females</th> <th>All</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>887,323 (49%)</td> <td>923,540 (51%)</td> <td>1,810,863 (100%)</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>75,920 (48%)</td> <td>80,752 (52%)</td> <td>156,672(100%)</td> </tr> </tbody> </table> <p><b>Source:</b> <a href="#">Age Structure, Census 2011, NISRA</a> <a href="#">Review of statistical classification and delineation of settlements, NISRA</a></p> <p>The ANDBC employment Profile shows that:</p> <table border="1"> <thead> <tr> <th>Gender</th> <th>Total</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>511</td> <td>58.94%</td> </tr> <tr> <td>Female</td> <td>356</td> <td>41.06%</td> </tr> </tbody> </table> <p>Data on agency employees is held by the recruitment agency.**</p>		Males	Females	All	Northern Ireland	887,323 (49%)	923,540 (51%)	1,810,863 (100%)	Ards and North Down Borough Council	75,920 (48%)	80,752 (52%)	156,672(100%)	Gender	Total	Percentage	Male	511	58.94%	Female	356	41.06%	
	Males	Females	All																				
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Gender	Total	Percentage																					
Male	511	58.94%																					
Female	356	41.06%																					
Disability	<p>The 2011 Census (NISRA) showed that 20% of the population in Ards and North Down area had a health issue or disability (including those related to old age) which has lasted or expected to last at least 12 months. (This was similar to the Northern Ireland figure of 21%.)</p> <p><b>Disability Living Allowances, 2015</b></p> <table border="1"> <thead> <tr> <th></th> <th>2015 (Disability Living Allowance Recipients)</th> <th>2015 (Multiple Disability Benefits) *MDB is aggregated data from Attendance Allowance, Disability Living Allowance, Incapacity Benefit and Severe Disablement Allowance data, and data for Employment and Support allowance</th> </tr> </thead> <tbody> <tr> <td>Northern Ireland</td> <td>209,280</td> <td>251,490</td> </tr> <tr> <td>Ards and North Down Borough Council</td> <td>13,840</td> <td>18,080</td> </tr> </tbody> </table>		2015 (Disability Living Allowance Recipients)	2015 (Multiple Disability Benefits) *MDB is aggregated data from Attendance Allowance, Disability Living Allowance, Incapacity Benefit and Severe Disablement Allowance data, and data for Employment and Support allowance	Northern Ireland	209,280	251,490	Ards and North Down Borough Council	13,840	18,080													
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Ards Peninsula	2,920	n/a
Bangor Central	2,250	n/a
Bangor East and Donaghadee	1,740	n/a
Bangor West	1,650	n/a
Comber	1,270	n/a
Hollywood and Clandeboye	1,180	n/a
Newtownards	2,840	n/a

[Northern Ireland Census 2011 Long-term health problem or disability by long-term problem or disability](#)

The ANDBC employment Profile shows:

Disabled	Total	Percentage
Yes	35	4.04%
No	832	95.96%

Data on agency employees is held by the recruitment agency.\*\*

Dependents

**Summary:**

In considering this dimension the following have been included: persons with responsibility for the care of a child, children, a person with a disability and or an older person. According to the Continuous Household Survey, 2013-2016, 37% of Ards and North Down claimed to have a dependent (This did not differentiate on the type of dependent).

According to the 2011 Census, 7,474 households in Ards and North Down had a dependent child under the age of 4 (This might give an indication on the numbers who would have buggies or prams).

**Sources:** Continuous Household Survey

ANDBC employment Profile shows that:

Family Status	Total	Percentage
Child or Children	270	31.14%
Dependent Elderly Person	19	2.19%
Physical/ Mental/ Ill Health/ Disability	5	0.58%
Other	5	0.58%
None	203	23.41%
Left Blank	365	42.1%

Data on agency employees is held by the recruitment agency.\*\*

11. Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?

Religious Belief

Political Opinion

Irrespective of an employee's Section 75 dimensions consideration will be given to the post they have and the

	Racial Group	duties they are required to carry out in the substantive post and from March 2020 when lockdown and restrictions may have affected their post and duties. This is an opportunity for employees to request consideration and is not imposed on any employees. Any employee is eligible to apply but a voluntary severance package is generally more attractive to employees in the older age group.
	Age	
	Marital Status	
	Sexual orientation	
	Men & Women generally	
	Disability	
	Dependents	

### Does this Policy require an Equality Impact Assessment?

1.	What is the likely impact on equality of opportunity for each of the Section 75 categories?		
		Detail of Impact	Level of Impact Minor/Major/None
	Religious Belief	All employees are eligible to apply although the package is based on the duties of the post, not on any individual characteristics. Such a package is generally more attractive to the older age employees as there are pension and service implications in the package being made available. <b>Legislation permits for employees over the age of 55 years to access their pension.</b>	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	No as the Scheme is open to all employees who meet the criteria and that is on the post and not their personal characteristics. However, this is voluntary scheme and as such no employee will be approached to offer them the opportunity. It is noted that older people are potentially more likely to apply as they have longer service and thus have a higher pension contribution. This will lead to higher actuarial costs and as the policy requires a 2-year payback older people with longer service may have to payback as part of the policy.	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

3.	To what extent is the Policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?		
		Details of Impact	Level of Impact Minor/Major/None

	Religious Belief	None as the Scheme is available to all employees irrespective of their religious belief, political opinion or racial group.
	Political Opinion	
	Racial Group	

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?	
		If "Yes" provide details      If "No" provide details
	Religious Belief	No as Voluntary Severance is available to al employees who meet the criteria of the scheme.
	Political Opinion	
Racial Group		

Additional Considerations

Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons). Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	As all employees in the Council will be eligible to apply a breadth of multiple identities will apply and the decision as to who will be granted voluntary severance will be based on the post, duties and the cost. No part of the decision is attributed to an individual's identity.

**Disability Discrimination Order (NI) 2006**

Does this proposed policy provide an opportunity to?	Yes / No	Explain your reasoning:
<ul style="list-style-type: none"> <li>- <u>better promote positive attitudes</u> towards disabled people</li> <li>- <u>increase participation</u> by disabled people in public life</li> </ul>	Yes	This scheme will be widely advertised to all employees and no one will be discriminated against in relation to their disability as the individual's disability is not a valid or considered criteria for selection for voluntary severance.

Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you could collect	Numbers and Section 75 identities of those applying for
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	<p>in the future to monitor the impact of this policy / decision on <u>equality, good relations and disability duties</u></p>	<p>Voluntary Severance.  Numbers and Section 75 identities of those awarded for Voluntary Severance.  Numbers and Section 75 identities of those rejected for Voluntary Severance.  Complaints in relation to the application of the Voluntary Severance Scheme.  Posts and grades of those awarded Voluntary Severance.  Posts and grades of those not awarded Voluntary Severance.  Voluntary Severance is offered based on the post and not the individual employee. However, this monitoring information will demonstrate the integrity of the process and enable the current employee profile to be regularly reviewed.</p>
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I can confirm that the proposed policy / decision have been screened for:-

X	Equality of opportunity and good relations
X	Disabilities duties

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

X	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)
<input type="checkbox"/>	<p>Screened In – Necessary to conduct a full EQIA</p> <p>Please detail actions to be taken:</p>

Screening assessment completed by:-

Name: Rosemary McCullough  
Title: Head of Human Resources  
Date: 23 September 2020  
Signature:

Director/Head of Service decision approved by:

Name: Wendy Swanston  
Title: Director of Organisational Development and Administration  
Date: 23 September 2020  
Signature:

If an Equality Impact Assessment is required

Priority Rating for Timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
	Effect on equality of opportunity and good relations	
	Social need	
	Effect on people's daily lives	
	Relevance to a public authority's functions	

Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation	Position/Job Title:	Date:
Screened by:	Head of Human Resources	23 September 2020
Approved by:	Director of Organisational Development and Administration	23 September 2020