



Employment and Appointments Committee Special Meeting

Date:	Thursday, 20 December 2012
Time:	7.30 pm (or upon the rising of the Cabinet, whichever is the later)
Venue:	Committee Room 1 - Wallasey Town Hall

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AGENDA

1. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members are asked to consider whether they have any disclosable pecuniary or non pecuniary interests in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

2. SENIOR MANAGEMENT RESTRUCTURE (Pages 1 - 26)

3. PROPOSAL TO CHANGE THE COUNCIL'S DISCRETIONARY SEVERANCE SCHEME (Pages 27 - 92)

4. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR

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WIRRAL COUNCIL

EMPLOYMENT AND APPOINTMENTS COMMITTEE

20 DECEMBER 2012

SUBJECT:	SENIOR MANAGEMENT RESTRUCTURE
WARDS AFFECTED:	ALL
REPORT OF:	GRAHAM BURGESS CHIEF EXECUTIVE
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR PHIL DAVIES
KEY DECISION?	YES

1. EXECUTIVE SUMMARY

- 1.1. The purpose of this report is to bring forward a detailed proposal in relation to the Council's senior management restructure, following the Cabinet and Employment and Appointments Committee reports of 18 September 2012. The proposal includes details of financial savings, attached at Appendix Two.
- 1.2. This report proposes to reduce the senior management structure of the Council from 30 full time equivalent (FTE) posts, to 19 FTE posts, (excluding the three Strategic Director posts).

2. BACKGROUND AND KEY ISSUES

- 2.1. It was agreed by Cabinet on 18 September 2012 (minute 83) that:

“The Chief Executive provides a further report in relation to the further senior management restructure, including details of financial savings.”

- 2.2. The Council and local government in general face unprecedented financial challenges as a result of cuts in funding and increased demand on services. The Council has to make savings of around £103 million over the next three years.
- 2.3. In order to manage these challenges, the Council requires strong leadership so that the priorities within the Corporate Plan can be delivered. In addition the Council must make savings from senior management to support as far as possible the protection of front line services
- 2.4. The proposed senior management structure, attached at Appendix Two has been put forward to enable the Council to meet the challenges it faces, including improvements to its strategic leadership and significant financial savings.

3. CURRENT MANAGEMENT ARRANGEMENTS

3.1. The current senior management structure, as approved by Cabinet and the Employment and Appointments Committee on 18 September 2012, is attached at Appendix One.

4. PROPOSED CHANGES TO SENIOR MANAGEMENT STRUCTURE

4.1. The proposed senior management structure is attached at Appendix Two.

5. PRINCIPLES

5.1. The following principles have been applied to the proposed senior management structure and will apply to the further management restructures to ensure a consistent approach:

- i. Management tiers:
That there is a maximum of three management layers between Head of Service and front-line employees, as follows:
 - a. Senior manager: to report to a Head of Service
 - b. Manager: to report to a senior manager
 - c. Team leader: to report to a manager
- ii. That no other management titles are used, other than those as stated in point i) above, and that no management duties are undertaken by employees below PO level (to be confirmed at stage three).
- iii. That 'Deputy' posts do not exist within the reporting structures.
- iv. That one to one reporting arrangements do not exist within the structure.
- v. That there are no pay increases.

6. AREAS OF RESPONSIBILITY

6.1. Families and Wellbeing

The Families and Wellbeing programme area will include the Department of Adult Social Services and the Children and Young People's Department. The following Chief Officer/Head of Service posts are proposed:

Post Title	Key Areas of Responsibility (list is not exhaustive)
Strategic Director: Families and Wellbeing	As agreed by Cabinet and the Employment and Appointments Committee on 18 September 2012 And <ul style="list-style-type: none">• Sport and recreation
Director of Adult Social Services	Remains largely unchanged: <ul style="list-style-type: none">• Effective delivery and improvement of all Adult Services• Adult Service Transformation and improvement

	<ul style="list-style-type: none"> • Integrated working • Safeguarding • Social care in the wider context
Head of Transformation (Adults)	<ul style="list-style-type: none"> • Transforming social care • Integrated commissioning • Standards and planning • Professional leadership • Safeguarding and care governance, including independent reviews
Head of Delivery (Adults)	<ul style="list-style-type: none"> • Developing and delivering community services • Locality social care teams • Integrated provision • Personalised support services • Integrated disability service
Director of Children's Services	<p>Remains largely unchanged:</p> <ul style="list-style-type: none"> • Effective delivery and improvement of all Children's Services • Integrated working • Safeguarding • Social care in the wider context
Head of Targeted Services (CYPD)	<ul style="list-style-type: none"> • Early intervention/targeted family support • Sure start/children's centres • Youth and play • Youth offending • Troubled families • School improvement and intervention • School attendance management
Head of Specialist Services (CYPD)	<ul style="list-style-type: none"> • Children's social work services • Fostering service • Adoption and permanence service • Pathway service • Services for children with disabilities and special education needs • Looked after children's service • Children in care council and children's involvement
Head of Universal and Infrastructure (CYPD)	<ul style="list-style-type: none"> • Corporate asset management • Facilities management • Emergency planning • Health and safety • Integrated transport • School traded services • School admission/appeals/statutory functions • 14-19 participation • Wirral lifelong learning and family services • Children's trust Partnerships and commissioning

6.2. Transformation and Resources

The Transformation and Resources programme area will include the services that are currently under the Department of Law, HR and Asset Management, and the Department of Finance. The following Chief Officer/Head of Service posts are proposed:

Post Title	Key Areas of Responsibility (list is not exhaustive)
Strategic Director: Transformation and Resources	As agreed by Cabinet and the Employment and Appointments Committee on 18 September 2012
Director of Resources	<ul style="list-style-type: none"> • Section 151 Officer • Statutory Senior Information Risk Officer (SIRO) • Financial and Treasury management • Audit • Procurement • Information technology services
Head of Financial Services	Remains largely unchanged: <ul style="list-style-type: none"> • Deputy Section 151 Officer • Financial management • Financial advice
Head of Legal and Member Services	<ul style="list-style-type: none"> • Monitoring Officer • Legal Services • Registration • Freedom of Information Records Management and Archive • Complaints
Head of Human Resources and Organisational Development	Remains largely unchanged: <ul style="list-style-type: none"> • Human Resources • Organisational Development • Payroll
Head of Business Processes	<ul style="list-style-type: none"> • Revenues • Benefits • Customer Services including One Stop Shops and Call Centre • Library Service
Head of Merseyside Pension Fund	Remains largely unchanged: <ul style="list-style-type: none"> • Pension administration • Pension Investments Strategy • Pension advice

6.3. Regeneration and Environment

The Regeneration and Environment programme area will include the services that are currently under the Technical Services Department and the Department of Regeneration, Housing and Planning. The following Chief Officer/Head of Service posts are proposed:

Post Title	Key Areas of Responsibility (list is not exhaustive)
Strategic Director: Regeneration and Environment	As agreed by Cabinet and the Employment and Appointments Committee on 18 September 2012
Head of Regeneration	Remains largely unchanged: <ul style="list-style-type: none"> • Regeneration and economic development • Business support • Local Enterprise Partnership • Planning • Building control • Cultural services
Head of Housing and Community Safety	<ul style="list-style-type: none"> • Housing Strategy including homelessness • Housing renewal including private sector housing • Supporting people • Community safety • Anti-social behaviour team
Head of Environment and Regulation	<ul style="list-style-type: none"> • Waste and environment • Highways management • Traffic and transport • Parks and countryside • Regulation • Trading standards • Environmental health

6.4. Chief Executive

The Chief Executive's department will include the Policy, Performance and Public health service, and the Neighbourhoods and Engagement service. The following Chief Officer/Head of Service posts are proposed:

Post Title	Areas of Responsibility
Chief Executive	Remains largely unchanged: <ul style="list-style-type: none"> • Head of Paid Service • Deliver the Council's vision, aims and objectives • Ensure effective and efficient delivery of all Council services
Head of Policy and Performance and Director of Public Health	Remains largely unchanged: <ul style="list-style-type: none"> • Statutory Director of Public Health • Health improvement and protection

	<ul style="list-style-type: none"> • Policy and planning • Strategic commissioning development • Performance management • Wirral Public Service Board
Head of Neighbourhoods and Engagement	<ul style="list-style-type: none"> • Community cohesion • Equality and diversity • Voluntary sector/compact • Neighbourhoods • Area planning/area public service boards • Tourism • Communications, marketing, press and public relations

7. RECRUITMENT TO THE POSTS

7.1. The following methods will be used for managing the selection processes:

- Slotting in or assimilation – where the employee’s post is the same in the new structure, or where at least 70% of the employee’s current duties, match those in the new structure, the employee will be slotted in.
- Ring fenced recruitment – where at least 70% of an employee’s current duties, match those in the new structure, but there are more employees than posts available. A competitive selection process will take place.
- Open recruitment – where a vacancy or new post is created, a competitive recruitment process will take place.
- Deletion of post (redundancy) – where a post is deleted, and slotting in or ring fenced recruitment does not apply, the post holder will receive notification of selection for redundancy.

The application of the above methods for managing the selection process for the senior management restructure are attached at Appendix Three.

8. FUTURE CHANGES

8.1. It is proposed that a further management structure for senior managers (those reporting to a Head of Service) and below is undertaken, following the outcome of this report. This should include consultation with the recognised Trade Unions and the staff affected, and should consider the impact on remaining structures. The further management structure will follow the principles as above (paragraph 5), and will make financial savings of £4m, approximately 30% of the current management costs at this level. Where there is a requirement for Committee approval, the necessary structures should be brought forward to Cabinet and the Employment and Appointments Committee in February 2013.

9. RELEVANT RISKS

9.1. The Council has considered all relevant risks in relation to the efficiency and effectiveness of the proposed senior management restructure, and considers the proposed structure is able to deliver the Council's objectives, and meet the demanding financial challenge, with minimum risk.

10. OTHER OPTIONS CONSIDERED

10.1. This is one of a range of options being put forward by the Council to achieve the financial savings necessary for the Council to reduce its budget deficit.

11. CONSULTATION

11.1. Consultation has taken place with the Trade Unions in respect of these proposals. The feedback from this consultation process is summarised as follows:

Job Evaluation

The Trade Unions raised the issue that the proposed Chief Officer/Head of Service posts in the proposed senior management structure have not been Job Evaluated.

11.2. The Council has consulted with all Chief Officers and Heads of Service throughout this process. This included consultation letters and packs to all affected staff, consultation briefings with the Chief Executive, and 1-2-1 meetings with the Chief Executive and Human Resources. The overall feedback from this consultation process is summarised as follows:

Capacity

Issues were raised in relation to the remits for some of the Head of Service posts and whether the post holders would have sufficient capacity to lead and manage all of the service functions within them.

Service alignment

A number of individuals put forward views in relation to where some service functions best fit within the proposed senior management structure. Examples include Sport and recreation, Trading Standards and Regulation.

The response is summarised as follows:

Capacity

The issues raised have been noted and considered in the context of the Council's financial position and further senior management restructure. The issues in relation to capacity for posts that have larger remits will be addressed at the tier below Head of Service when the further senior management restructure comes forward in February 2013. In addition, the Council will be down-sizing over the next few years. In periods of particularly high demand, the Council may consider using its internal and external resources flexibly to meet demands.

Service alignment

The Council accepts that a number of service functions can fit into more than one area within the proposed senior management structure. The service functions have been grouped in line with best fit, and consideration of the remit of the three new Strategic Director posts, and the context of making the necessary financial savings. As the

Council's financial pressures change and national policies develop, the structures will be subject to changes to reflect this.

12. IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

12.1. The proposed senior management structure will not have any direct implications for the voluntary, community and faith groups. The Council will continue to work in partnership with these groups.

13. RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

13.1. The proposed senior management structure reduces the number of posts at this level by 11 full time equivalent (fte), resulting in savings of £1,245,990. As agreed by Cabinet and the Employment and Appointments Committee on 18 September 2012, these savings will fund the three Strategic Director posts, leaving a net cost saving to the Council of £799,811.

This is illustrated in the following summary table:

	Current	Proposed	Saving	%		Add in SD posts x3	Total saving	Total %
No of posts	30 fte (excluding SD posts x3)	19 fte (excluding SD posts x3)	11 fte (excluding SD posts x3)	36.66%		22 fte	8 fte	26.66%
Total salary cost inc on-costs	£3,192,496 (excluding SD posts x3)	£1,946,506 (excluding SD posts x3)	£1,245,990 (excluding SD posts x3)	39.03%		£2,392,685	£799,811	25.05%

13.2. In addition, a number of the posts are covered by income. This includes £90,000 towards the cost of the Strategic Director: Transformation and Resources from Merseyside Pension Fund, and £89,240 salary cost for the Head of Policy and Performance and Director of Public Health as part of the Public Health transition budget transfer.

This is illustrated in the following summary table:

Post	Salary including on-costs	Income	Net Salary: Cost to Council
Strategic Director: Transformation and Resources	£148,726	£90,000 (budget from Merseyside Pension Fund)	£58,726
Head of Policy and Performance and Director of Public Health	£108,962	£108,962 (budget from NHS Public Health transition)	£0.00
Total	£257,688	£198,962	£58,726

The total net savings to the Council is therefore £998,773, as illustrated in the summary table below:

Cost of proposed structure, including SD posts x3	Net Income of £198,962	Total saving	Total %
£2,392,685	£2,193,723	£998,773	31.28%

13.3. The Officer Budget Option in relation to reducing management costs put forward a proposed saving of £5m. The additional £4m savings will be generated via the further management restructure which will be brought forward to Cabinet and the Employment and Appointments Committee in February 2013.

14. LEGAL IMPLICATIONS

14.1. Legal and HR advice has been sought in relation to the implications arising from the proposed senior management structure to ensure that correct processes are followed.

15. EQUALITIES IMPLICATIONS

15.1. An EIA has been completed on the proposed senior management structure. The EIA is attached, and is available at:

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/budget-options-eias>

16. CARBON REDUCTION IMPLICATIONS

16.1. None arising from this report.

17. PLANNING AND COMMUNITY SAFETY IMPLICATIONS

17.1. None arising from this report.

18. RECOMMENDATIONS

It is recommended that the Employment and Appointments Committee:

18.1. Endorse the report.

18.2. Consider and decide upon the following proposals:

- The deletion of the following posts:

Adult Social Services

- Deputy Director of Adult Social Services
- Head of Finance and Performance (Adults)
- Head of Locality Personalised Support (Adults)
- Head of Specialist Personalised Support (Adults)
- Head of Safeguarding and care Governance (Adults)

Children's Services

- Deputy Director: Planning, resources and Schools (CYPD)

- Head of Children's Social Care
- Head of Learning and Achievement

Finance

- Director of Finance
- Deputy Director of Finance
- Head of IT Services
- Head of Benefits, Revenues and Customer Services

Law, HR and Asset Management

- Director of Law, HR and Asset Management
- Head of Regulation
- Head of Asset Management

Technical Services

- Director of Technical Services
- Deputy Director of Technical Services
- Head of Cultural Services

Regeneration, Housing and Planning

- Director of Regeneration, Housing and Planning

- The creation of the following posts:

Families and Wellbeing

- Head of Transformation (Adults)
- Head of Delivery (Adults)
- Head of Specialist Services (CYPD)
- Head of Targeted Services (CYPD)
- Head of Universal and Infrastructure (CYPD) and Assistant Chief Executive

Regeneration and Environment

- Head of Environment and Regulation

Transformation and Resources

- Head of Business Processes

- The re-designation of the following posts:

Regeneration and Environment

- Head of Housing to Head of Housing and Community Safety

Chief Executive

- Head of Communication and Community Engagement to Head of Neighbourhoods and Engagement

18.3 To approve the re-alignment of services across the three programme areas as detailed in the report.

18.4 To ask the Chief Executive to consult on and to implement the further management restructure for senior manager levels to PO level, with expected financial savings of £4m.

19 REASONS FOR RECOMMENDATION/S

19.1 The senior management structure proposed at Appendix Two reflects a revised leadership structure that is required to provide capacity for strategic direction and planning, to ensure the Council can deliver its objectives, and to generate financial

savings of £998,773 in line with the Council's need to reduce its budget shortfall of £39m for 2013-14.

19.2 The Council is required to make further financial savings including additional savings aligned to the further management restructure of the Council.

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APPENDICES

Appendix 1 Current Senior Management Structure, including total cost

Appendix 2 Proposed Senior Management Structure, including total cost

Appendix 3 Application of methods for managing the selection process

REFERENCE MATERIAL

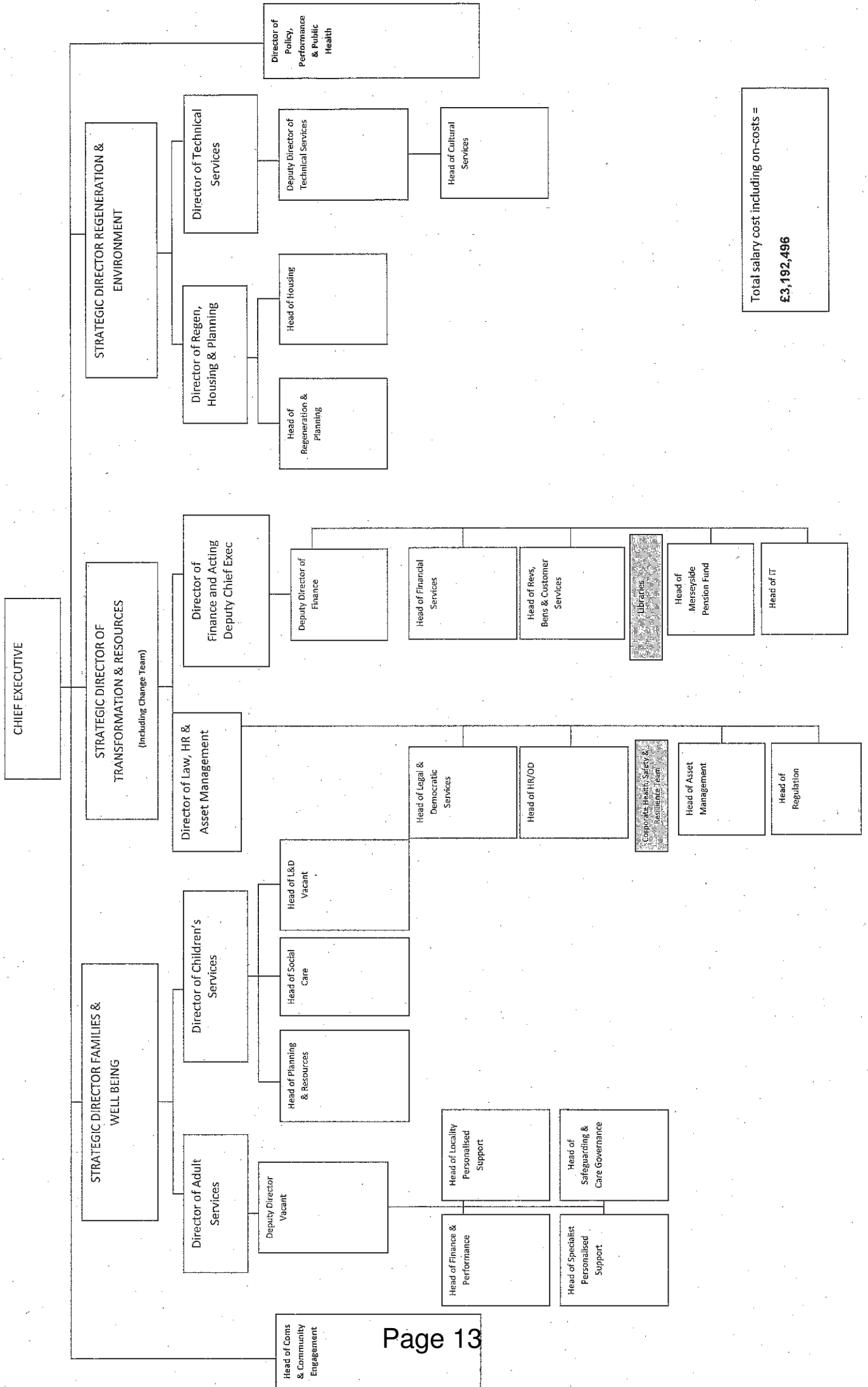
None

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet	20 December 2012
Employment and Appointments Committee	18 September 2012
Cabinet	18 September 2012
Council	16 July 2012
Employment and Appointments Committee	29 September 2011

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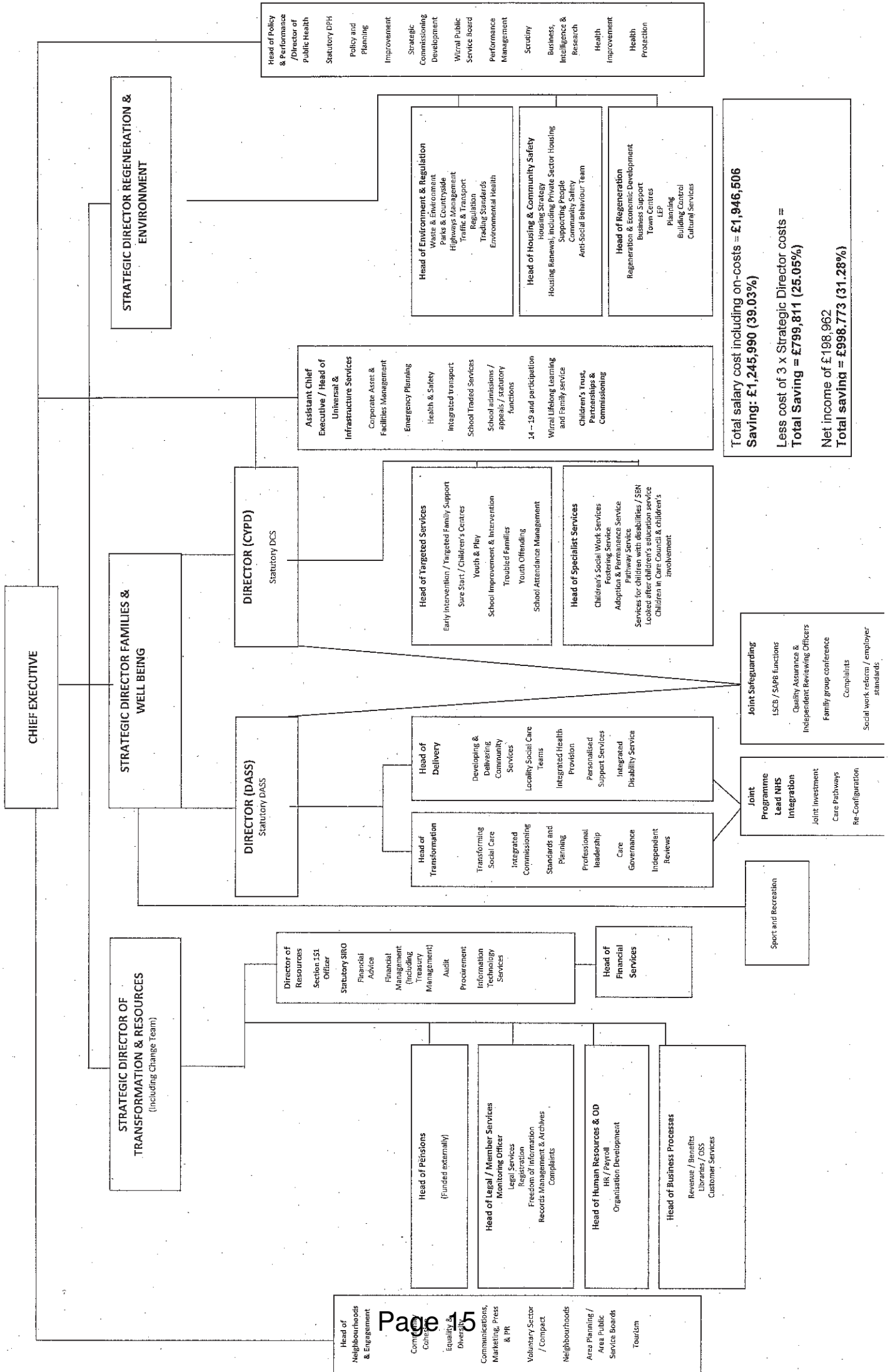
Current Senior Management Structure (18/09/2012)



Total salary cost including on-costs =
£3,192,496

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PROPOSED SENIOR MANAGEMENT STRUCTURE



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Senior Management Restructure Proposals – methods for managing the selection process

Current Post	Post deleted Y/N	New Post	Selection Process: Method	Selection Process:
Chief Executive Chief Executive	N	Chief Executive	No change	N/A
N/A	New	Strategic Director: Families and Wellbeing	Open recruitment	N/A
N/A	New	Strategic Director: Transformation and Resources	Open recruitment	N/A
N/A	New	Strategic Director: Regeneration and Environment	Open recruitment (Interim appointed to cover)	N/A
Director of Policy, Performance and Public Health	N	Head of Policy and Performance and Director of Public Health	No change	N/A
Head of Communication and Community Engagement	N	Head of Neighbourhoods and Engagement	No change	N/A
Adult Social Services Director of Adult Social Services	N	Director of Adult Social Services	No change	N/A
Deputy Director of Adult Social Services	Y	N/A	Post deleted	N/A – post vacant
Head of Finance and Performance	Y	N/A	End of Contract	N/A
Head of Locality Personalised Support	Y	Head of Transformation	Proposed Ring Fenced recruitment	Head of Locality Personalised Support
Head of Safeguarding and Care Governance	Y	Head of Delivery		Head of Safeguarding and Care Governance
Head of Specialist Personalised Support	Y			Head of Specialist Personalised Support
CYPD Director of Children's Services	N	Director of Children's Services	Open recruitment	N/A
Head of Children's Social Care	Y	Head of Specialist Services	Proposed Slotting in	Head of Children's Social Care
Head of Learning & Achievement	Y	Head of Targeted Services	Open recruitment	N/A
Deputy Director: Planning, Resources and Schools	Y	Head of Universal and Infrastructure	Proposed Slotting in	Deputy Director: Planning, Resources and Schools
Finance Director of Finance/Deputy Chief Executive	Y	N/A	Post deleted	N/A – post vacant
Deputy Director of Finance	Y	N/A	Proposed Redundancy	N/A
Head of Benefits, Revenues and Customer Services	Y	Head of Business Processes	Proposed Slotting in	Head of Benefits, Revenues and Customer Services
Head of Financial Services	N	Head of Financial Services	No change	N/A

Current Post	Post deleted Y/N	New Post	Selection Process: Method	Selection Process:
Head of IT Services	Y	N/A	Proposed Redundancy	N/A
Head of Merseyside Pension Fund	N	Head of Merseyside Pension Fund	No change	N/A
N/A	New	Director: Resources	Open recruitment (Interim to cover)	N/A
Law, HR and Asset Management				
Director of Law, HR and Asset Management (Vacant)	Y	N/A	Post deleted	N/A – post vacant
Head of Legal and Democratic Services	N	Head of Legal and Member Services	No change	N/A
Head of HR and OD	N	Head of HR and OD	No change	N/A
Head of Regulation	Y	Head of Environment and Regulation	Proposed Ring fenced recruitment	Head of Regulation Deputy Director of Technical Services Head of Cultural Services
Head of Asset Management	Y	N/A	Proposed Redundancy	N/A
Regeneration, Housing and Planning				
Director of Regeneration, Housing and Planning	Y	N/A	Proposed Redundancy	N/A
Head of Regeneration and Planning	N	Head of Regeneration	Proposed Slotting in	Head of Regeneration and Planning
Head of Housing	N	Head of Housing and Community Safety	Proposed Slotting in	Head of Housing
Technical Services				
Director of Technical Services	Y	N/A	Proposed Redundancy	N/A
Deputy Director of Technical Services	Y	Head of Environment and Regulation	Proposed Ring fenced recruitment	Head of Regulation Deputy Director of Technical Services Head of Cultural Services
Head of Cultural Services	Y			
Total: 30		Total: 22 including 3 Strategic Director posts		

Proposal for Officer Options for Savings - Equality Impact Assessment Template (Oct 2012)

Section 1: Your details

EIA lead Officer: Tony Williams

Email address: tonywilliams@wirral.gov.uk

Head of Section: Chris Hyams

Chief Officer: Surjit Tour

Department: Law, HR & Asset Management

Date: 9 November 2012

Section 2: What Council proposal is being assessed?

Proposed restructure of the Senior Management Structure of Wirral Council (Below Head of Service to PO1 Officers with responsibility for subordinates). The number of employees in this group of employees is 479.

Section 2b: Will this EIA be submitted to a Cabinet or Overview & Scrutiny Committee?

Yes If 'yes' please state which meeting and what date

**Cabinet and Employment and Appointments Committee: 20
December 2012**

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to equalitywatch@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
<p>479 employees in this category</p>	<p>The overall purpose of senior management restructure is aimed at delayering the organisation, making financial savings, and improving accountability and communication.</p> <p>The initial senior management structure at Chief Officer and Head of Service level has been reviewed.</p> <p>This stage focuses on below Head of Service level to Officers graded at PO1 with responsibility for subordinates</p> <p>Negative</p> <p>In view of this, there are a number of posts at risk of redundancy during this process</p>	<p>The Council’s redundancy and redeployment policy sets out the procedure where posts are at risk through organisational change (inc restructuring).</p> <p>The policy sets out the Council’s legal obligation to consult with affected employees, explore alternatives and seeking to avoid a redundancy situation.</p>	<p>Chris Hyams</p>	<p>3-6 months</p>	<p>Not determined at this stage</p>

Women / men	<p>Positive</p> <p>The percentage of women (55.95% - 268 employees) is substantially lower for this group of employees compared to that of the rest of the workforce (66.98% - 3,546 employees)</p> <p>Negative</p> <p>The percentage of men (44.05% - 211 employees) is substantially higher for this group of employees compared to that of the rest of the workforce (33.02% - 1,748 employees)</p>	This is an unintentional disadvantage. A full workforce audit will be undertaken once restructuring has been completed.			
Race	<p>Negative</p> <p>The percentage of BME (2.51% of employees) is higher for this group of employees compared to that of the rest of the workforce (2.17% of employees)</p>	This is an unintentional disadvantage. A full workforce audit will be undertaken once restructuring has been completed.			
Disability	<p>Negative</p> <p>The percentage of disabled (4.18% of employees) is substantially higher for this group of employees compared to that of the rest of the workforce (3.06% of employees)</p>	This is an unintentional disadvantage. A full workforce audit will be undertaken once restructuring has been completed.			
Sexual Orientation	<p>Negative</p> <p>The percentage of Gay employees (1.46% of employees) is substantially higher for this group of employees compared to that of the rest of the workforce (0.62% of employees).</p>	This is an unintentional disadvantage. A full workforce audit will be undertaken once restructuring has been			

	The number of Heterosexual employees (46.76% of employees) is higher for this group of employees compared to that of the rest of the workforce (39.98% of employees).	completed.			
Gender re-assignment	Negative The number of Transgender employees (0%) is higher for this group of employees compared to that of the rest of the workforce (0.23% of employees)	This is an unintentional disadvantage. A full workforce audit will be undertaken once restructuring has been completed.			
Religion and Belief	Negative Christian belief (34.6% of employees) is higher for this group of employees compared to that of the rest of the workforce (31.85% of employees) Non Christian belief (6.88% of employees) is higher for this group of employees compared to that of the rest of the workforce (4.55% of employees)	This is an unintentional disadvantage. A full workforce audit will be undertaken once restructuring has been completed.			
Age	Positive <i>Young = 16-49 year olds</i> The number of employees in this category is significantly lower than the rest of the workforce (54.28% of employees compared to 61.2% of employees) <i>Older = 64 years old plus</i> The number of employees in this category is significantly lower than the rest of the workforce (0.83% of employees compared to 3.5% of employees)	This is an unintentional advantage. A full workforce audit will be undertaken once restructuring has been completed.			

Section 4a: Where and how will the above actions be monitored?

Equality data will be reviewed as key decisions are made by the Human Resources team, to determine if the impact has changed following this stage of the restructure.

This is a proposal for a restructure to assess the potential impact, therefore once the proposal is brought forward for decision making and when it is implemented further Equality Impact Assessments will be undertaken to at each stage to assess the actual impact.

Section 4b: If you think there is no negative impact, what is your reasoning behind this?

n/a

Section 5: What research / data / information have you used in support of this process?

Workforce equality profile data held with Human Resources section.

Section 6: Are you intending to carry out any consultation with regard to this Council proposal?

Yes

If 'yes' please continue to section 8.

(please stop here and email this form to your Chief Officer who needs to email it to equalitywatch@wirral.gov.uk for publishing)

Section 7: How will consultation take place and by when?

The Chief Executive opens statutory consultation under the requirements of the Trade Union and Labour Relations Consolidation (TULRCA) Act 1992 on 9 November 2012 on the potential changes, through the publication of the officer budget options that are being considered that affect the workforce.

This consultation will run throughout the duration of the public consultation on options which will close on January 31st 2013, and the subsequent Council decision making process. This

will run to 90 days plus, and staff will remain at risk until decisions are made regarding their posts.

Consultation will take place with the Trade Unions formally through Joint Consultative Committees, meetings with the Leader and Chief Executive. In addition informal working meetings will take place through the process. Further consultation with all affected staff will be considered.

WIRRAL COUNCIL

EMPLOYMENT AND APPOINTMENTS COMMITTEE

20 DECEMBER 2012

SUBJECT:	PROPOSAL TO CHANGE THE COUNCIL'S ENHANCED DISCRETIONARY SEVERANCE SCHEME
WARD/S AFFECTED:	ALL
REPORT OF:	CHIEF EXECUTIVE
RESPONSIBLE PORTFOLIO HOLDER:	EXECUTIVE MEMBER CORPORATE RESOURCES
KEY DECISION?	YES

1. EXECUTIVE SUMMARY

- 1.1. The purpose of this report is to provide the Employment and Appointments Committee with a range of options to change the Council's Enhanced Discretionary Severance Scheme, including an update on the consultation process in relation to this.
- 1.2. The Employment and Appointments Committee are asked to consider the options and the consultation feedback, and to make a decision in relation to changing the Council's current Enhanced Discretionary Severance Scheme.

2. BACKGROUND AND KEY ISSUES

- 2.1. The Council is facing a considerable financial challenge to reduce the net Council budget. The current position is that the Council is facing a budget deficit of approximately £109m over the next three years and a projected deficit of £39m for 2013/14. This will necessitate significant changes to the manner in which the Council conducts its business, which will impact the Council's workforce.
- 2.2. The Council currently employs its workforce on national and local conditions of service. The local conditions of service are subject to local agreement through a collective agreement with recognised Trade Unions (JNC Recognition Agreement with Trade Unions). The Council has a legal obligation to consult with recognised Trade Unions and staff on options to reduce the cost of the workforce and so reduce the potential numbers of job losses. The requirements for consultation are laid out in the Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA).
- 2.3. As part of the consultation, the Council is required to consult on the terms of the Enhanced Discretionary Severance Scheme. Consultation in relation to the proposal to change the Council's Enhanced Discretionary Severance Scheme formally opened on 12 November 2012.

- 2.4. During this period of consultation, the Council met with the recognised Trade Unions through a series of regular meetings, with the aim of seeking agreement and to consider the Trade Unions thoughts, ideas or suggestions in relation to the Council's budget shortfall for 2013-14.
- 2.5. All employees affected by the proposal to change the Council's Enhanced Discretionary Severance Scheme were written to on 23 November 2012. The letter informed employees that the Council had opened consultation with the Trade Unions in relation to changing the current scheme to a scheme that was more affordable for the Council.

3. THE COUNCIL'S ENHANCED DISCRETIONARY SEVERANCE SCHEME

3.1 Introduction

The Council has an Enhanced Discretionary Early Voluntary Retirement (EVR) and Severance (VS) scheme in place to be able to facilitate the release of an employee from their employment. Severance is where an employee leaves the organisation by mutual agreement and receives a compensatory payment (redundancy) for their loss of employment.

In addition for those employees who leave employment either through voluntary or compulsory redundancy who are aged 55 plus and members of the Local Government Pension Scheme, this process automatically triggers the early release of their pension. The early release of pension for employees over the age of 55 results in an additional cost to the Council. The costs can be paid back with interest over five years.

3.2 Requirements of the Enhanced Discretionary Scheme

The power to make a lump sum severance payment derives from the Local Government (Early Termination of Employment) (Enhanced Discretionary Compensation) (England & Wales) Regulations 2006. Regulation 6 of the regulations provides Local Authorities with a Enhanced Discretionary power to make severance payments up to 104 weeks pay. The Council's agreed scheme allows for payments up to 66 weeks.

The 2006 Regulations (Regulation 7) require that each employing authority must formulate, publish and keep under review the policy that they apply in the exercise of their Enhanced Discretionary powers and if the authority decides to change its policy, they must publish a statement of the amended policy and may not give effect to any policy change until one month after the date of publication.

In formulating and reviewing their policy the authority must:

- a) Have regard to the extent to which the exercise of their Enhanced Discretionary powers (in accordance with the policy), unless properly limited, could lead to a serious loss of confidence in the public service; and
- b) Be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

4. The Council's current budget position

- 4.1 The range of officer budget options, at 78m, to meet the budget shortfall of £109m mean there will be a reduction in staff. The Council therefore needs to look at the cost of the current Enhanced Discretionary Severance Scheme, so that the cost does not worsen the Council's financial position and seeks to improve it. The Council's position on reserves is that they exactly match the risk level for 2013-14, as set out in the Cabinet Report of 29 November. The Cabinet Monitoring report of 20 December notes the emergence of new financial risks. This could require further savings.
- 4.2 The cost of severance and the early release of pension are met in the following ways:
1. The early release of pension for those staff aged 55 plus is paid back over a five year period.
 2. The cost of severance is met in two ways:
 - i. The Council is able to capitalise the cost of the statutory scheme only. This involves a request to the Department of Communities and Local Government. The capitalisation, if agreed results in an additional cost of approximately 10% of the cost which is usually recovered over three years.
 - ii. The amount that the Council chooses to pay over and above the statutory element, referred to as the discretion, the Council has to find as a one off payment in year from further savings.

5. Current Position: Enhanced Discretionary Severance Scheme

- 5.1 The statutory redundancy scheme is calculated using multipliers (ranging from 0.5-1.5), which provide that a redundant employee is entitled to:
- half a week's pay capped at £430 for every full year of employment under the age of 22;
 - a week's pay capped at £430 for every full year of employment aged 22-40; and
 - one and a half weeks' pay capped at £430 for every full year of employment aged 41 and over, subject to an overall maximum of 20 years (30 weeks pay).
- 5.2 The Council's current scheme is based on the above. The Council has exercised its discretion in two ways;
1. The weekly pay is not capped at £430 per week. It is calculated at the actual weekly salary;
- And
2. The scheme then applies a multiplier of 2.2 to the statutory uncapped entitlement. This provides a maximum of 66 weeks pay, rather than 30 weeks for those with 20 years service over the age of 41.
- 5.3 The Council's Enhanced Discretionary Severance Scheme is amongst the most generous schemes. A list of comparative authorities is attached at Appendix One.

6. THE OPTIONS FOR REVIEW

- 6.1 There are a range of options for changing the Council's Enhanced Discretionary Severance Scheme. Those options are shown at Appendix Two. The options are shown based on 10% of the workforce

6.2 The range of options at Appendix Two show the following, modelled at 10% of the workforce:

1. The cost of each scheme
2. The cost of statutory redundancy
3. The reduction in cost from the current scheme
4. The percentage saving
5. The total cost above the statutory element that would need to be capitalised.

6.3 The range of options consists of the following:

1. The current scheme, with 2.2 multiplier of the uncapped statutory scheme.
2. The statutory scheme with the weekly salary capped at the statutory cap of £430 per week.
3. The statutory scheme with the weekly pay uncapped.
4. A proposal for two schemes. Scheme one would protect the lowest paid workers by applying the 2.2 multiplier for those staff earning up to £21K. This salary level is the level used as a definition of low pay in National Pay negotiations. This would be uncapped. Scheme two would apply the statutory multiplier only, for those staff earning above £21k. The weekly pay would not be capped, so this would benefit the higher paid staff.
5. A range of alternative options using the statutory scheme, with an uncapped weekly salary, with a lower multiplier. These options have the advantage of reducing the cost proportionately across the workforce, based on the statutory formula of age, length of service and actual pay. Then applying a lower multiplier.
6. A range of options which do not use the statutory multiplier. These options apply a multiplier to the years worked, irrespective of age. Who gets what between the schemes would then be determined by what people are paid, and length of service, not age. Whilst age would be a factor within a scheme, the scheme itself would be exempt by virtue of the Equality Act exemption contained in Schedule 9. The flat rate options again reduce the cost of the overall scheme.

7. RELEVANT RISKS

7.1 The Council is required to set a legal and balanced budget for 2013/14 and is facing an estimated budget deficit of £39m for 2013/14 as part of a total saving of £109m over the next three years; the grant settlement, due at the end of December might worsen this position. With only £78m of savings options identified, any amount higher than the statutory scheme, the discretion, contributes to closing the funding gap of £31m, the current shortfall in the Council's three year budget.

8 OTHER OPTIONS CONSIDERED

8.1 A number of options to change the Council's current Enhanced Discretionary Severance Scheme are provided for consideration.

8.2 The consultation process provided an opportunity to explore and discuss all options before final decisions are made which may impact on our workforce.

9. CONSULTATION

9.1 Extensive consultation has been undertaken with the recognised Trade Unions on the range of options and alternatives sought.

9.2 The Council's Enhanced Discretionary severance scheme is a Council policy and therefore consultation is good practice in this circumstance.

10. IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

10.1 None

11. RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

11.1 The options will generate potential savings, based on 10% of the Council's current workforce.

11.2 The Council is able to ask permission to capitalise the cost of the statutory element. £2,363,783. based on 10% of the workforce. The cost of the discretion has to be met from reductions in service, mainly in 2013-14.

11.3 In the event that the Council's application to capitalise the statutory element is not agreed by Department of Communities and Local Government, any new arrangements will have to be reviewed.

11.4 This report concerns the Council's full workforce.

12. LEGAL IMPLICATIONS

12.1 The Council is meeting the requirements to keep the Enhanced Discretionary Severance Scheme under review.

12.2 The Council will ensure that it complies with the necessary requirements to consult under the TULRCA.

12.3 The Council must meet its statutory duty under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. By virtue of regulation 7(3) the council when formulating and reviewing its policy must:

- Have regard to the extent to which the exercise of their discretionary powers (in accordance with the policy), unless properly limited, could lead to a serious loss of confidence in the public service; and
- Be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

13. EQUALITIES IMPLICATIONS

13.1 Equality impact assessments are published for all options for change. All equalities issues are considered as part of consultation.

13.2 The EIA attached to this report, and is available at:

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/budget-options-eias>

14. CARBON REDUCTION IMPLICATIONS

14.1 Not applicable for this report.

15. PLANNING AND COMMUNITY SAFETY IMPLICATIONS

15.1 Not applicable for this report.

16. RECOMMENDATION/S

16.1 That the Employment and Appointments Committee considers the issues raised in the report and reviews the options to change the Enhanced Discretionary Severance Scheme which are attached at Appendix Two.

16.2 That the Employment and Appointments Committee agree the proposed change to the Council's Enhanced Discretionary Severance Scheme.

17. REASON/S FOR RECOMMENDATION/S

17.1 The Council has to set a legal and balanced budget for 2013/14. The aim is to protect as far as it can, front line services for vulnerable people. All options for reducing costs are being considered.

17.2 The Council's current Enhanced Discretionary Severance Scheme is unaffordable and applying the scheme will worsen the Council's financial position.

17.3 Consultation is required under TULRCA on the potential impact of any options being considered with the aim of minimising job losses. Consultation is required as part of a collective bargaining position on current local conditions of service. The Council's policies require consultations as good practice. All consultation is an essential and welcome part of working with our Trade Unions and staff to address the significant financial challenges the Council faces.

REPORT AUTHOR: Chris Hyams

Head of Human Resources & Organisational Development

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APPENDICES

Appendix One: Comparison of other Local Authorities Enhanced Discretionary Severance Schemes

Appendix Two: Range of options for the Council's Enhanced Discretionary Severance Scheme – costs based on 10% of the workforce

REFERENCE MATERIAL

None

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Cabinet	18 September 2012
Employment and Appointments Committee	18 September 2012

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Summary of Redundancy Pay: Comparisons with other Authorities

Council category	Council	Level of redundancy calculator applied	Statutory Redundancy Pay (SRP) or Actual Weeks Pay (AWP)	Applied to:
Metropolitan Borough/Unitary	Sefton	Statutory Calculator only Max 30 weeks	AWP	Voluntary and compulsory
Metropolitan Borough/Unitary	Wigan	Statutory Calculator only Max 30 weeks	AWP	Voluntary and compulsory
Metropolitan Borough/Unitary	Knowsley	Statutory Calculator only Max 30 weeks	AWP	Voluntary only (no compulsory redundancies)
Metropolitan Borough/Unitary	St Helens	Statutory Calculator only Max 30 weeks	AWP	Voluntary and compulsory
Metropolitan Borough/Unitary	Bolton	Statutory Calculator plus an additional 12 weeks Max 42 weeks	AWP	Voluntary only
Metropolitan Borough/Unitary	Warrington	Statutory Calculator x 1.5 weeks Max 45 weeks	AWP	Voluntary and compulsory
Metropolitan Borough/Unitary	Cheshire West & Chester	Statutory Calculator x 2 weeks Max 52 weeks	AWP	Voluntary and compulsory
Metropolitan Borough/Unitary	Cheshire East	Statutory Calculator x 1.5 weeks Max 45 weeks	AWP	Voluntary and compulsory

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Range of options for the Enhanced Discretionary Severance Scheme – costs based on 10% of the workforce

	Severance calculation	Cost	Reduction from Current Scheme	% Saving	Cost above Statutory
1	2.2 multiplier (current scheme)	£6,585,818	N/A	N/A	£4,222,035
2	Statutory Redundancy (capped)	£2,363,783	£4,222,035	64.11%	Nil
3	Statutory Redundancy (uncapped)	£2,993,553	£3,592,265	54.55%	£629,770
4	2 Scheme Proposal	£3,843,535	£2,742,283	41.64%	£1,479,752
Multiplier Options					
5	2.0 multiplier	£5,987,107	£598,711	9.09%	£3,623,324
6	1.8 multiplier	£5,388,397	£1,197,421	18.18%	£3,024,614
7	1.5 multiplier	£4,490,330	£2,095,488	31.82%	£2,126,547
Flat weeks options					
8	2.2 flat weeks	£5,453,966	£1,131,852	17.19%	£3,090,183
9	2.0 flat weeks	£4,958,151	£1,627,667	24.71%	£2,594,368
10	1.8 flat weeks	£4,462,336	£2,123,482	32.24%	£2,098,553
11	1.5 flat weeks	£3,718,613	£2,867,205	43.54%	£1,354,830

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Proposal for Officer Options for Savings - Equality Impact Assessment Template (Oct 2012)

Section 1: Your details

EIA lead Officer: Jenny Fletcher

Email address: jennyfletcher@wirral.gov.uk

Head of Section: Chris Hyams

Chief Officer: Surjit Tour

Department: Law, HR & Asset Management

Date: 6 December 2012

Section 2: What Council proposal is being assessed?

Proposal to change the Council's Discretionary Severance Scheme to two schemes as follows:

Scheme One:

Statutory scheme with enhancement of 2.2 multiplier, uncapped salary, for employees earning up to £21,000

Scheme Two:

Statutory scheme with uncapped salary for those employees earning over £21,000

Scheme one affects 3508 posts, scheme two affects 2825 posts.

Section 2b: Will this EIA be submitted to a Cabinet or Overview & Scrutiny Committee?

Yes / No If 'yes' please state which meeting and what date

Cabinet and Employment and Appointments Committee: 20 December 2012

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/budget-options-eias>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to equalitywatch@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
All employees	<p>Positive – all employees will be entitled to an enhanced discretionary severance scheme, as both schemes are based on uncapped salary. Currently the statutory scheme is capped at £430 per week.</p> <p>The Council’s lowest paid employees (those earning up to £21,000, will be entitled to statutory, plus a multiplier of 2.2.</p> <p>Negative - Employees earning above £21,000 will be entitled to less severance pay than the current scheme.</p>	The proposal to change the Council’s current discretionary severance scheme is part of a range of measures the Council is proposing to make financial savings needed to reduce the budget deficit, and is			

		therefore not intended to discriminate any particular group of employees.			
Women/men	<p>The number of women post holders in the workforce is 64.39% - 4078 posts.</p> <p>Scheme One Of the 64.39% (4078 posts) of women post holders, 58.23% (2375 posts) are affected.</p> <p>Scheme Two Of the 64.39% (4078 posts) of women post holders, 41.76% (1703 posts) are affected.</p> <p>Comparison of schemes Positive – more women post holders are entitled to scheme one.</p>	N/A			
Race	<p>The number of BME post holders in the workforce is 2.27% - 144 posts.</p> <p>Scheme One Of the 2.27% (144 posts) of BME employees, 39.58% (57 posts) are affected.</p> <p>Scheme Two Of the 2.27% of BME employees, 60.41% (87 posts) are affected.</p> <p>Comparison of schemes Negative – less BME post holders are entitled</p>	This is an unintentional			

	to scheme one	disadvantage. All BME post holders are entitled to an enhanced discretionary severance scheme, based on an uncapped weekly payment.			
Disability	<p>The number of disabled post holders in the workforce is 2.75% - 174 posts.</p> <p>Scheme One Of the 2.75% (174 posts) of disabled employees, 48.28% (84 posts) are affected.</p> <p>Scheme Two Of the 2.75% (174 posts) of disabled employees, 51.72% (90 posts) are affected.</p> <p>Comparison of schemes Negative – less disabled post holders are entitled to scheme one.</p>	<p>This is an unintentional disadvantage.</p> <p>All disabled post holders are entitled to an enhanced discretionary severance scheme, based on an uncapped weekly payment.</p>			
Religion and Belief	The number of non Christian post holders in the workforce is 3.98% - 252 posts.	N/A			

	<p>Scheme One Of the 3.98% (252 posts) of non-Christian post holders, 43.65% (110 posts) are affected.</p> <p>Scheme Two Of the 3.98% (252 posts) of non-Christian post holders, 56.35% (142 posts) are affected.</p> <p>.</p> <p>Comparison of schemes Negative – less non-Christian post holders are entitled to scheme one.</p>	<p>This is an unintentional disadvantage.</p> <p>All non-Christian post holders are entitled to an enhanced discretionary severance scheme, based on an uncapped weekly payment.</p>			
<p>Sexual Orientation</p>	<p>The number of lesbian, gay or bi-sexual post holders in the workforce is 0.63% - 40 posts.</p> <p>Scheme One Of the 0.63% (40 posts) of lesbian, gay or bi-sexual post holders, 32.5% (13 posts) are affected.</p> <p>Scheme Two Of the 0.63% (40 posts) of lesbian, gay or bi-sexual post holders, 67.5% (27 posts) are</p>				

	<p>affected.</p> <p>.</p> <p>Comparison of schemes Negative – less lesbian, gay or bi-sexual post holders are entitled to scheme one.</p>	<p>This is an unintentional disadvantage.</p> <p>All lesbian, gay or bi-sexual post holders are entitled to an enhanced discretionary severance scheme, based on an uncapped weekly payment.</p>			
Gender Re-assignment	<p>The number of transgender post holders in the workforce is 0.17% - 11 posts.</p> <p>Scheme One Of the 0.17% (11 posts) of transgender post holders, 72.72% (8 posts) are affected.</p> <p>Scheme Two Of the 0.17% (11 posts) of transgender post holders, 27.27% (3 posts) are affected.</p> <p>.</p> <p>Comparison of schemes Positive – more transgender post holders are entitled to scheme one.</p>	N/A.			
Age	<p>The number of post holders in the workforce aged between 16-29 is 15.30% - 969 posts.</p>				

	<p>Scheme One Of the 15.30% (969 posts) of post holders aged between 16-29, 79.56% (771 posts) are affected.</p> <p>Scheme Two Of the 15.30% (969 posts) of post holders aged between 16-29, 20.43% (198 posts) are affected.</p> <p>.</p> <p>Comparison of schemes Positive – more post holders aged between 16-29 are entitled to scheme one.</p> <p>The number of post holders in the workforce aged between 30-59 is 75.82% - 4802 posts.</p> <p>Scheme One Of the 75.82% (4802 posts) of post holders aged between 30-59, 48.81% (2344 posts) are affected.</p> <p>Scheme Two Of the 75.82% (4802 posts) of post holders aged between 30-59, 51.19% (2458 posts) are affected.</p> <p>.</p> <p>Comparison of schemes Negative – less post holders aged between 30-59 are entitled to scheme one.</p>	<p>N/A</p> <p>This is an unintentional disadvantage.</p> <p>All post holders aged between 30-59 are entitled</p>			
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	<p>The number of post holders in the workforce aged over 60 is 8.87% - 562 posts.</p> <p>Scheme One Of the 8.87% (562 posts) of post holders aged over 60, 69.93% (393 posts) are affected.</p> <p>Scheme Two Of the 8.87% (562 posts) of post holders aged over 60, 30.07% (169 posts) are affected.</p> <p>Comparison of schemes Positive – more post holders aged over 60 are entitled to scheme one.</p>	<p>to an enhanced discretionary severance scheme, based on an uncapped weekly payment.</p> <p>N/A</p>			
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Section 5a: Where and how will the above actions be monitored?

The Council will consult with staff and trade unions in relation to this proposal and feedback will be considered. The proposals and consultation feedback will be presented to Cabinet on 20 December 2012. The impact on employees will be monitored by managers with support from Human Resources and Organisational Development. A further EIA will be produced on the impact of application of the discretionary severance policy where this is appropriate.

Section 5b: If you think there is no negative impact, what is your reasoning behind this?

N/A

Section 6: What research / data / information have you used in support of this process?

The Council's budget deficit position: Wirral Council is facing unprecedented cuts to its funding. £100million, one third of the Council net budget will be removed over the next three years.

Research has been conducted through North West Employers and other local authorities across the country to make comparisons against other discretionary severance schemes. A number of Council's use schemes based on the statutory entitlement e.g. Sefton, Wigan, Knowlsey.

Workforce statistics generated for employees who would be entitled to scheme one and those entitled to scheme two, and workforce statistics for the full workforce.

Section 7: Are you intending to carry out any consultation with regard to this Council proposal?

Yes

If 'yes' please continue to section 8.

If 'no' please state your reason(s) why:

(please stop here and email this form to your Chief Officer who needs to email it to equalitywatch@wirral.gov.uk for publishing)

Section 8: How will consultation take place and by when?

Consultation has taken place with the Trade Unions as part of the Corporate Joint Consultative Committee (JCC) process where meetings are held every three weeks. In addition there have been and will be ongoing specific meetings with The Leader and The Chief Executive in relation to terms and conditions of employment, including the proposed change to the enhanced discretionary severance scheme. A decision will be made by Cabinet in December 2012.

All employees affected by the proposal to change the Council's Enhanced Discretionary Severance Scheme were written to on 23 November 2012. The letter informed employees that the Council had opened consultation with the Trade Unions in relation to changing the current scheme to a scheme that was more affordable for the Council.

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Proposal for Officer Options for Savings - Equality Impact Assessment Template (Oct 2012)

Section 1: Your details

EIA lead Officer: Jenny Fletcher

Email address: jennyfletcher@wirral.gov.uk

Head of Section: Chris Hyams

Chief Officer: Surjit Tour

Department: Law, HR & Asset Management

Date: 12 December 2012

Section 2: What Council proposal is being assessed?

Proposal to change the Council's Enhanced Discretionary Severance Scheme to apply a flat week multiplier to the number of years service.

This affects 6333 posts.

Section 2b: Will this EIA be submitted to a Cabinet or Overview & Scrutiny Committee?

Yes / No **If 'yes' please state which meeting and what date**

**Cabinet and Employment and Appointments Committee: 20
December 2012**

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/budget-options-eias>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to equalitywatch@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
All employees	<p>Positive – all employees will be entitled to an enhanced discretionary severance scheme, which is based on a flat week multiplier, based on length of service. The flat week multiplier will be at least equivalent to the highest statutory multiplier of 1.5 weeks. The multiplier will be applied to all employees and will be based on actual weekly pay.</p> <p>Negative – all employees will receive less redundancy than the current scheme.</p>	<p>N/A</p> <p>This is an unintentional disadvantage.</p> <p>The proposal to change the Council's current discretionary severance scheme is part of a range of measures the Council is</p>			

		proposing to make financial savings needed to reduce the budget deficit, and is therefore not intended to discriminate any particular group of employees.			
Women/men	<p>The number of women post holders in the workforce is 64.39% - 4078 posts.</p> <p>Positive - All women post holders are entitled to the flat week multiplier (at least equivalent to the highest statutory multiplier of 1.5 weeks), based on length of service, (consistent with the statutory scheme) and applicable to all other employees.</p>	N/A			
Race	<p>The number of BME post holders in the workforce is 2.27% - 144 posts.</p> <p>Positive - All BME post holders are entitled to the flat week multiplier (at least equivalent to the highest statutory multiplier of 1.5 weeks), based on length of service, (consistent with the statutory scheme) and applicable to all other employees.</p>	N/A			
Disability	<p>The number of disabled post holders in the workforce is 2.75% - 174 posts.</p> <p>Positive - All disabled post holders are</p>	N/A			

	entitled to the flat week multiplier (at least equivalent to the highest statutory multiplier of 1.5 weeks), based on length of service, (consistent with the statutory scheme) and applicable to all other employees.				
Religion and Belief	<p>The number of non Christian post holders in the workforce is 3.98% - 252 posts.</p> <p>Positive - All non-Christian post holders are entitled to the flat week multiplier (at least equivalent to the highest statutory multiplier of 1.5 weeks), based on length of service, (consistent with the statutory scheme) and applicable to all other employees.</p>	N/A			
Sexual Orientation	<p>The number of lesbian, gay or bi-sexual post holders in the workforce is 0.63% - 40 posts.</p> <p>Positive - All lesbian, gay or bi-sexual post holders are entitled to the flat week multiplier (at least equivalent to the highest statutory multiplier of 1.5 weeks), based on length of service, (consistent with the statutory scheme) and applicable to all other employees.</p>				
Gender Re-assignment	<p>The number of transgender post holders in the workforce is 0.17% - 11 posts.</p> <p>Positive - All transgender post holders are entitled to the flat week multiplier (at least</p>	N/A			

	equivalent to the highest statutory multiplier of 1.5 weeks), based on length of service, (consistent with the statutory scheme) and applicable to all other employees.				
Age	<p>The number of post holders in the workforce aged between 16-29 is 15.30% - 969 posts.</p> <p>Positive - All post holders aged between 16-29 are entitled to the flat week multiplier (at least equivalent to the highest statutory multiplier of 1.5 weeks), based on length of service, (consistent with the statutory scheme) and applicable to all other employees.</p> <p>The number of post holders in the workforce aged between 30-59 is 75.82% - 4802 posts.</p> <p>Positive - All post holders aged between 30-59 are entitled to the flat week multiplier (at least equivalent to the highest statutory multiplier of 1.5 weeks), based on length of service, (consistent with the statutory scheme) and applicable to all other employees.</p> <p>The number of post holders in the workforce aged over 60 is 8.87% - 562 posts.</p> <p>Positive - All post holders aged over 60 are entitled to the flat week multiplier (at least equivalent to the highest statutory multiplier of</p>	N/A			

	1.5 weeks), based on length of service, (consistent with the statutory scheme) and applicable to all other employees.				
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Section 5a: Where and how will the above actions be monitored?

The Council will consult with staff and trade unions in relation to this proposal and feedback will be considered. The proposals and consultation feedback will be presented to Cabinet on 20 December 2012. The impact on employees will be monitored by managers with support from Human Resources and Organisational Development. A further EIA will be produced on the impact of application of the enhanced discretionary severance policy where this is appropriate.

Section 5b: If you think there is no negative impact, what is your reasoning behind this?

N/A

Section 6: What research / data / information have you used in support of this process?

The Council's budget deficit position: Wirral Council is facing unprecedented cuts to its funding. £108million, one third of the Council net budget will be removed over the next three years.

Research has been conducted through North West Employers and other local authorities across the country to make comparisons against other discretionary severance schemes.

Workforce statistics for the full workforce.

Section 7: Are you intending to carry out any consultation with regard to this Council proposal?

Yes

Section 8: How will consultation take place and by when?

Consultation has taken place with the Trade Unions as part of the Corporate Joint Consultative Committee (JCC) process where meetings are held every three weeks. In addition there have been and will be ongoing specific meetings with The Leader and The Chief Executive in relation to terms and conditions of employment, including the proposed change to the enhanced discretionary severance scheme. A decision will be made by Cabinet in December 2012.

All employees affected by the proposal to change the Council's Enhanced Discretionary Severance Scheme were written to on 23 November 2012. The letter informed employees that the Council had opened consultation with the Trade Unions in relation to changing the current scheme to a scheme that was more affordable for the Council.

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Proposal for Officer Options for Savings - Equality Impact Assessment Template (Oct 2012)

Section 1: Your details

EIA lead Officer: Jenny Fletcher

Email address: jennyfletcher@wirral.gov.uk

Head of Section: Chris Hyams

Chief Officer: Surjit Tour

Department: Law, HR & Asset Management

Date: 12 December 2012

Section 2: What Council proposal is being assessed?

Proposal to change the Council's Enhanced Discretionary Severance Scheme to the Statutory Scheme, with a reduced multiplier (less than the current multiplier of 2.2).

This affects 6333 posts.

Section 2b: Will this EIA be submitted to a Cabinet or Overview & Scrutiny Committee?

Yes / No **If 'yes' please state which meeting and what date**

**Cabinet and Employment and Appointments Committee: 20
December 2012**

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/budget-options-eias>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to equalitywatch@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
All employees	<p>Positive – all employees will be entitled to an enhanced discretionary severance scheme, which is based on the statutory scheme, with a multiplier. The multiplier will be less than the current multiplier of 2.2. The multiplier will be applied to all employees and will be based on actual weekly pay.</p> <p>Negative – all employees will receive less redundancy than the current scheme.</p>	<p>N/A</p> <p>This is an unintentional disadvantage.</p> <p>The proposal to change the Council's current discretionary severance scheme is part of a range of measures the Council is proposing to make financial</p>			

		savings needed to reduce the budget deficit, and is therefore not intended to discriminate any particular group of employees.			
Women/men	<p>The number of women post holders in the workforce is 64.39% - 4078 posts.</p> <p>Positive - All women post holders are entitled to the statutory scheme, with a multiplier based on actual weekly pay, consistent with all other employees.</p>	N/A			
Race	<p>The number of BME post holders in the workforce is 2.27% - 144 posts.</p> <p>Positive - All BME post holders are entitled to the statutory scheme, with a multiplier based on actual weekly pay, consistent with all other employees.</p>	N/A			
Disability	<p>The number of disabled post holders in the workforce is 2.75% - 174 posts.</p> <p>Positive - All disabled post holders are entitled to the statutory scheme, with a multiplier based on actual weekly pay, consistent with all other employees.</p>	N/A			
Religion and	The number of non Christian post holders in	N/A			

Belief	<p>the workforce is 3.98% - 252 posts.</p> <p>Positive - All non-Christian post holders are entitled to the statutory scheme with a multiplier based on actual weekly pay, consistent with all other employees.</p>				
Sexual Orientation	<p>The number of lesbian, gay or bi-sexual post holders in the workforce is 0.63% - 40 posts.</p> <p>Positive - All lesbian, gay or bi-sexual post holders are entitled to the statutory scheme, with a multiplier based on actual weekly pay, consistent with all other employees.</p>				
Gender Re-assignment	<p>The number of transgender post holders in the workforce is 0.17% - 11 posts.</p> <p>Positive - All transgender post holders are entitled to the statutory scheme, with a multiplier based on actual weekly pay, consistent with all other employees.</p>	N/A			
Age	<p>The number of post holders in the workforce aged between 16-29 is 15.30% - 969 posts.</p> <p>Positive - All post holders aged between 16-29 are entitled to the statutory scheme, with a multiplier based on actual weekly pay, consistent with all other employees.</p>	N/A			

	<p>The number of post holders in the workforce aged between 30-59 is 75.82% - 4802 posts.</p> <p>Positive - All post holders aged between 30-59 are entitled to the statutory scheme, with a multiplier. on actual weekly pay, consistent with all other employees.</p> <p>The number of post holders in the workforce aged over 60 is 8.87% - 562 posts.</p> <p>Positive - All post holders aged over 60 are entitled to the statutory scheme, with a multiplier. based on actual weekly pay, consistent with all other employees.</p>				
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Section 5a: Where and how will the above actions be monitored?

The Council will consult with staff and trade unions in relation to this proposal and feedback will be considered. The proposals and consultation feedback will be presented to Cabinet on 20 December 2012. The impact on employees will be monitored by managers with support from Human Resources and Organisational Development. A further EIA will be produced on the impact of application of the enhanced discretionary severance policy where this is appropriate.

Section 5b: If you think there is no negative impact, what is your reasoning behind this?

N/A

Section 6: What research / data / information have you used in support of this process?

The Council's budget deficit position: Wirral Council is facing unprecedented cuts to its funding. £108million, one third of the Council net budget will be removed over the next three years.

Research has been conducted through North West Employers and other local authorities across the country to make comparisons against other discretionary severance schemes. A number of Council's use schemes based on the statutory entitlement only e.g. Sefton, Wigan, Knowlsey, St Helen's. A number of Council's then apply a multiplier, e.g. Warrington, Cheshire East, Cheshire West and Chester.

Workforce statistics for the full workforce.

Section 7: Are you intending to carry out any consultation with regard to this Council proposal?

Yes

Section 8: How will consultation take place and by when?

Consultation has taken place with the Trade Unions as part of the Corporate Joint Consultative Committee (JCC) process where meetings are held every three weeks. In addition there have been and will be ongoing specific meetings with The Leader and The Chief Executive in relation to terms and conditions of employment, including the proposed change to the enhanced discretionary severance scheme. A decision will be made by Cabinet in December 2012.

All employees affected by the proposal to change the Council's Enhanced Discretionary Severance Scheme were written to on 23 November 2012. The letter informed employees that the Council had opened consultation with the Trade Unions in relation to changing the current scheme to a scheme that was more affordable for the Council.

Proposal for Officer Options for Savings - Equality Impact Assessment Template (Oct 2012)

Section 1: Your details

EIA lead Officer: Jenny Fletcher

Email address: jennyfletcher@wirral.gov.uk

Head of Section: Chris Hyams

Chief Officer: Surjit Tour

Department: Law, HR & Asset Management

Date: 12 December 2012

Section 2: What Council proposal is being assessed?

Proposal to change the Council's Enhanced Discretionary Severance Scheme to the Statutory Scheme, applying the statutory cap of £430 weekly pay.

This affects 6333 posts.

Section 2b: Will this EIA be submitted to a Cabinet or Overview & Scrutiny Committee?

Yes / No **If 'yes' please state which meeting and what date**

**Cabinet and Employment and Appointments Committee: 20
December 2012**

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/budget-options-eias>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to equalitywatch@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
All employees	<p>Positive – all employees will be entitled to the same statutory severance scheme, which applies a statutory cap of £430 weekly pay.</p> <p>Negative – those employees earning more than £430 a week will not have their redundancy payment based on actual pay.</p> <p>Negative – all employees will receive less redundancy than the current scheme.</p>	<p>This is an unintentional disadvantage.</p> <p>The proposal to change the Council's current discretionary severance scheme is part of a range of measures the Council is proposing to make financial savings needed to reduce the budget deficit, and is therefore not intended to discriminate any particular group of employees.</p>			

Women/men	<p>Positive</p> <p>The number of women post holders in the workforce is 64.39% - 4078 posts.</p> <p>Earning £430 per week or less Of the 64.39% (4078 posts) of women post holders, 74.64% (3044 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 64.39% (4078 posts) of women post holders, 25.36% (1036 posts) earn more than £430 per week.</p> <p>Comparison Positive – less women post holders earn more than £430 per week and will be subject to the statutory cap.</p> <p>This therefore has more of a negative impact on men.</p>	N/A			
Race	<p>Positive</p> <p>The number of BME post holders in the workforce is 2.27% - 144 posts.</p> <p>Earning £430 per week or less Of the 2.27% (144 posts) of BME post holders, 64.58% (93 posts) earn £430 per week or less.</p>				

	<p>Earning more than £430 per week Of the 2.27% of BME employees, 35.42% (51 posts) earn more than £430 per week.</p> <p>Comparison Positive – less BME post holders earn more than £430 per week and will be subject to the statutory cap.</p>	N/A			
Disability	<p>Positive</p> <p>The number of disabled post holders in the workforce is 2.75% - 174 posts.</p> <p>Earning £430 per week or less Of the 2.75% (174 posts) of disabled employees, 64.94% (113 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 2.75% (174 posts) of disabled employees, 35.06% (61 posts) earn more than £430.</p> <p>Comparison Positive – less disabled post holders earn more than £430 per week and will be subject to the statutory cap.</p>	N/A			
Religion and Belief	<p>Positive</p> <p>The number of non Christian post holders in the workforce is 3.98% - 252 posts.</p>				

	<p>Earning £430 per week or less Of the 3.98% (252 posts) of non-Christian post holders, 56.75% (143 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 3.98% (252 posts) of non-Christian post holders, 43.25% (109 posts) earn more than £430 per week.</p> <p>Comparison Positive – less non-Christian post holders earn more than £430 per week and will be subject to the statutory cap.</p>	N/A			
Sexual Orientation	<p>Negative</p> <p>The number of lesbian, gay or bi-sexual post holders in the workforce is 0.63% - 40 posts.</p> <p>Earning £430 per week or less Of the 0.63% (40 posts) of lesbian, gay or bi-sexual post holders, 45% (18 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 0.63% (40 posts) of lesbian, gay or bi-sexual post holders, 55% (22 posts) earn more than £430 per week.</p> <p>Comparison Negative – more lesbian, gay or bi-sexual post holders earn more than £430 per week</p>	<p>This is an unintentional disadvantage.</p> <p>All lesbian, gay or bi-sexual</p>			

	and will be subject to the statutory cap.	post holders are entitled to the statutory scheme consistent with all other employees.			
Gender Re-assignment	<p>Positive</p> <p>The number of transgender post holders in the workforce is 0.17% - 11 posts.</p> <p>Earning £430 per week or less Of the 0.17% (11 posts) of transgender post holders, 81.82% (9 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 0.17% (11 posts) of transgender post holders, 18.18% (2 posts) earn more than £430 per week.</p> <p>Comparison Positive – less transgender post holders earn more than £430 per week and will be subject to the statutory cap.</p>	N/A			
Age	<p>Positive</p> <p>The number of post holders in the workforce aged between 16-29 is 15.30% - 969 posts.</p> <p>Earning £430 per week or less Of the 15.30% (969 posts) of post holders aged between 16-29, 92.05% (892 posts)</p>				

	<p>earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 15.30% (969 posts) of post holders aged between 16-29, 7.95% (77 posts) earn more than £430 per week.</p> <p>Comparison Positive – less post holders aged between 16-29 earn more than £430 per week and will be subject to the statutory cap.</p> <p>The number of post holders in the workforce aged between 30-59 is 75.82% - 4802 posts.</p> <p>Earning £430 per week or less Of the 75.82% (4802 posts) of post holders aged between 30-59, 64.72% (3108 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 75.82% (4802 posts) of post holders aged between 30-59, 35.28% (1694 posts) earn more than £430 per week.</p> <p>Comparison Positive – less post holders aged between 30-59 earn more than £430 per week and will be subject to the statutory cap.</p> <p>The number of post holders in the workforce aged over 60 is 8.87% - 562 posts.</p>	N/A			
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	<p>Earning £430 per week or less Of the 8.87% (562 posts) of post holders aged over 60, 82.38% (463 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 8.87% (562 posts) of post holders aged over 60, 17.62% (99 posts) earn more than £430 per week.</p> <p>Comparison Positive – more post holders aged over 60 earn more than £430 per week and will be subject to the statutory cap.</p>	N/A			
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Section 5a: Where and how will the above actions be monitored?

The Council will consult with staff and trade unions in relation to this proposal and feedback will be considered. The proposals and consultation feedback will be presented to Cabinet on 20 December 2012. The impact on employees will be monitored by managers with support from Human Resources and Organisational Development. A further EIA will be produced on the impact of application of the enhanced discretionary severance policy where this is appropriate.

Section 5b: If you think there is no negative impact, what is your reasoning behind this?

N/A

Section 6: What research / data / information have you used in support of this process?

The Council's budget deficit position: Wirral Council is facing unprecedented cuts to its funding. £108million, one third of the Council net budget will be removed over the next three years.

Research has been conducted through North West Employers and other local authorities across the country to make comparisons against other discretionary severance schemes. A number of Council's use schemes based on the statutory entitlement e.g. Sefton, Wigan, Knowlsey, St Helen's.

Workforce statistics generated for employees who earn more than £430 per week, and workforce statistics for the full workforce.

Section 7: Are you intending to carry out any consultation with regard to this Council proposal?

Yes

Section 8: How will consultation take place and by when?

Consultation has taken place with the Trade Unions as part of the Corporate Joint Consultative Committee (JCC) process where meetings are held every three weeks. In addition there have been and will be ongoing specific meetings with The Leader and The Chief Executive in relation to terms and conditions of employment, including the proposed change to the enhanced discretionary severance scheme. A decision will be made by Cabinet in December 2012.

All employees affected by the proposal to change the Council's Enhanced Discretionary Severance Scheme were written to on 23 November 2012. The letter informed employees that the Council had opened consultation with the Trade Unions in relation to changing the current scheme to a scheme that was more affordable for the Council.

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Proposal for Officer Options for Savings - Equality Impact Assessment Template (Oct 2012)

Section 1: Your details

EIA lead Officer: Jenny Fletcher

Email address: jennyfletcher@wirral.gov.uk

Head of Section: Chris Hyams

Chief Officer: Surjit Tour

Department: Law, HR & Asset Management

Date: 12 December 2012

Section 2: What Council proposal is being assessed?

Proposal to change the Council's Discretionary Severance Scheme to the Statutory Scheme, with uncapped salary.

This affects 6333 posts.

Section 2b: Will this EIA be submitted to a Cabinet or Overview & Scrutiny Committee?

Yes / No **If 'yes' please state which meeting and what date**

**Cabinet and Employment and Appointments Committee: 20
December 2012**

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/budget-options-eias>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to equalitywatch@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any of the protected groups (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation, marriage and civil partnership)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

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Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
All employees	<p>Positive – all employees will be entitled to an enhanced discretionary severance scheme, as the proposal is to use actual weekly pay (uncapped salary). Currently the statutory scheme is capped at £430 per week.</p> <p>Negative – those employees earning less than £430 a week (current statutory cap) will not benefit from the proposal to use actual weekly pay.</p> <p>Negative – all employees will receive less redundancy than the current scheme.</p>	<p>This is an unintentional disadvantage.</p> <p>This is an unintentional disadvantage.</p> <p>The proposal to change the Council's current discretionary severance scheme is part of a range of</p>			

		measures the Council is proposing to make financial savings needed to reduce the budget deficit, and is therefore not intended to discriminate any particular group of employees.			
Women/men	<p>Negative</p> <p>The number of women post holders in the workforce is 64.39% - 4078 posts.</p> <p>Earning £430 per week or less Of the 64.39% (4078 posts) of women post holders, 74.64% (3044 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 64.39% (4078 posts) of women post holders, 25.36% (1036 posts) earn more than £430 per week.</p> <p>Comparison Negative – more women post holders earn less than £430 per week and therefore will not benefit from the proposal to use actual weekly pay.</p>	<p>This is an unintentional disadvantage.</p> <p>All women post holders are entitled to the statutory scheme based on actual weekly pay, consistent with all other employees.</p>			
Race	Negative				

	<p>The number of BME post holders in the workforce is 2.27% - 144 posts.</p> <p>Earning £430 per week or less Of the 2.27% (144 posts) of BME post holders, 64.58% (93 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 2.27% of BME employees, 35.42% (51 posts) earn more than £430 per week.</p> <p>Comparison Negative – more BME post holders earn less than £430 per week and therefore will not benefit from the proposal to use actual weekly pay.</p>	<p>This is an unintentional disadvantage.</p> <p>All BME post holders are entitled to the statutory scheme based on actual weekly pay, consistent with all other employees.</p>			
Disability	<p>Negative</p> <p>The number of disabled post holders in the workforce is 2.75% - 174 posts.</p> <p>Earning £430 per week or less Of the 2.75% (174 posts) of disabled employees, 64.94% (113 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 2.75% (174 posts) of disabled employees, 35.06% (61 posts) earn more than £430.</p>				

	<p>Comparison Negative – more disabled post holders earn less than £430 per week and therefore will not benefit from the proposal to use actual weekly pay.</p>	<p>This is an unintentional disadvantage.</p> <p>All disabled post holders are entitled to the statutory scheme based on actual weekly pay, consistent with all other employees.</p>			
Religion and Belief	<p>Negative</p> <p>The number of non Christian post holders in the workforce is 3.98% - 252 posts.</p> <p>Earning £430 per week or less Of the 3.98% (252 posts) of non-Christian post holders, 56.75% (143 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 3.98% (252 posts) of non-Christian post holders, 43.25% (109 posts) earn more than £430 per week.</p> <p>Comparison Negative – more non-Christian post holders earn less than £430 per week and therefore will not benefit from the proposal to use actual weekly pay.</p>	<p>N/A</p> <p>This is an unintentional disadvantage.</p> <p>All non-Christian post holders are entitled to the statutory scheme based on actual weekly pay, consistent with all other employees.</p>			

Sexual Orientation	<p>Positive</p> <p>The number of lesbian, gay or bi-sexual post holders in the workforce is 0.63% - 40 posts.</p> <p>Earning £430 per week or less Of the 0.63% (40 posts) of lesbian, gay or bi-sexual post holders, 45% (18 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 0.63% (40 posts) of lesbian, gay or bi-sexual post holders, 55% (22 posts) earn more than £430 per week.</p> <p>Comparison Positive – less lesbian, gay or bi-sexual post holders earn less than £430 per week and therefore will not benefit from the proposal to use actual weekly pay.</p>	N/A			
Gender Re-assignment	<p>Negative</p> <p>The number of transgender post holders in the workforce is 0.17% - 11 posts.</p> <p>Earning £430 per week or less Of the 0.17% (11 posts) of transgender post holders, 81.82% (9 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week</p>				

	<p>Of the 0.17% (11 posts) of transgender post holders, 18.18% (2 posts) earn more than £430 per week.</p> <p>Comparison Negative – more transgender post holders earn less than £430 per week and therefore will not benefit from the proposal to use actual weekly pay.</p>	<p>This is an unintentional disadvantage.</p> <p>All transgender post holders are entitled to the statutory scheme based on actual weekly pay, consistent with all other employees.</p>			
Age	<p>Negative</p> <p>The number of post holders in the workforce aged between 16-29 is 15.30% - 969 posts.</p> <p>Earning £430 per week or less Of the 15.30% (969 posts) of post holders aged between 16-29, 92.05% (892 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 15.30% (969 posts) of post holders aged between 16-29, 7.95% (77 posts) earn more than £430 per week.</p> <p>Comparison Negative – more post holders aged between 16-29 earn less than £430 per week and therefore will not benefit from the proposal to use actual weekly pay.</p>	<p>This is an unintentional disadvantage.</p> <p>All post holders aged between 16-29 are entitled to the statutory scheme</p>			

	<p>The number of post holders in the workforce aged between 30-59 is 75.82% - 4802 posts.</p> <p>Earning £430 per week or less Of the 75.82% (4802 posts) of post holders aged between 30-59, 64.72% (3108 posts) earn £430 per week or less.</p> <p>Earning more than £430 per week Of the 75.82% (4802 posts) of post holders aged between 30-59, 35.28% (1694 posts) earn more than £430 per week.</p> <p>Comparison Negative – more post holders aged between 30-59 earn less than £430 per week and therefore will not benefit from the proposal to use actual weekly pay. .</p> <p>The number of post holders in the workforce aged over 60 is 8.87% - 562 posts.</p> <p>Earning £430 per week or less Of the 8.87% (562 posts) of post holders aged over 60, 82.38% (463 posts) earn £430</p>	<p>based on actual weekly pay, consistent with all other employees.</p> <p>This is an unintentional disadvantage.</p> <p>All post holders aged between 30-59 are entitled to the statutory scheme based on actual weekly pay, consistent with all other employees.</p>			
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	<p>per week or less.</p> <p>Earning more than £430 per week Of the 8.87% (562 posts) of post holders aged over 60, 17.62% (99 posts) earn more than £430 per week.</p> <p>Comparison Negative – more post holders aged over 60 earn less than £430 per week and therefore will not benefit from the proposal to use actual weekly pay.</p>	<p>This is an unintentional disadvantage.</p> <p>All post holders aged over 60 are entitled to the statutory scheme based on actual weekly pay, consistent with all other employees.</p>			
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Section 5a: Where and how will the above actions be monitored?

The Council will consult with staff and trade unions in relation to this proposal and feedback will be considered. The proposals and consultation feedback will be presented to Cabinet on 20 December 2012. The impact on employees will be monitored by managers with support from Human Resources and Organisational Development. A further EIA will be produced on the impact of application of the enhanced discretionary severance policy where this is appropriate.

Section 5b: If you think there is no negative impact, what is your reasoning behind this?

N/A

Section 6: What research / data / information have you used in support of this process?

The Council's budget deficit position: Wirral Council is facing unprecedented cuts to its funding. £108million, one third of the Council net budget will be removed over the next three years.

Research has been conducted through North West Employers and other local authorities across the country to make comparisons against other discretionary severance schemes. A number of Council's use schemes based on the statutory entitlement e.g. Sefton, Wigan, Knowlsey, St Helen's.

Workforce statistics generated for employees who earn £430 per week or less, and workforce statistics for the full workforce.

Section 7: Are you intending to carry out any consultation with regard to this Council proposal?

Yes

Section 8: How will consultation take place and by when?

Consultation has taken place with the Trade Unions as part of the Corporate Joint Consultative Committee (JCC) process where meetings are held every three weeks. In addition there have been and will be ongoing specific meetings with The Leader and The Chief Executive in relation to terms and conditions of employment, including the proposed change to the enhanced discretionary severance scheme. A decision will be made by Cabinet in December 2012.

All employees affected by the proposal to change the Council's Enhanced Discretionary Severance Scheme were written to on 23 November 2012. The letter informed employees that the Council had opened consultation with the Trade Unions in relation to changing the current scheme to a scheme that was more affordable for the Council.