Appendix 1

DUNDEE CITY COUNCIL

Equality and Diversity Rapid Impact Assessment Tool

Part 1

Date of assessment **30 September 2011**	Title of document being assessed **Early Retirement Scheme for Teachers**
1) This is a new policy, procedure, strategy or practice being assessed (If yes please tick box) ☒	This is an existing policy, procedure, strategy or practice being assessed? (If yes please tick box) ☐
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	**Voluntary Early Retirement Scheme for Teaching Staff**
3) What is the intended outcome of this policy, procedure, strategy or practice?	**To effect savings for the Council**
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	**See attached document which forms the proposal for the Chief Executive**
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	**No**
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	**Director of Education and Education Department senior management team**
7) Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy? (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	**No - there is no adverse impact on any protected community members**

Part 2

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	Positively	**Negatively**	**No Impact**	**Not Known**
Ethnic Minority Communities including Gypsies and Travellers	☐	☐	☒	☐
Gender	☐	☐	☒	☐
Gender Reassignment	☐	☐	☒	☐
Religion or Belief	☐	☐	☒	☐
People with a disability	☐	☐	☒	☐
Age	☒	☐	☐	☐
Lesbian, Gay and Bisexual	☐	☐	☒	☐
Socio-economic	☐	☐	☒	☐
Pregnancy & Maternity	☐	☐	☒	☐
Other (please state)	☐	☐	☒	☐

Part 3

1) **Have any positive impacts been identified?** (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)	If yes please give further details **Yes- the scheme allows employees aged 55 years and over to make3 a choice and ask to retire early.**
2) **Have any negative impacts been identified?** (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)	If yes please give further details **No**
3) **What action is proposed to overcome any negative impacts?** E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page	Please give further details **N/A**
4) **Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?** (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)	If yes please give further details **N/A**
5) **Has a 'Full' Equality Impact Assessment been recommended?** (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality Champion.	If yes please give further details **No**
6) **How will the policy be monitored?** (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.	Please give details **The Director of Education will monitor the effects by assessing recruitment, selection and complaints received.**

Part 4

Name of Department or Partnership:

Type of Document

Human Resource Policy	☒
General Policy	☐
Strategy/Service	☐
Change Papers/Local Procedure	☐
Guidelines and Protocols	☐
Other	☐

Contact Information

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Signature of author of the policy: Date

Signature of Director / Head of Service area: Date

Name of Director / Head of Service:

Date of next policy review: