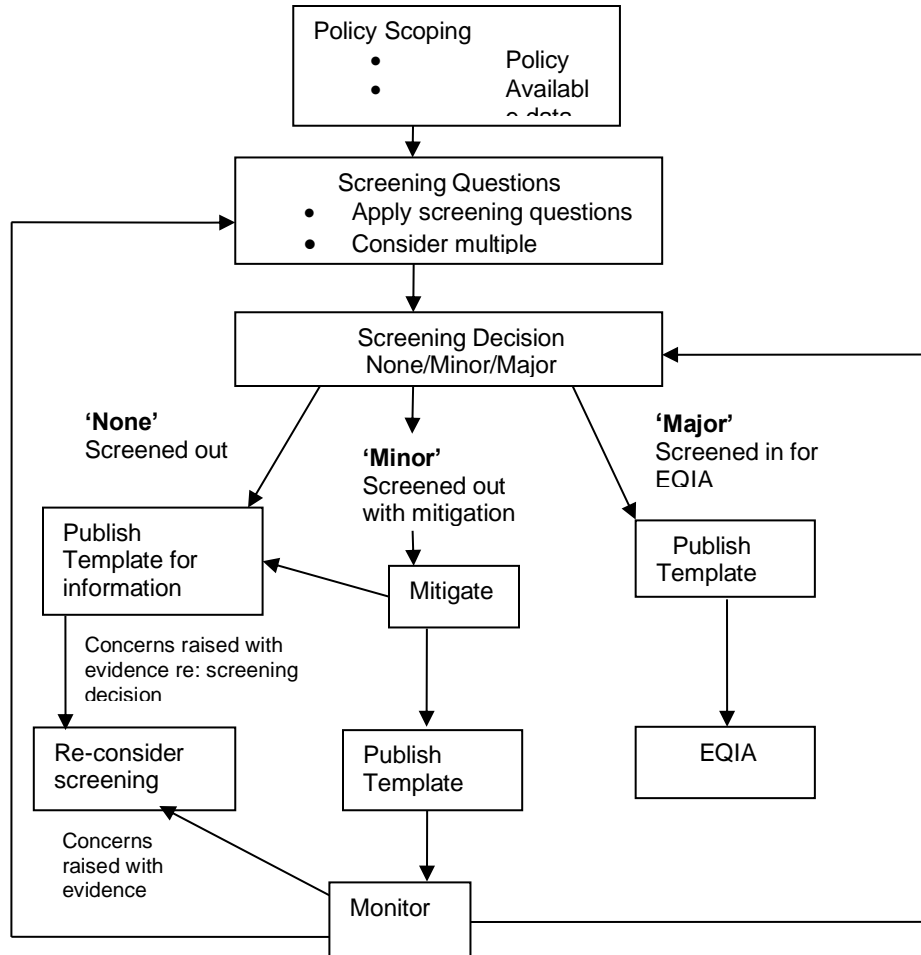


Equality Screening Template

Introduction

Part	Part Title	Description
1	Policy Scoping	Asks public authorities to provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations
2	Screening Questions	Asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.
3	Screening Decision	Guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.
4	Monitoring	Provides guidance to public authorities on monitoring for adverse impact and broader monitoring.
5	Approval and Authorisation	Verifies the public authority's approval of a screening decision by a senior manager responsible for the policy.



Part 1- Policy Scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

Information about the policy

Name of Policy	Retirement Policy
Is it existing, revised or a new policy?	Revised
What is it trying to achieve? (Intended aims/outcomes)	This policy outlines the process and explains the different type of retirement schemes available. Options include:

	<ul style="list-style-type: none"> • Age retirement - for those who have reached normal pension age • Early retirement - for those who wish to avail of their pension before normal retirement age, but are over 55 years old. • Flexible retirement – for those approaching the time they want to retire, but wish to reduce working hours, like a ‘phased’ retirement plan • Ill Health Early retirement – for those who are unlikely to be able to work fully due to ill health or disability, before their normal retirement age <p>The policy applies retirement legislation and rules and criteria set by the Northern Ireland Local Government Pension Scheme which is administered by NILGOSC.</p>
<p>Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.</p>	<p>As the policy has eligibility criteria involving age, then those under this category who are ‘older’ (i.e. 55years +) employees would benefit from this policy</p> <p>As the policy has a process involving retirement entitlements for those determined as having long term or permanent disability in order to fulfil their job, this category may also benefit from the policy.</p> <p>More detail for both categories can be found in the evidence and needs sections below.</p>
<p>Who initiated or wrote the policy?</p>	HR Services Manager
<p>Who owns and who implements the policy?</p>	Human Resources

Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, are they: (Select all applicable)

<input checked="" type="checkbox"/>	Financial	
<input checked="" type="checkbox"/>	Legislative	
<input checked="" type="checkbox"/>	Other – please specify:	Medical opinion

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

<input checked="" type="checkbox"/>	Staff	
	Service Users	
<input checked="" type="checkbox"/>	Other Public Sector Organisations	NILGOSC
	Voluntary/ Community/ Trade Unions	

Other – please specify:	
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Other policies with a bearing on this policy:

- Pension Policy Statement

Available Evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Details of evidence/information
Religious belief	<p>Fair Employment monitoring data shows the current Translink workforce percentages for the 2 main religious beliefs in NI are:</p> <p>Protestant = 54.46% Roman Catholic = 43.55%</p> <p>Fair Employment monitoring data on religious belief for those in the age range to potentially retire (i.e 55+) the following percentages of total workforce are:</p> <p>Protestant = 15.41% Roman Catholic = 10.53%</p>
Political opinion	<p>This data is not specifically obtained, but the data of religious belief would be deemed a proxy for political opinion.</p>
Racial group	<p>Fair employment data based on racial group of current Translink employees shows only 11 employees having selected a racial group other than white and 53 have left the answered blank.</p> <p>Of the 11 employees in the ‘non-white’ category, 4 are in the age range to potentially retire (55years +)</p>
Age	<p>Fair employment data of current employees shows that the number of employees (respective percentage of workforce) is in the following upper age ranges:</p> <p>46-55 = 1494 (35.2%): 127 are 55 years old</p> <p>56-60 = 616 (14.5%)</p>

	<p>61-65 = 295 (6.9%)</p> <p>66-70 = 46 (1.1%)</p> <p>70+ = 20 (0.5%)</p> <p>Therefore total current employees who are at age of possible retirement (including early retirement) is: 1104 (26%)</p> <p>Internal data showing age ranges of employees who took Ill Health Early Retirement between 2018-2019: 67</p> <p><54 = 20</p> <p>55-64 = 43</p> <p>65+ = 4</p> <p>The Internal data showing age ranges of employees who took Early Retirement between 2018-2019: 49 all over age 55</p> <p>NILGOSC pension rules that once employees reach the age of 75 they must take receipt of their pension.</p>
<p>Marital status</p>	<p>No evidence available to indicate correlation between this category and request to take any form of retirement.</p>
<p>Sexual orientation</p>	<p>No evidence available to indicate correlation between this category and request to take any form of retirement.</p>
<p>Men and women generally</p>	<p>Fair Employment monitoring data shows that of all current Translink employees, 3640 are male and 603 are female.</p> <p>Fair Employment monitoring data on gender for those in the age range to potentially retire (i.e 55+):</p> <p>Male – 1038</p> <p>Female – 95</p> <p>Internal data of those who retired between 2018-2019 shows the following gender breakdown:</p> <p>IHER: M = 56 F = 11</p> <p>Early retirement: M = 42 F = 7</p> <p>Age retirement: M = 49 F = 0</p>

Disability	<p>Fair employment monitoring data shows that of all current Translink employees, 67 have identified themselves as having a disability. Of those, 22 are over the age of 55.</p> <p>Official Statistics on Disability facts and figures Published 16 January 2014 by gov.uk shows that prevalence of disability rises with age. As 45% of adults over State Pension age are registered with a disability compared to around 6% of children and 16% of working age adults</p> <p>Internal data shows that 67 applied for ill health early retirement in 2018-2019</p> <p>Figures from The Office for National Statistics on Prevalence and Employment on disability shows that a higher percentage of women (aged 16-64) are registered with a disability than men (respectively 21.1%: 16.6%)</p>
Dependants	No evidence available to indicate correlation between this category and request to take any form of retirement.

Needs, Experiences and Priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision?
Specify details for each of the Section 75 categories

Section 75 category	Details of needs/experiences/priorities
Religious belief	The data shows no significant difference between the two main religious beliefs in Northern Ireland for those whom may be affected by the retirement policy in the next few years. And the Retirement policy has no content identified that would differ any need for any religious belief over another.
Political opinion	As appropriate religious belief would be seen to be a proxy of this category.
Racial group	Reviewing the data available there is no information to indicate that this category has any needs or priorities in relation to the Retirement Policy.
Age	As the criteria for retirement is defined in most cases by age i.e. above 55 years old (unless retiring due to ill health) then the policy is typically aimed at older employees in the age range of 55+. As employees will receive a reduction in their pension the younger they 'retire', then the utilisation of the retirement policy is likely to increase as employees get older as they will have less reductions in pension due to age.

	<p>There is no upper limit on when someone can retire due to legislation changes in 2011. This is reflected within the policy – however NILGOSC rules set a limit to take receipt of their pension by age 75.</p> <p>The data shows that a significant percentage of employees are in the age range to potentially use the retirement policy within the next few years.</p> <p>The internal data also shows that around 30% of those that were accepted for IHER were under the age of 55. This still demonstrates that there is a greater prevalence for ill health at an older age and so the policy is still likely to be utilised more by an older employee, but it does not limit or restrict its usage to older employees if they meet the required criterion.</p>
Marital status	<p>Reviewing the data available there is no information to indicate that this category has any needs or priorities in relation to the Retirement Policy.</p>
Sexual orientation	<p>There is no information to indicate that this category has any needs or priorities in relation to the Retirement Policy.</p>
Men and women generally	<p>The data shows that with approximately six times more men than women as current employees it is expected that men will utilise the Retirement policy more than women. However, there is no content in the policy that restricts or limits its application to either gender.</p> <p>The internal data showed that any women who took retirement with the timeframe reviewed did so, either early or on grounds of ill-health and it could be surmised that some of the women who took early retirement did so due to health reasons, but there is no identifying data as to reasons for someone to take early retirement.</p> <p>There is some consideration for gender in the multiple categories section for ‘Women with disabilities’. See section on additional considerations for more information.</p>
Disability	<p>As data shows an increased prevalence of disability with age (also identified in the multiple categories section), this increases the need for those with disabilities to avail of the Retirement policy, in particular, possibly earlier in age than they had planned or expected. Whilst health has some bearing on the criteria of the policy, it is in accordance with the NILGOSC pension scheme guidelines and has a rigorous process for determination.</p> <p>As detailed above, there is some consideration for disability and gender, specifically ‘women with disabilities’. See section on additional consideration for more information.</p>
Dependants	<p>There is no information to indicate that this category has any needs or priorities in relation to the Retirement Policy.</p>

Part 2 - Screening Questions

Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4 which are given on pages 66-68 of the Guide: <https://www.equalityni.org/S75duties>

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

Impact: Major / Minor / None

If the public authority's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

In favour of 'MAJOR' impact

A	The policy is significant in terms of its strategic importance;
B	Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
C	Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
D	Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
E	The policy is likely to be challenged by way of judicial review;
F	The policy is significant in terms of expenditure.

If the public authority's conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

- Measures to mitigate the adverse impact; or
- The introduction of an alternative policy to better promote equality of opportunity and/or good relations.

In favour of 'MINOR' impact

A	The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
B	The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;

C	Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
D	By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

If the public authority's conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

In favour of 'NONE'

A	The policy has no relevance to equality of opportunity or good relations.
B	The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Screening Questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	Details of policy impact	Level of impact? Minor/Major/None
Religious belief	There is no identified content that would affect a person's religious belief in order to adhere to or apply the Retirement Policy.	None
Political opinion	There is no identified content that would affect a person's political opinion in order to adhere to or apply the Retirement Policy.	None
Racial group	There is no identified content that would affect a person's racial group in order to adhere to or apply the Retirement Policy.	None
Age	With age a predominant criterion for the retirement policy it directly impacts those aged 60+ and somewhat impacts those who are 55+ as they may wish to avail of the early retirement option within the policy. However, the policy criteria is in accordance with legislation and any residual potential impacts on people are judged to be negligible	Minor (A)
Marital status	There is no identified content that would affect a person's marital status in order to adhere to or apply the Retirement Policy.	None

Sexual orientation	There is no identified content that would affect a person's sexual orientation in order to adhere to or apply the Retirement Policy.	None
Men and women generally	With a significantly higher workforce of men compared to women the retirement policy is likely to impact men more so than women, however there is no identified negative impact for women as the policy has no content or criterion that limits or restricts men or women availing of the policy.	None
Disability	With an element of the Retirement policy specifically aimed at permanent or long-term illness that affects ability to work, disability is a category directly impacted. However, the policy detail regarding such matters has multiple stages to ensure a fair process is applied and so any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people.	Minor (C)
Dependants	There is no identified content that would affect a person's religious belief in order to adhere to or apply the Retirement Policy.	None

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Section 75 category	If Yes , provide details	If No , provide reasons
Religious belief		No, as the policy has no impact on this category.
Political opinion		No, as the policy has no impact on this category.
Racial group		No, as the policy has no impact on this category.
Age		No, as the policy and criteria regarding the age category is based on legislation therefore it is not possible to promote to other age ranges.
Marital status		No, as the policy has no impact on this category.

Sexual orientation		No, as the policy has no impact on this category.
Men and women generally		No, as any impact on this category is technical in nature by the ratio of men:women in the current workforce and not affected by the policy itself.
Disability		No, as the policy has already identified this category of employee and by documenting the ill health early retirement programme is already promoting equal opportunities for this category.
Dependants		No, as the policy has no impact on this category.

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none

Good relations category	Details of policy impact	Level of impact Minor/Major/None
Religious belief	There is no identified content that would affect a person's religious belief in order to adhere to or apply the Retirement Policy.	None
Political opinion	There is no identified content that would affect a person's political opinion in order to adhere to or apply the Retirement Policy.	None
Racial group	There is no identified content that would affect a person's racial group in order to adhere to or apply the Retirement Policy.	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	If Yes , provide details	If No , provide reasons

Religious belief		No, as the policy has no impact on this category.
Political opinion		No, as the policy has no impact on this category.
Racial group		No, as the policy has no impact on this category.

Additional Considerations

Multiple Identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities? (For example: disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

There are 2 categories of multiple identities that have been considered as potentially impacted by the policy:

Older employees who are disabled – With an increased prevalence to having a disability the older an individual is, it increases the likelihood of an older employee considering ill health early retirement and therefore availing of the retirement policy. However, in general the policy design has a rigorous process to ensure equality regarding those who fall in the category of ‘disabled’ regardless of multiple identities and therefore any impact is considered minor.

Women with disabilities – The evidence found shows that typically a higher percentage of women are registered with a disability compared to men. Assuming that those who took IHER should be considered to have a disability; using the internal data to see ratios of those who availed in 2018-2019 there were 5 times as many men, than women. There are 10 times as many male employees than female in the retirement age bracket of 55+ therefore the data would indicate that women may be more prevalent to become disabled and retire early due to this. However, in general the policy design has a rigorous process to ensure equality regarding those who fall in the category of ‘disabled’ regardless of multiple identities and therefore any impact is considered minor.

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

As identified above, all impacts on multiple identities are considered to be minor or none and no mitigations to the policy are required to better promote equality of opportunity as the policy is adhering to legislation.

Part 3 - Screening Decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

No impact assessment required as little to no impact on any category was identified in relation to the Retirement Policy.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

No mitigation has been identified as required and an alternative policy is not required. The current policy is acceptable.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

N/A

All public authorities' equality schemes must state the authority's arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity. The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on equality impact assessment may be found in a separate Commission publication: Practical Guidance on Equality Impact Assessment.

Mitigation

When the public authority concludes that the likely impact is 'minor' and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

N/A

Timetabling and Prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

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

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the public authority in timetabling. Details of the Public Authority's Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?
If yes, please provide details:

N/A

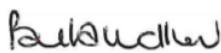
Part 4 - Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

Part 5 - Approval and authorisation

Policy Title:	Retirement Policy	Version No:	
Print Name	Signature	Position/Job Title	Date
Screened By:			
Kerri Adams		HR Compliance & Governance Officer	12.05.20
Approved by:			
Paula Ludlow		HR Services Manager	28.05.20

Note: A copy of the Screening Template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the public authority's website as soon as possible following completion and made available on request.