

# DWP Corporate Centre Early Release Scheme 2010/11

Equality Impact Assessment

# Equality Impact Assessment for the 'DWP Corporate Centre Early Release Scheme 2010'

## Introduction

The Department for Work and Pensions has carried out an Equality Impact Assessment on DWP Corporate Centre Early Release Scheme assessing it in line with the current public sector equality duties.

This process will help to ensure that:

- the Department's strategies, policies and services are free from discrimination;
- due regard is given to equality in decision making and subsequent processes; and
- opportunities for promoting equality are identified.

## Brief outline of the policy or service

DWP needs to reduce total costs in the corporate and policy functions by 40 percent by 2014/15. Although this gives us up to four years to make these reductions, the Corporate Centre is facing varying degrees of difficulty in meeting their headcount targets for March 2011, although not all businesses have concerns about reaching their targets. In overall terms Corporate Businesses must reduce by almost 700 Full Time Equivalent staff in the final 6 months of the 2010/2011 year to achieve the overall target.

It is proposed that the release scheme exercise will be restricted to those areas where the target will not be met without an early exit scheme. The bulk of the reductions required will be from grades HEO to SCS within Human Resources, Policy Groups, Strategy Information and Pensions, Legal Group, Communications Directorate, Group Finance, Corporate IT and the Change Programme, and across all locations, including London, Sheffield, Leeds.

Jobcentre Plus have 10,300 Fixed Term contracts at AO and EO level and their attrition rate for Fixed Term Appointments and permanent staff is currently running at between 800 and 1000 per month. We are working closely with Jobcentre Plus to redeploy our surplus AO and EO graded staff and also to redeploy any volunteers who wish to transfer. Our current planning assumption is that we do not need to run an exercise within the corporate centre for AOs and EOs as at this point in time as we are confident there are redeployment opportunities within Jobcentre Plus. Overall the numbers of AAs in the Corporate Centre is small, i.e. approx 50 Full Time Equivalents, and the anticipated surplus numbers at that grade are small. Releases, therefore, will not be offered to Band C/EO or below.

The majority of the posts are located in Sheffield, Leeds, Newcastle or London, with Finance posts spread across the UK. Therefore, we require the scheme to be open to all locations to ensure maximum flexibility during reorganisation.

## Communication of scheme

The scheme will be open for applications from 12<sup>th</sup> to 26<sup>th</sup> November 2010. All staff in the areas within scope of the scheme will be notified via email in a note from Director Generals and advice, guidance, procedures, Question and Answers and such will be posted on our internal staff website (intranet site) so that all staff are fully aware of the scheme details and deadlines. All information posted on the intranet will also be available in Word documents for line managers to send to any staff not in the office or who do not have access to the DWP intranet, i.e. those on secondment or loan, sick leave, maternity, paternity, adoption or parental leave and such.

## Consultation and involvement

The following stakeholders have been consulted and involved in the decision making process. This involvement will continue during the decision making process following the scheme closure date and until all the exits take place:

- **Internal stakeholders:** Operational leads within the Corporate Centre Businesses highlighted where reductions were needed and discussions with them indicated how the scheme should be targeted. Further consultation took place with Corporate Centre Trade Union reps. and no concerns were raised in connection with diversity issues.
- **External stakeholders:** Approval to run the scheme with a fully costed Business Case was secured from Cabinet Office. Treasury were sighted on this use of public funds to meet the cost of exits.

## Details of the equality impacts of the early release scheme

This scheme is designed to meet the reduced need for permanent staff in parts of the DWP Corporate Centre (including in our policy groups).

The scheme is open to staff in grades HEO to Senior Civil Service, including most specialists in many Directorates in the Corporate Centre, regardless of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or pregnancy and maternity.

The scheme is not open to staff in AA, AO and EO grades. For staff in these grades, redeployment opportunities, particularly within Jobcentre Plus, are high. As a result, redeployment of these grades is the priority and there is a general presumption that they are not in scope. However, Executive Team members can agree exceptions with the HR Director Generals.

The scheme will be run using current DWP compensation schemes policy with the following additional criteria:

- saving posts – we will not pay people to leave unless a post is saved, or the number of our surplus employees is reduced;

- individual contribution – we will not pay people to leave, who we wish to retain. We will use our Workforce Management policies to do this;
- cost – we will need to ensure that individual exit costs are reasonable and do not exceed the new Compensation Scheme terms; and that overall the costs are affordable within our budgets;

The value for money criteria used for this specific scheme, both for Flexible Early Severance and Approved Early Retirement are designed to ensure that the costs of release are reasonable and fair whilst limiting costs to the Government's proposed revision of the Civil Service Compensation Scheme terms. Under the revised criteria no Flexible Early Severance release will be authorised if the cost is more than the 21 months maximum that is proposed by the Government. Dependant on the make up of applicants this could disproportionately impact older workers who have lengthy service. However, the extent of this is uncertain, while all steps have been taken to reduce any such outcome.

The profile of staff across the corporate centre is available by diversity group. Take up and outcomes from the scheme will be monitored against these groups. The main considerations, in designing the voluntary Corporate Centre Early Release Scheme, were to deliver value for money for the taxpayer while enabling the Department to make progress with planned headcount reductions ensuring that there was no adverse impact on any one group. Data by diversity group for those eligible to apply for this scheme can be found below:

## Gender equality

Corporate Centre is made up of 52% female and 48% male. Although there are more females than males in corporate centre individuals will have the same opportunities to apply for the scheme. It is not anticipated that there will be any impact in terms of gender.

<b>Gender</b>	<b>Total</b>	<b>%</b>
Female	3,002	52%
Male	2,734	48%
<b>Total</b>	<b>5,736</b>	<b>100%</b>

*Table 1: Staff in post in Corporate Centre by gender*

## Disability equality

There should be no disproportionate impact on disabled staff in terms of the criteria and how this has been applied. 4% of staff are disabled in the corporate centre. Monitoring will be done to make sure that the numbers of disabled people agreed for release is not disproportionate.

<b>Disability</b>	<b>Total</b>	<b>%</b>
Majority (Non-disabled)	4,746	83%
Minority (Disabled)	255	4%
Unknown	735	13%
<b>Total</b>	<b>5,736</b>	<b>100%</b>

*Table 2: Staff in post in Corporate Centre by disability*

## Race equality

There should be no disproportionate impact on staff from ethnic minorities in terms of the criteria and how this has been applied. 5% of staff are from ethnic minorities in the corporate centre. Monitoring will be done to make sure that the numbers of those from ethnic minorities agreed for release is not disproportionate.

<b>Ethnicity</b>	<b>Total</b>	<b>%</b>
White	3,979	69%
Ethnic Minority	278	5%
Survey Not Completed	1,471	26%
Unclear Response	8	0%
<b>Total</b>	<b>5,736</b>	<b>100%</b>

*Table 3: Staff in post in Corporate Centre by ethnicity*

## Age equality

The scheme will prevent those entitled to compensation of more than 21 months salary from being offered an exit. There are additional value for money criteria that may preclude those that have had longer service from being offered an exit and these may affect those in the older age groups. However, the scheme is open to all age groups so it is difficult to anticipate whether indeed this will be an issue as a number of factors affect cost.

Monitoring and evaluation will identify trends in this area with a view to minimising the impact particularly in future schemes.

<b>Age</b>	<b>Total</b>	<b>%</b>
16-24	57	1%
25-29	283	5%
30-34	559	10%
35-39	715	12%
40-44	1039	18%
45-49	1189	21%
50-54	1053	18%
55-59	642	11%
60-64	190	3%
65+	9	0%
<b>Total</b>	<b>5736</b>	<b>100%</b>

*Table 4: Staff in post in Corporate Centre by age*

## Other areas

<b>Sexual Orientation</b>	<b>Total</b>	<b>%</b>
Bisexual	10	0%
Heterosexual	681	12%
Lesbian / Gay	68	1%
Multiple Responses Recorded	*	0%
No Response	4936	86%
Other (inc Asexual)	6	0%
Prefer Not To Say	32	1%
<b>Total</b>	<b>5736</b>	<b>100%</b>

*Table 5: Staff in post by sexual orientation*

*\* Figures less than 5 are not shown.*

<b>Work Pattern</b>	<b>Total</b>	<b>%</b>
Full-time	4,787	83%
Part-time	947	17%
Unknown	*	0%
<b>Total</b>	<b>5,736</b>	<b>100%</b>

*Table 6: Staff in post in Corporate Centre by Work Pattern*

Everyone in scope has the same opportunity to use and access the scheme. All staff in the areas within the scope of the scheme will be notified via e-mail in a note from Director Generals. Advice, guidance, procedures, Question and Answers, etc. will be posted on the intranet so that all staff are fully aware of the scheme details, deadlines and methods of application. To ensure there are no difficulties for those not in their office or who do not have access to the DWP Internal Website (intranet), for example, those on secondment or loan, sick leave, maternity, paternity, adoption or parental leave. All information posted on the intranet will also be available in accessible 'Word' documents.

There is no guarantee that all applications will be approved as they will all be reviewed under the criteria detailed above.

## Conclusion

The scheme's proposals are not likely to affect relations between different groups and do not favour any particular group or deny opportunities to another other than the possibility that older workers may be more likely to exceed the cost limits. However, this is not conclusive as there are a number of additional variables that affect cost including length of service and grade. Trends will emerge as the scheme is run but all measures have been taken to reduce any adverse impacts on any group.

## Monitoring and evaluation

Those in scope, applying, selected and ultimately leaving the Department under this scheme will be monitored against the diversity groups. At each stage analysis will be conducted in comparing the target group with the DWP whole population this will include the scoping, selecting, offers and take-up. A report will be put together at each stage with a summary report on conclusion of the scheme - this will happen in the first quarter of 2011/12. Where any trends are identified affecting any group, action will be taken to eliminate this within the policies and processes for future exercises.

## Contact details

This Impact Assessment was completed by Gerard Blanc, Employee Policy Centre of Expertise. Contact details are as follows:

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