

<b>Impact Assessment of:</b> Early Leavers Initiative (ELI)
<b>Service/ Directorate:</b> One HR Service
<b>Date Completed:</b> October 2009
<b>Lead Officer:</b> Claire Fozzard

**Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service</b>
Claire Fozzard	HR	Deputy Head of HR - Project Lead
Gemma Taskas	HR	HR Manager
Helen Isherwood	HR	HR Officer

**Brief description of policy/ service:**

To provide options for services to consider when looking at ways of allowing employees to leave the Council's employment early. The ELI scheme provides options, in line with the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. and affordable compensation levels.

**Brief account of how the impact assessment was carried out:**

In carrying out this assessment information was gathered from a variety of sources including:

- VER / VES guidance notes for HR and Managers
- Local Government Pension Scheme Regulations
- ELI Leaver data with equality information – 01/04/2008 – present
- ELI approved business cases
- Knowledge about why ELI has been considered / pursued.
- Approved ELI business cases
- Corporate Organisational Health reports

The Corporate ELI HR officer was also consulted to gain an overview and greater understanding of the reasons why the ELI has been considered as an alternative to

other options such as redeployment, redundancy, reduced working arrangements and short term contracts.

**Brief description of any adverse affects found:**

- Perceived entitlement to VER / VES can result in grievances when expectations are not effectively managed.
- No ELI Policy and Guidance notes may allow for inconsistencies across services when considering VER / VES as an alternative option.
- The cost implications are a significant barrier when considering VER / VES and approval is dependent upon available budget within the service.

**Summary of Actions arising from Assessment**

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
Develop an ELI policy	Recognition & Reward Project Group	TBC
Develop guidance notes on selection criteria to be used when considering VER / VES applications	Recognition & Reward Project Group	TBC
Guidance notes / briefing sessions for HR Officers to enable them to offer advice and guidance to managers when producing ELI business cases	Recognition & Reward Project Group	TBC
Regular updates for HR staff from the Pensions Section on changes to pension scheme regulations	HR / Pensions section	Ongoing

**Contacts for further information:**

Claire Fozzard, Gemma Taskas, Helen Isherwood

**Date published on Council Website:**

19<sup>th</sup> November 2009