

Diversity Impact Assessment

Flexible Retirement Policy

TITLE
Flexible Retirement Policy
DATE
4 th November 2024
LEAD OFFICER.
Angela Hallows and Anna Boorman
1 Summary description of the proposed change
What is the change to policy / service / new project that is being proposed? How does it compare with the current situation?
<p>No current policy in place only a short policy statement.</p> <p>Flexible Retirement is a Flexible Working option available to employees who have reached the age of 55.</p> <p>Currently Flexible Retirement requests are decided based upon the national LGPS Policy Statement - https://medway2.sharepoint.com/sites/Intranet/SitePages/RCET/Transformation/Human%20Resources/Flexible-Retirement-Policy-Statement.aspx</p> <p>The process and guidance within the Policy Statement is not specific enough with regards to the processes involved and qualifying criterion.</p> <p>The suggested Flexible Retirement Policy details the qualifying criterion, the application and decision-making processes, employer discretions and the appeal process.</p> <p>As of December 2024, Medway Council employs 2441 people (excluding casuals). The number of employees who are over 55 years old is 620, which represents 25.4% of the overall workforce.</p>
2 Summary of evidence used to support this assessment
<p>E.g. Feedback from consultation, performance information, service user.</p> <p>E.g. Comparison of service user profile with Medway Community Profile</p>
<p>Risks relating to inconsistent approach and decision making. Clarity required to ensure a fair and transparent process is followed and applied to remove risk and possible claims.</p> <p>Consultation with the wider HR team, interest groups, staff forums and Trade Unions shaped the policy via feedback implemented into the policy.</p> <p>The suggested policy will:</p> <ul style="list-style-type: none"> - Provide written guidance for employees, managers, HR and Pensions teams - Provide a fair and transparent process - Reduce the risk of discrimination - Support consistent decision making

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- Reduce the amount of poor/incorrect decisions
- Reduce the number of possible disputes, appeals or claims

3 What is the likely impact of the proposed change?

Is it likely to:

Adversely impact on one or more of the protected characteristic groups

Advance equality of opportunity for one or more of the protected characteristic groups

Foster good relations between people who share a protected characteristic and those who don't

(insert Yes when there is an impact or No when there isn't)

Protected characteristic groups (Equality Act 2010)	Adverse impact	Advance equality	Foster good relations
Age	No	Yes	Yes
Disability	No	Yes	Yes
Gender reassignment	No	No	No
Marriage/civil partnership	No	No	No
Pregnancy/maternity	No	No	No
Race	No	No	No
Religion/belief	No	No	No
Sex	No	No	No
Sexual orientation	No	No	No
Care experience	No	Yes	No
Other (e.g. low-income groups)	No	Yes	No

4 Summary of the likely impacts

Who will be affected?

How will they be affected?

Affected Persons

- People over the age of 55 years
- People with disabilities
- Those with caring responsibilities

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- Low-income earners

How they will be affected

- Provide additional Flexible Working option
- Ability to stay in work for longer
- Reduce sickness absence levels
- Provide potential opportunities to change job role
- Increased productivity
- Provide a better work/life balance
- Access to pension benefits whilst still working
- Reduce the risk of isolation and loneliness

How will the Council be affected

- Attracts and retains a motivated, multi-skilled, flexible, diverse, and mixed age workforce.
- Strengthens the Council's objectives to an employer of choice, providing employees with options and flexibility, and valuing their diverse contributions to the organisation.
- Retain the skills and experience, reduce recruitment costs, improve succession planning and creates development opportunities for peers.

5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

What alternative ways can the Council provide the service?

Are there alternative providers?

Can demand for services be managed differently?

There are no adverse impacts for the suggested introduction of this Policy.

6 Action plan

Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence

Action	Lead	Deadline or review date

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<p>7 Recommendation</p> <p>The recommendation by the lead officer should be stated below. This may be: to proceed with the change, implementing the Action Plan if appropriate, consider alternatives, gather further evidence</p> <p>If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.</p> <p>Recommendation: Agree to the adoption of the suggested Flexible Retirement Policy.</p>
<p>8 Authorisation</p> <p>The authorising officer is consenting that the recommendation can be implemented, sufficient evidence has been obtained and appropriate mitigation is planned, the Action Plan will be incorporated into the relevant Service Plan and monitored</p>
<p>Chief Organisational Culture Officer</p> <p>Samantha Beck-Farley</p>
<p>Date of authorisation</p> <p>31 July 2025</p>