

Impact Assessment template

Step 1: Screening for relevance

Name of a policy / procedure / function / project / decision:	Pensions Administration
Date:	February 2011
Lead Officer:	Ian Fullerton
External Challenger:	Equality and Diversity
Other members of team undertaking Impact Assessment:	Mark Futter

Please delete guidance notes (*in italic*) after completion

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

Cheshire West and Chester Council is the statutory administering authority of the Cheshire Pension Fund (CPS). The Council administers the Local Government Pension Scheme (LGPS) on behalf of Cheshire West and Chester Council, Cheshire East Council, Halton Borough Council and Warrington Borough Council as well as more than 80 other participating employers. The LGPS is a statutory scheme with the legislation governing it made by the Communities and Local Government (CLG).

As the Cheshire Pension Fund administers the regulations, rather than makes them, this impact assessment only focuses on the role of the fund as the administrator and examines whether this is done in a way to cause an adverse impact on any specific groups of people whether members of the scheme, or non-members eligible to join.

The Cheshire Pension Fund aims to ensure that its administration services, are available equally to all, regardless of race, colour, nationality, ethnic origins, gender, gender reassignment, marital status, sexual orientation, disability, age, religion or belief, social or economic status or political beliefs, making sure that no one is disadvantaged by conditions or requirements which cannot be justified.

Is the above relevant to equality and diversity?

Yes No

Exit the process if you answered No to all of the above questions, otherwise please continue.

Cheshire West & Chester Council

Step 2: Scoping

What do you already know about the policy (decision etc), **what are the main issues you need to consider:**

(Prompts: promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or human rights; meeting the needs of different communities and groups; outcomes of any relevant consultation already undertaken; examples of good practice in this area)

Target group / area	Main issues (<i>bullet points</i>)	Evidence and data currently available (<i>qualitative & quantitative</i>)	Consultation / involvement carried out	Further information needed to undertake the assessment
Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>	CPS related correspondence (accessibility statement)	Requests for info on alternative format	Y/N	
Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)</i>	CPS related correspondence (accessibility statement)	Requests for info on alternative format	Y/N	
Gender / Gender reassignment	N/A		Y/N	
Religion and belief	N/A		Y/N	
Sexual orientation <i>(inc. heterosexual, lesbian, gay, bi-sexual)</i>	N/A		Y/N	
Age Children and young people Adults Younger older people Older older people	eligibility criteria		Y/N	
			Y/N	
Rural communities	N/A		Y/N	
Areas of deprivation	N/A		Y/N	

Please delete guidance notes (*in italic*) after completion

Step 3: Assessing impact and strengthening the policy

Target group / area	Is the policy (function etc.) likely to have an adverse impact on any of the groups? If yes please comment <i>Please start by considering the aspects below</i>	Are there any particularly positive impacts of the policy (function etc.) on any of the groups you would like to highlight?	Please rate the impact taking into account any measures already in place to reduce the potential impact highlighted in the previous column. High -significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available, urgent need for consultation with service users, general public, employees Medium -some potential impact, some mitigating measures in place but no evidence available how effective they are, would be beneficial to consult with service users, general public etc. but not urgent Low -almost bordering with non relevance to the EIA process (heavily legislation led - very little discretion exercised, limited public facing aspect			Future actions that may need to take place to further reduce the impact.
			High	Medium	Low	
Race and Ethnicity <i>(including Gypsy and Travellers; migrant workers, asylum seekers etc.)</i>	CPF does not hold information on the ethnicity of its members or pensioners and therefore has little quantitative data to show adverse impact of any one group.	CPF has never received a complaint based on a failure to provide equal access to services because of an individual's Race.			x	There is no adverse impact for persons of different ethnic groups. However as CPF relies on the employer for this information, there is potential for discrimination. It is also the employers' responsibility to explain the rules and provide info on the CPF
Disability <i>(as defined by the DDA: ..."someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his</i>	CPF does not hold information on the disabilities of its members or pensioners and therefore has little quantitative data to show adverse impact on any	CPF has received complaints based on a failure to provide equal access to services because of an individual's disability and has taken measures to eradicate these inequalities.		x		There is no longer any adverse impact for persons with disabilities.

<i>or her ability to carry out normal day-to-day activities)</i>	one group.					
Gender / Gender reassignment	CPF does record the sex of all members. In terms of the administration of the LGPS there are no inherent features which dictate the different treatment of individuals on account of their gender	CPF has never received a complaint based on a failure to provide equal access to services because of an individual's Gender.			x	There is no adverse impact for persons of different Gender.
Religion and belief	CPF does not hold information on the religious beliefs of its members or pensioners and therefore has little quantitative data to show adverse impact on any one group.	CPF has never received a complaint based on a failure to provide equal access to services because of an individual's religious belief and has no other evidence to show any adverse impact.			x	There is no adverse impact for persons of different religious belief.
Sexual orientation <i>(includes heterosexual, lesbian, gay, bi-sexual)</i>	The Sexual Orientation of scheme members and pensioners is not recorded by the Cheshire Pension Fund.	CPF has never received a complaint based on a failure to provide equal access to services because of an individual's sexual orientation.			x	There is no adverse impact for persons of different sexual orientation.
Age Children and young people	CPF does record the date of birth of an individual. In terms of the administration of the LGPS there are no inherent features which dictate the different	CPF has never received a complaint based on a failure to provide equal access to services because of an individual's Age.			x	In terms of the administration of the LGPS there is no adverse impact on persons of different age.
Adults						
Younger older people						

Older older people	treatment of individuals on account of age.					
Rural communities Service availability (access)	CPF does hold addresses for all members and pensioners, however individuals living in a rural community are not adversely affected.	CPF has never received a complaint based on a failure to provide equal access to services because of an individual's lives in a rural community.			x	In terms of LGPS administration, there is no adverse effect on individuals living in rural communities.
Cost of service delivery and costs to community to access the service	N/A					
Impact on quality and character of the natural rural landscape and residents	N/A					
Impact on people wishing to visit the countryside	N/A					
Areas of deprivation	Socioeconomic circumstances are not relevant to the CPF	N/A			x	In terms of LGPS administration, there is no adverse effect on individuals living in rural communities.
Human rights	N/A		No Rating Needed			

Step 4: Health and wellbeing

	Race and Ethnicity	Disability	Gender / Gender reassignment	Religion and belief	Sexual orientation	Rural communities	Areas of deprivation	Age
Is the policy (function etc.) likely to have the potential to impact on human health (pls. comment). If yes please specify.	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>
Will there be a significant impact on any of the following lifestyle related variables? Pls. comment	Physical activity - No							
	Smoking, Drugs or alcohol use - No							
	Sexual behaviour - No							
	Accidents and stress at home or work - No							
	Diet - No							
Is there likely to be a significant demand on any of the following health and social care services?	Social services Primary care - No							
	Community services - No							
	Primary / hospital care/ A&E / Need for medicines etc - No							

Step 5: Procurement and partnership

Is this project due to be carried out wholly or partly by contractors?	N
If yes, what steps did you take to ensure that any partner organisation you work with complies with equality and human rights legislation, specifically in relation to:	
• tendering and specifications	
• awards process	
• contract clauses	
• monitoring and performance measures	

Step 6: Making a decision and actions

What practical actions do you recommend to reduce, justify or remove any adverse/negative impact? N/A Reflect these actions in the E&D part of the Directorate Business plans.		
Action	Lead Officer	Deadline
N/A		

Step 7: Monitoring and review

How will you monitor the impact and effectiveness of this policy (function etc.)?	Service outcomes provided by the CU (?) through grant funding are monitored on a quarterly basis and to linked to grant payments.
Next review of the policy (function etc.)	

Step 8 Signing off; Overview and Scrutiny involvement; Publishing

Lead Officer:	Mark Futter & Ian Fullerton	
Approved by Head of Service:		
Overview and Scrutiny involvement		
Date:		
Comments / Actions emerging from challenge session	Lead Officer	Deadline

All Impact Assessments are publicly available from a designated area of the Council's website, please forward the completed EIA to the Equality and Diversity Managers for publishing.