



# OFFICIAL Employment Equality Impact Assessment Screening Form

**PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM**

1. Summary Information	
Date screening completed	June 2018
Name of policy / project/ service reform?	Cordia transfer back in to Glasgow City Council
Project duration	6 months
What is the aim or purpose of the policy, strategy or service reform?	City Administration Committee have decided that the continued successful delivery of Cordia services can be better achieved by transferring them to other areas of the Glasgow Family.
Which employees may be affected?	All Cordia employees
Who is responsible developing this policy, strategy or service reform?	Catharine Kirwan, Executive HR Manager – HR Stream Lead

**2. Does this proposed change have a potential impact on employees?**

	No	Yes	If yes provide summary explanation
a) Introduce a new policy or amends an existing policy affecting employees?		<b>X</b>	Employee's condition of service, policies and practices will be harmonised with Glasgow City Council (GCC). This will ensure employees who transfer will have parity with GCC employees.
b) Involve a change of departmental or service structure?		<b>X</b>	As detailed above employees will move into Social Work Services and Property & Land Services.
c) Involve a reduction or increase in workforce?		<b>X</b>	There will be no reduction or increase to the workforce from Cordia who are affected by this change. As they are transferring into Glasgow City Council the overall headcount of the council will increase.
d) Change employees' terms and conditions		<b>X</b>	Employee's condition of service, policies and practices will be harmonised with Glasgow City Council (GCC). This will ensure employees who transfer will have parity with GCC employees.
e) Change employees' working hours?	<b>X</b>		The role and hours which employees carry out in Cordia will remain as they are with Cordia in the new organisation. An operational lift and lay approach will be implemented.
f) Change employees' work location?		<b>X</b>	The majority of employees will see no change to work location an operational lift and lay approach will be implemented. A small number will move location, these will mainly be employees in support type roles for example HR, Finance, Communications etc.



# OFFICIAL Employment Equality Impact Assessment Screening Form

g) Change aspect of employees' physical work environment?		<b>X</b>	This will not affect the majority of employees and only as detailed in the response to f)
h) Introduces new or amends existing working practices for employees?		<b>X</b>	This will not affect the majority of employees and only as detailed in the response to f) Due to the nature of the activities carried out by those in these types of support roles there will be some change to working practices to ensure consistency. An operational lift and lay approach will be implemented.

3. Equality Act 2010 Screening Questions				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral / Unknown
a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways?  Please provide summary explanation(s) in the appropriate column(s).	Employees of different ages	<b>Positive</b> – GCC is an Age Positive employer, Cordia didn't participate in the scheme. This means that GCC takes proactive steps to reduce age discrimination in all our activities. This is a positive change for employees transferring.	-	-
	Employees with a disability	<b>Positive</b> – GCC is a fully accredited Disability Confident employer and working towards becoming a Disability Confident Leader. Cordia was Disability Confident Committed however had still to achieve full accreditation. This means that all employees transferring will have the advantage of working for a Disability Confident Employer and the commitments and benefits of that.  GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a> . This is a positive change for employees transferring.	-	-
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	-	-	<b>Neutral</b>
	Employees who are pregnant or subject to	<b>Positive</b> – GCC has committed to the Principles of the Working Forward Campaign which supports pregnancy	-	-



**OFFICIAL**  
**Employment Equality Impact Assessment Screening Form**

	maternity arrangements	and maternity rights. Cordia did not participate in this scheme.  GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a> . This is a positive change for employees transferring.		
	Employees belonging to race, cultural and ethnic groups	<b>Positive</b> – GCC have established a BME Employee Peer Support Network and have a Cross Party BME Action Plan to increase BME workforce representation and ensure support for BME colleagues. Cordia had not developed specific BME actions.  GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a> . This is a positive change for employees transferring.	-	-
	Employees who have a religion or belief, or who do not	-	-	<b>Neutral</b>
	Female and Male employees	<b>Positive</b> – As detailed at question 2 where GCC terms and conditions are better than Cordias all employees will benefit from enhanced payments. Whilst this is a positive outcome for the whole workforce and not gender specific given that the majority of Cordia’s workforce are female this is certainly a positive outcome for these women who in the majority are in care and cleaning roles seen traditionally as lower paid with less opportunities. GCC also has an established Women’s Employee Peer Support Network which will these women can access which Cordia did not have.  GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a> . This is a positive change for employees transferring.	-	-
	Employees who are gay, lesbian, bisexual, heterosexual	<b>Positive</b> – GCC has an established LGBTI+ Employee Peer Support Network (Prism) as well as a dedicated telephone support line for LGBTI+ Employees. Cordia	-	-



**OFFICIAL**  
**Employment Equality Impact Assessment Screening Form**

		did not provide this level of support.		
		GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a> . This is a positive change for employees transferring.		
	Employees with caring responsibilities	<b>Positive</b> – GCC is a Carer Positive Established Organisation and working towards becoming an Exemplar organisation. Cordia didn't participate in the Carer Positive Scheme. This means that employees with caring responsibilities will have access to improved practices and support options including an Employee Peer Support Network. This will assist them to balance their working life with their caring responsibilities. GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a> . This is a positive change for employees transferring.	-	-
	Full Time Employees	-	-	<b>Neutral</b>
	Part Time Employees	-	-	<b>Neutral</b>
Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact	
<p>b) Is there a risk that any part of this policy, strategy or service reform could cause discrimination (either directly or indirectly), harassment or victimisation to any of the groups opposite?</p> <p>If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.</p>	Employees of different ages	No negative impact identified.	-	
	Employees with a disability	Changes to line management of location may impact the employee due to their personal circumstances.	<p>For the majority of employees' management reporting lines and locations will not change therefore any arrangements which are in place or have been agreed will continue.</p> <p>Where there is a change of line management or location for employees in this category these will be looked at on a case by case basis involving previous line management, new line management and the employee to agree a plan during the transfer period.</p> <p>All impacts relevant to the employee with</p>	



**OFFICIAL**  
**Employment Equality Impact Assessment Screening Form**

			<p>be reviewed and appropriate risk assessments conducted (this could include physical aids, location review to identify issues, mental wellbeing etc.)</p> <p>An action will be included in the overall transition plan to capture where there may be any affected employees in order that appropriate action can be taken to reduce or minimise the impact on the employee.</p>
	<p>Employees who intend, plan to undergo are under going or have undergone gender reassignment</p>	<p>Changes to line management or location may impact on the employee due to their personal circumstances.</p>	<p>For the majority of employees' management reporting lines and locations will not change therefore any arrangements which are in place or have been agreed will continue.</p> <p>Where there is a change of line management or location for employees in this category these will be looked at on a case by case basis involving previous line management, new line management and the employee to agree a plan during the transfer period.</p> <p>An action will be included in the overall transition plan to capture where there may be any affected employees in order that appropriate action can be taken to reduce or minimise the impact on the employee.</p>
	<p>Employees who are pregnant or subject to maternity arrangements</p>	<p>Potential of not being aware of the changes or feeling vulnerable due to not being at work during the transition period.</p>	<p>Activity built into communications plans to ensure appropriate and adequate communications happen with employees currently on maternity leave. The approach to comms will be agreed with</p>



OFFICIAL

# Employment Equality Impact Assessment Screening Form

			employees to ensure they understand the changes and any implications for them.
	Employees belonging to race, cultural and ethnic groups	No negative impact identified.	-
	Employees who have a religion or belief, or who do not	No negative impact identified.	-
	Female and Male employees	No negative impact identified.	-
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No negative impact identified.	-
	Employees with caring responsibilities	No negative impact identified.	-
	Full Time Employees	No negative impact identified.	-
	Part Time Employees	No negative impact identified.	-
Question	Three needs of Equality Act 2010	Summary explanation	
c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the Equality Act as shown opposite and provide a summary explanation in the end column.	Eliminate unlawful discrimination, harassment and victimisation.	In section 3 a), 7 out of the 11 points are positive and 4 are neutral. Explanations are provided to explain the positive impacts which will assist achieve this need of the equality act.	
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	In section 3 a), 7 out of the 11 points are positive and 4 are neutral. Explanations are provided to explain the positive impacts which will assist achieve this need of the equality act.	
	Foster good relations between people who share a protected characteristic and those who don't.	In section 3 a), 7 out of the 11 points are positive and 4 are neutral. Explanations are provided to explain the positive impacts which will assist achieve this need of the equality act.	

4. Conclusion			
	Yes	No	Explanation
a) Should you proceed to a full EEqIA for this policy or decision?		X	The responses at question 2 show that there will be a potential impact this impact is for approximately approx. 50 employees

OFFICIAL



**OFFICIAL**  
**Employment Equality Impact Assessment Screening Form**

<p>Please provide a brief statement explaining why you have made this decision.</p>		<p>from a workforce of 6634 therefore 0.75% of the workforce, the other 99.25% of the workforce won't be impacted.</p> <p>In section 3 a), 7 out of the 11 points are positive and 4 are neutral. Explanations are provided to explain the positive impacts these positive impacts will affect all of the workforce.</p> <p>In section 3 b) again the potential impact is only for approx. 50 employees, 0.75% of overall workforce. The identified impacts are in relation to transgender, disabled employees or employees who are pregnant or on maternity leave. The numbers affected will be low and the proposed activity detailed will ensure there is no or very low impact to these employees.</p> <p>In section 3 c) we have shown that the evidence detailed at sections 3 a) and b) will ensure that the transfer of employees from Cordia will build on the work already completed in GCC to meet the three needs of the Equality Act.</p> <p>In conclusion there are many positive impacts from an Equality perspective of this change, any potential negative impacts will affect approx. 50 employees 0.75% of the overall workforce and only if they fall into the categories who will be impacted, therefore the actual numbers affected will be very low. We have built activity into the overall project plan to mitigate any negative impacts. Equality &amp; Diversity will be a standing agenda point at the HR Stream meetings in order that consideration can be given to any further activity or EqIA requirements. Given this we have concluded that a full EqIA is currently not required.</p>
<ul style="list-style-type: none"> <li>• <b>If you are proceeding to a full EEqIA please refer to the template EEqIA.</b></li> <li>• <b>If you are not proceeding to a full EEqIA please answer the questions below:</b></li> </ul>		
<p>b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or policy, strategy or service reform</p>	<p>Yes.</p>	



**OFFICIAL**  
**Employment Equality Impact Assessment Screening Form**

implementation plan? If yes, please provide a brief statement about this opposite.	As detailed at question 3 b) activity has been built into project plans to identify employees on maternity or adoption leave, those who intend, plan to undergo are undergoing or have undergone gender reassignment and employees who are disabled. This will ensure appropriate discussions take place to agree plans during transition period.
c) Have you identified anything which is likely to change during the implementation stages of the policy, strategy or service reform which would result in your reviewing this screening?  If yes, please provide a brief statement opposite.	Nothing has been identified.  Equality is considered as part of the HR Project Work Stream on an ongoing basis. If there is anything identified which has impacts upon this screening a review will be completed.
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?	Yes this has been included in project plans for the HR Project Work Stream.

**5. Screening Sign off**

I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:

**Signature of HR Manager:** *Catharine Kirwan, Depute Executive HR Manager*

WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO [CORPORATE HR EQUALITY & DIVERSITY](#)

**OFFICIAL**