



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	14 th May 2020		
Name of policy / project/ service reform?	Application of Homeworking Principles During Covid-19		
Project duration	Unknown will depend on Scottish Government guidance during Covid-19 and will be subject to regular review.		
What is the aim or purpose of the policy, strategy or These service reform?	<p>One of the key priorities of Glasgow City Council is to look after the health and wellbeing of its employees As a result of the Covid-19 pandemic and the guidance issued by Scottish Government the council authorised employees to work from home if they were a non-essential workers and had meaningful work that could be completed. This included a large number of employees who had not previously worked from home.</p> <p>Some employees had access to council equipment, others required to use their own personal equipment.</p> <p>Homeworking principles were developed to allow council employees to work from home safely. These principles were in conjunction with existing guidance on information security and acceptable use policy.</p>		
Which employees may be affected?	All non-essential employees excluding teachers who are able to work from home		
Who is responsible developing this policy, strategy or service reform?	Head of HR		
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?	X		
b) Involve a change of departmental or service structure?	X		
c) Involve a reduction or increase in workforce?	X		
d) Change employees' terms and conditions	X		
e) Change employees' working hours?	X		
f)Change employees' work location		X	Employees authorised to work from home during Covid-19 restrictions.
g) Change aspect of employees' physical work environment?	x		
h) Introduces new or amends existing working practices for employees?			



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3. Equality Act 2010 Screening Questions

Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown
<p>a) Will this policy, strategy or service reform impact on any employee groups shown opposite in different or particular ways?</p> <p>Please provide summary explanation(s) in the appropriate column(s).</p>	Employees of different ages			These principles apply to all employees working from home regardless of age. Any individual issues should to be discussed with manager.
	Employees with a disability		May not have adjustments at home	
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			These principles apply to all employees working from home regardless of whether they intend, plan to undergo, are undergoing or have undergone gender reassignment. Any individual issues should to be discussed with manager.
	Employees who are pregnant or subject to maternity arrangements	All pregnant employees were sent home following government guidance. If able to work from home then they should follow the homeworking		

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		principles.	
	Employees belonging to race, cultural and ethnic groups		These principles apply to all employees working from home regardless of whether they belong to a race, cultural or ethnic group. Any individual issues should to be discussed with manager
	Employees who have a religion or belief, or who do not		These principles apply to all employees working from home regardless of whether they have a religion or belief or not. Any individual issues should to be discussed with manager
	Female and Male employees		These principles apply to all employees working from home regardless gender. Any individual issues should to be discussed with manager

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	Employees who are gay, lesbian, bisexual, heterosexual			These principles apply to all employees working from home regardless of their sexual orientation. Any individual issues should be discussed with manager
	Employees with caring responsibilities		Some employees with caring responsibilities may struggle to balance the demands of their caring responsibilities with their work priorities.	
	Full Time Employees			These principles apply to all employees working from home regardless of whether they worked full time. Any individual issues should be discussed with manager
	Part Time Employees			These principles apply to all employees working from home regardless of whether they worked part time. Any individual



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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	None	
	Employees with a disability	Employee may have had adjustments in the workplace.	Employee and manager have a discussion to identify if working from home is appropriate. If necessary employee can take home the adjustments to allow them to work from home safely. Additional information from SCOPE, a disabled charity on homeworking is available to employees,
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	None	
	Employees who are pregnant or subject to maternity arrangements	None	
	Employees belonging to race, cultural and ethnic groups	None	
	Employees who have a religion or belief, or who do not	None	
	Female and Male employees	None	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	None	
	Employees with caring responsibilities		Council has a 5 days paid special leave during Covid-19 to help them to make arrangements if possible. Those employee should discuss their circumstances with their manager so that solutions can be identified and working arrangements agreed.
	Full Time Employees	None	

issues should to be discussed with manager I

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	Part Time Employees	None	
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.	Managers will continue to have discussions with employee regarding their working arrangements regardless of any protected characteristics employees may have.	
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	The council will continue to work in line with our employment policies including equal opportunities,	
	Foster good relations between people who share a protected characteristic and those who don't.	All employees regardless of any protected characteristic should raise any concerns or issue with their manager	

4. Conclusion			
	Yes	No	Explanation
a) Should you proceed to a full EEqIA for this policy or decision? Please provide a brief statement explaining why you have made this decision.		X	There is no difference between those who share a relevant protected characteristics and those who don't. Exceptions to this are those employees with a disability and those employees with caring responsibilities. Majority of points in section 3 are neutral and any impact will be on an individual basis. Employee should have a discussion with line manager to agree any solutions
<ul style="list-style-type: none"> If you are proceeding to a full EEqIA please refer to the template EEqIA. If you are not proceeding to a full EEqIA please answer the questions below: 			
b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or policy, strategy or service reform implementation plan? If yes, please provide a brief statement about this opposite.			
c) Have you identified anything which is likely to change during the	No		

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<p>implementation stages of the policy, strategy or service reform which would result in your reviewing this screening?</p> <p>If yes, please provide a brief statement opposite.</p>	
<p>d) Have you added Equality into the implementation plan for this policy, strategy or service reform?</p>	<p>Any updates to these principles will require an equality impact assessment.</p>

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: Lynn Norwood, Senior Strategic Human Resources Manager

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

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