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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	13 th May 2020
Name of policy / project/ service reform?	Pay Principles during COVID-19
Project duration	Initially until end of June 2020 however they are subject to review
What is the aim or purpose of the policy, strategy or service reform?	<p>During the global coronavirus pandemic Glasgow City Council made a commitment to safeguard all employees continued employment in line with their contractual arrangement. This was for both permanent and temporary employees.</p> <p>The council recognises that its workforce comprises of a wide range of employees who support our diverse council activity. As a business the council worked hard to find solutions to support our key workforce groups - this includes employees on standard conditions as well as our flexible workforce who support the council during peak levels of activities.</p> <p>The following arrangements were introduced to support the council's flexible workforce - in terms of their continuity of employment and /or earnings during current restrictions.</p> <p>Casual employees – employees in this group continued to receive an average wage based on their earnings between January and March 2020.</p> <p>Part-time employees that work regular additional core hours – it was recognised that there is a small number of part time workers in certain areas of the business who regularly and consistently work additional fixed hours that are not within their contractual hours. Employees in this group were identified and agreement reached that they should receive a relevant number of additional hours pay on a 4 weekly basis. This will be linked to the regular additional hours they have worked over a set period.</p> <p>Agency workers – Although not employees, the council has given the commitment to safeguarding continuity of their earnings. They confirmed with the relevant staffing agencies that we have extended the opportunity for agency workers to receive an average wage, based on their earnings between January and March 2020, in line with the same commitments we have made to our</p>

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	casual employees. These arrangements for our flexible workforce have been agreed up to the end of June 2020 and will be subject to further review.
Which employees may be affected?	Casual employees Those part time employees who regularly work additional hours and: Any employee with a pay query.
Who is responsible developing this policy, strategy or service reform?	Head of Corporate 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		
g) Change aspect of employees' physical work environment?	X		
h) Introduces new or amends existing working practices for employees?		X	The approach to payment of casual employees, part time employees who regularly work additional hours or any employee who has a query around their pay has been amended on a temporary basis to accommodate business needs during the current restrictions.

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?	Employees of different ages			Neutral – all employees will continue to receive their contractual pay.
	Employees with a disability			Neutral – all employees will

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Please provide summary explanation(s) in the appropriate column(s).				continue to receive their contractual pay
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Neutral– all employees will continue to receive their contractual pay.
	Employees who are pregnant or subject to maternity arrangements			Neutral – all employees will continue to receive their contractual pay
	Employees belonging to race, cultural and ethnic groups			Neutral– all employees will continue to receive their contractual pay
	Employees who have a religion or belief, or who do not			Neutral – all employees will continue to receive their contractual pay
	Female and Male employees	At 31 st March 2020 89.6% of the council's workforce were female. The majority of those part time employees who regularly work additional hours will be female.		
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral – all employees will continue to receive their contractual pay
	Employees with caring responsibilities			Neutral – all employees will

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				continue to receive their contractual pay
	Full Time Employees			Neutral – all employees will continue to receive their contractual pay
	Part Time Employees	Only those employees who are part time and regularly work additional hours will continue to receive pay based on an average of additional hours worked during January – March 2020. All other employee will continue to receive their contractual pay.		
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 impact		
	Employees with a disability	No impact		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	No impact		
	Employees who are pregnant or subject to maternity arrangements	No impact		
	Employees belonging to race, cultural and ethnic groups	No impact		
	Employees who have a religion or belief, or who do not	No impact		
	Female and Male employees	86.9% of part time employees are females.		
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No impact		

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	Employees with caring responsibilities	No impact	
	Full Time Employees	No impact	
	Part Time Employees	Those part time employees who regularly work additional hours will receive additional payment based on average hours worked during January-March. This is a positive impact	
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.	All employees regardless of any protected characteristic continue to receive their contractual pay. Those part time employees who regularly work additional hours are being paid an additional payment based on their average hours worked during January-March.	
	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 its policies and procedures including equal opportunities and Equality Act 2010.	
	Foster good relations between people who share a protected characteristic and those who don't.	There is minimum impact on the pay principles put in place.	

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	No – In reference to 3a) nine points are neutral and two are positive. Explanations are provided to explain positive impacts which will assist to achieve the needs of the Equality Act.
<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: 			

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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.	No
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.	No
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?	Yes – any future changes to pay principles will be subject to Equality Impact Assessment.

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

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