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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**

<b>1. Summary Information</b>							
Date screening completed	21 May 2020						
Name of policy / project/ service reform?	Volunteering During COVID 19 restrictions						
Project duration	Unknown will be determined by government guidelines						
What is the aim or purpose of the policy, strategy or service could reform?	<p>The purpose of the volunteering project is to supply and supplement resources in order to ensure that essential services can continue to be delivered during the global COVID 19 pandemic.</p> <p>Senior management identified the roles and people within the organisation that contributed to the delivery of essential services still requiring to be delivered during this unprecedented pandemic. These included health and social care, cleansing and areas of Finance responsible for paying companies and our staff.</p> <p>Resources would inevitably be affected as the announcement was made by the Prime Minister and First Minister that people within the high risk categories (please see table below) should stay at home. Others would isolate if they or family members were to show symptoms of the virus and some would report sick due to the virus.</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><b>High Risk Group</b></th> </tr> </thead> <tbody> <tr> <td>Aged 70 or older (regardless of medical conditions)</td> </tr> <tr> <td>Under 70 and instructed to get a flu jab as an adult each year on medical grounds</td> </tr> <tr> <td>Pregnant</td> </tr> <tr> <td>Significant underlying health condition</td> </tr> <tr> <td>Long term health condition</td> </tr> </tbody> </table> <p>Volunteers were therefore sought from those defined as non-essential workers, via an internal advert, to support the delivery of these essential services.</p> <p>Names and details were collated centrally of individuals. Managers detail their requirements and details are matched from the register of volunteers and their preferences to find suitable volunteers to support the delivery of the essential service.</p>	<b>High Risk Group</b>	Aged 70 or older (regardless of medical conditions)	Under 70 and instructed to get a flu jab as an adult each year on medical grounds	Pregnant	Significant underlying health condition	Long term health condition
<b>High Risk Group</b>							
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	All employees/volunteers continue to be paid their contractual salary.		
Which employees may be affected?	Non-essential workers who volunteered to perform, temporary, alternative duties.		
Who is responsible developing this policy, strategy or service reform?	Head of Human Resources		
<b>2. Does this proposed change have a potential impact on employees?</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes provide summary explanation</b>
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		No change to terms and conditions for GCC or Glasgow Life volunteers, however, Glasgow Life volunteers will be covered by GCC insurance policies for the duration of their volunteering placement.  Impact assessment only required for GCC employees.
e) Change employees' working hours?		X	Individuals won't work more than their contractual weekly hours but there may be a change to their working days/hours but this would only be with agreement from the volunteer and with no impact on their salary.
f) Change employees' work location?		X	This may involve working from home or an alternative temporary work location, depending on the role matched to and accepted by the employee.
g) Change aspect of employees' physical work environment?		X	Yes due to restrictions implemented by the Government and to ensure essential services are delivered, some employees may be working in a completely different environment. For example this could change from working in an office environment to driving. Employees are matched to ensure they meet the requirements and discussions take place to ensure that they are comfortable with the arrangements. If not, they do not take up the role and continue with their existing arrangements. These arrangements are assessed to ensure we minimise impact

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			across the protected characteristics.
h) Introduces new or amends existing working practices for employees?		x	Temporary introduction of different ways of working in order that the organisation can adhere to the COVID lockdown however continue to deliver services to the most vulnerable.

<b>3. Equality Act 2010 Screening Questions</b>				
<b>Question</b>	<b>Protected Characteristic</b>	<b>Potential Impact</b>		
		<b>Positive</b>	<b>Negative</b>	<b>Neutral/Unknown</b>
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	Following government advice all employees aged 70 and over whether in essential or non-essential were sent home. They can volunteer for an alternative volunteering role but the completion of the shielding pro forma would highlight that they were only available for homeworking which is in accordance with Government guidelines. In all circumstances they will continue to receive full contractual salary.		
	Employees with a disability	Information is gathered in a safeguarding pro forma to determine if adjustments need to be made to allow the arrangement to proceed. This is an entirely voluntary arrangement and therefore if an employee feels that the role or		



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		working conditions do not permit them to fulfil the role, due to their disability, then they can say no.		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager.
	Employees who are pregnant or subject to maternity arrangements	All pregnant employees were sent home whether they were in an essential role or not. They can volunteer for an alternative volunteering role but the completion of the shielding pro forma would highlight that they were only available for homeworking which is in accordance with Government guidelines. In all circumstances they will continue to receive full contractual salary.		.
	Employees belonging to race, cultural and ethnic groups			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager.

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	Employees who have a religion or belief, or who do not			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager.
	Female and Male employees			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager.
	Employees who are gay, lesbian, bisexual, heterosexual			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager.
	Employees with caring responsibilities	Volunteers' availability is considered when determining their ability to perform the role as some have caring/childcare responsibilities that need to be taken into account.  Some of the roles are flexible in terms of when the service is	If any negative impact was identified, the voluntary arrangement would cease if there was no workaround.	

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		delivered and therefore can assist with balancing caring responsibilities.		
	Full Time Employees			No overall negative impact has been identified as arrangements are voluntary and employees will continue to receive full salary whether they work fulltime hours or not. An employee should discuss individual concerns with their line manager
	Part Time Employees			No overall negative impact has been identified as arrangements are voluntary and employees will continue to receive full salary and not be required to work more than their contractual hours.
Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact	
b) Is there a risk that any part of this policy, strategy or service reform	Employees of different ages	None	In accordance with Government guidance employees/volunteers over 70 year olds must stay home and therefore can only	

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<p>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>			be considered for homeworking volunteering roles.
	Employees with a disability		Any potential impact will be on a case by case basis. Line manager and employee to have a discussion to identify solutions.
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	None	
	Employees who are pregnant or subject to maternity arrangements		All pregnant employees were sent home and can volunteer for home based opportunities. If they were unable to work from home they were still paid their contractual pay.
	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	None, as the roles are accepted by volunteers if the arrangements are flexible and agreeable to the employee.	Manager should discuss and agree with employees arrangements which supports their caring responsibilities.
	Full Time Employees	None	
	Part Time Employees	None	
	<b>Question</b>	<b>Three needs of Equality Act 2010</b>	<b>Summary explanation</b>
c) Please review how this policy,	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	The council will continue to work in line with our employment policies	

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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.	between people who share a relevant protected characteristic and those who don't	including equal opportunities,
	Foster good relations between people who share a protected characteristic and those who don't.	The act of Volunteering has fostered good relations between ALL employees and the community regardless of any protected characteristics. All employees should raise any concerns or issue with their manager.

4. Conclusion			
	Yes	No	Explanation
<p>a) Should you proceed to a full EEqIA for this policy or decision?</p> <p>Please provide a brief statement explaining why you have made this decision.</p>		x	This is a temporary arrangement put in place to supplement existing areas of the business, identified as essential services, during this pandemic. These volunteering arrangements will cease as restrictions are lifted. There is therefore no requirement for a full EEqIA.
<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 implementation plan? If yes, please provide a brief statement about this opposite.</p>	No		
<p>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?</p> <p>If yes, please provide a brief statement opposite.</p>	No		
<p>d) Have you added Equality into the implementation plan for this policy, strategy or service reform?</p>	Temporary arrangements until further guidance from Scottish Government regarding recovery and next steps. It is then believed that volunteering will cease and individuals will revert to their substantive roles.		
5. Screening Sign off			

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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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