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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	November 2020		
Name of policy / project/ service reform?	City Parking (Glasgow) LLP transfer to Glasgow City Council		
Project duration	3 - 6 months		
What is the aim or purpose of the policy, strategy or service reform?	City Administration Committee has decided that the continued successful delivery of City Parking services can be better achieved by transferring them to Glasgow City Council (GCC).		
Which employees may be affected?	All City Parking employees		
Who is responsible developing this policy, strategy or service reform?	Geraldine Ham, Strategic Human Resources Manager		
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	This transfer will take place in line with Transfer of Undertaking (Protection of Employment) (TUPE) Regulations ensuring the employees current employment conditions are protected.
b) Involve a change of departmental or service structure?		X	As detailed above employees will move into GCC Neighbourhoods, Regeneration and Sustainability as well as GCC Corporate Support. The latter includes 14 City Parking Support employees and will follow LEO principles.
c) Involve a reduction or increase in workforce?		X	There will be no reduction or increase to the workforce from City Parking 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		X	This transfer will take place in line with Transfer of Undertaking (Protection of Employment) (TUPE) Regulations ensuring the employees current employment conditions are protected.
e) Change employees' working hours?	X		The role and hours which employees carry out in City Parking will remain the same within the new service. An operational lift and lay approach will be implemented.
f) Change employees' work location?		X	The majority of employees will see no change to work location. Where there is a requirement to move location, appropriate consultation will take place with employees and impacts considered on a case by case basis.

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g) Change aspect of employees' physical work environment?		X	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?		X	This will not affect the majority of employees and only as detailed in the response to f) Employees in these type of support roles may see some change to working practices to ensure consistency.

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		-	Neutral - The proposal affects all "in-scope" employees regardless of age.-
	Employees with a disability	Positive – 3 staff have disclosed a disability. GCC is a fully accredited Disability Confident employer and working towards becoming a Disability Confident Leader. 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 Equality Outcomes 2017-2021. This is a positive change for employees transferring.	-	We will actively engage with disabled employees and relevant managers to ensure appropriate reasonable adjustments are in place, as necessary.
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	-	-	Neutral – The proposal affects all "in scope" employees regardless of whether they intend, plan to undergo or have undergone gender reassignment

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	Employees who are pregnant or subject to maternity arrangements	<p>Positive – Whilst no employee has been identified within this characteristic, GCC has committed to the Principles of the Working Forward Campaign which supports pregnancy and maternity rights. City Parking did not participate in this scheme.</p> <p>GCC have dedicated equality outcomes in relation to this in our Equality Outcomes 2017-2021. This is a positive change for employees transferring.</p>	-	-
	Employees belonging to race, cultural and ethnic groups	<p>Positive – GCC have established a BME Employee Peer Support Network, a specific BME employee assistance telephone line and have a Cross Party BME Action Plan to increase BME workforce representation and ensure support for BME colleagues. City Parking had not developed specific BME actions.</p> <p>GCC have dedicated equality outcomes in relation to this in our Equality Outcomes 2017-2021. This is a positive change for employees transferring.</p>	-	-
	Employees who have a religion or belief, or who do not	-	-	Neutral – The proposal affects all “in scope” employees regardless of religion or belief
	Female and Male employees	<p>Positive – GCC has an established Women’s Employee Peer Support Network which these women can access which City Parking did not have.</p> <p>GCC have dedicated equality outcomes in relation to this in our Equality Outcomes 2017-2021. This is a positive change for employees transferring.</p>	-	The current gender profile is 64% in favour of males. The proposal will not change this demographic however, as this is due to the demographic of City Parking and not gender.

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	Employees who are gay, lesbian, bisexual, heterosexual	<p>Positive – GCC has an established LGBTI+ Employee Peer Support Network (Prism) as well as a dedicated telephone support line for LGBTI+ Employees. City Parking did not provide this level of support.</p> <p>GCC have dedicated equality outcomes in relation to this in our Equality Outcomes 2017-2021. This is a positive change for employees transferring.</p>	-	-
	Employees with caring responsibilities	<p>Positive – GCC is a Carer Positive Exemplary Organisation 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. City Parking did not participate in this scheme.</p> <p>GCC have dedicated equality outcomes in relation to this in our Equality Outcomes 2017-2021. This is a positive change for employees transferring.</p>	-	-
	Full Time Employees	Hours will not be affected unless requested by employee	-	Neutral
	Part Time Employees	Hours will not be affected unless requested by employee	-	Neutral
Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact	
	Employees of different ages	No negative impact identified.	-	

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<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>	<p>Employees with a disability</p>	<p>Changes to line management or location may impact the employee due to their personal circumstances.</p>	<p>At present, 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 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>
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	<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>Whilst no employee has been identified in this characteristic, currently, there is the potential of an employee 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 any employees who are on maternity leave. The approach to communications will be agreed with employees to ensure they understand the changes and any implications for them.</p>
	<p>Employees belonging to race, cultural and ethnic groups</p>	<p>No negative impact identified.</p>	<p>-</p>
	<p>Employees who have a religion or belief, or who do not</p>	<p>No negative impact identified.</p>	<p>-</p>
	<p>Female and Male employees</p>	<p>No negative impact identified.</p>	<p>-</p>
	<p>Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership</p>	<p>No negative impact identified.</p>	<p>-</p>

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	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), 6 out of the 11 points are positive and 5 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), 6 out of the 11 points are positive and 5 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), 6 out of the 11 points are positive and 5 are neutral. Explanations are provided to explain the positive impacts which will assist achieve this need of the equality act.	

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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	<p>The responses at question 2 show that there may be a potential impact. This impact is for approximately 14 support employees from a workforce of 146 therefore 9% of the workforce and only if required in line with LEO principles. The other 91% of the workforce won't be impacted.</p> <p>In section 3 a), 6 out of the 11 points are positive and 5 are neutral. Explanations are provided to explain the positive impacts these positive impacts will affect all of the workforce. In section 3 b) again the potential impact is only for 14 employees, 9% 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 City Parking 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 14 employees 9% of the overall workforce and only if they fall into the categories who will be impacted, therefore the actual numbers affected will be low, these impacted employees are mainly in support roles. We have built activity into the overall project plan to mitigate any negative impacts.</p> <p>Equality & Diversity will be a standing agenda point at the HR Stream meetings in order that consideration can be given to any further activity or EeqIA requirements. Given this we have concluded that a full EeqIA is currently not required.</p>

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• 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:

<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>	<p>Yes.</p> <p>As detailed at question 3 b) activity has been built into project plans to identify employees who may become 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.</p>
<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>	<p>Nothing has been identified.</p> <p>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.</p>
<p>d) Have you added Equality into the implementation plan for this policy, strategy or service reform?</p>	<p>Yes this has been included in project plans for the HR Project Work Stream.</p>

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: Geraldine Ham, Strategic Human Resources Manager

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