



# Employment Equality Impact Assessment Screening Form

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

1. Summary Information	
Completion date	Education session - August 2024
Name of policy / project/ service reform?	Teachers Service Reform
Project duration	Jan – August 2024
What is the aim or purpose of the policy, strategy or service reform?	To allow Glasgow City Council to produce a balanced budget, with savings of £108m required from council services over the next three years. Education Services must revise the teachers staffing formula to address the £6.74m savings required in Year 1. <b>Main outcomes of Service Reform.</b> - A reduction in the workforce with no direct job losses. - No change to employees' terms and conditions, working hours or physical work environment. - No foreseen amendments to existing working practices for employees.
Which employees may be affected?	Education Services - Teachers
Who is responsible developing this policy, strategy or service reform?	Education Directorate with scrutiny by the Political Oversight Group and City Administration Committee only if changes required to budget decision.

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?	No		
b) Involve a change of departmental or service structure?		Yes	Service structures are impacted by the development of a revised Teachers Staffing Formula for 2024.
c) Involve a reduction or increase in workforce?		Yes	The revised Staffing formula will result in a reduction to the teaching workforce across establishments.
d) Change employees' terms and conditions	No		
e) Change employees' working hours?	No		
f) Change employees' work location?	No		
g) Change aspect of employees' physical work environment?	No		
h) Introduces new or amends existing working practices for employees?	No		

3. Equality Act 2010 Screening Questions				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown
	Employees of different			X



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<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>	ages			
	Employees with a disability			X
	Employees who intend, plan to undergo, are under going or have undergone gender reassignment			X
	Employees who are pregnant or subject to maternity arrangements			X
	Employees belonging to race, cultural and ethnic groups			X
	Employees who have a religion or belief, or who do not			X
	Female and Male employees			X
	Employees who are gay, lesbian, bisexual, heterosexual			X
	Employees with caring responsibilities			X
	Full Time Employees			X
	Part Time Employees			X
<b>Question</b>	<b>Protected Characteristic</b>	<b>Potential Impact</b>	<b>Activity to stop or minimise impact</b>	
<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</p>	Employees of different ages	Newly Qualified teachers could be impacted by a lack of recruitment opportunities.	Ensuring further employment opportunities through Supply register and advertising future vacancies to this group directly.	
	Employees with a disability			
	Employees who intend, plan to undergo, are under going or have undergone gender reassignment			
	Employees who are pregnant or subject to maternity arrangements	Recognise employees who are pregnant or subject to maternity arrangements could	Existing employment legislation and the policy terms of LNCT 21, offer protection from any potentially negative socio-	



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minimise impact.		be identified as affected by service reform.	economic impact.
	Employees belonging to race, cultural and ethnic groups		
	Employees who have a religion or belief, or who do not	Subject to available posts, there may be fewer opportunities across denominational schools.	Monitoring of posts affected across denominational and non-denominational schools, with a focus on maintaining statutory staffing levels.  Ensuring the continued priority allocation of surplus staff in line with LNCT 21 policy.
	Female and Male employees	The service workforce is made up of more female employees than male. As a result, they may be more proportionally affected.	Monitoring affected employees by gender as a proportion of the wider workforce.  Maintain focus on maintaining statutory staffing levels.  Ensuring the continued priority allocation of surplus staff in line with LNCT 21 policy.
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership		
	Employees with caring responsibilities		
	Full Time Employees		
	Part Time Employees		
<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.	Ensuring the application of employment law and teachers LNCT policy arrangements through the service reform activity will eliminate unlawful discrimination, harassment and victimisation.	
	Advance equality of opportunity	Ensuring the application of employment law and teachers LNCT policy	



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<p>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.</p>	<p>between people who share a relevant protected characteristic and those who don't</p>	<p>arrangements through the service reform activity will eliminate unlawful discrimination, harassment and victimisation.</p> <p>Monitoring the impact on the protected characteristics of the affected staff to ensure we advance the equality of opportunity between people who share a relevant protected characteristic and those who don't.</p>
	<p>Foster good relations between people who share a protected characteristic and those who don't.</p>	<p>Creating clear, transparent and timely service communications to head teachers and affected staff, being clear on the fair and equal application of LNCT arrangements to deliver the service reform.</p> <p>Answering all staff queries and ensuring strong knowledge and understanding of the impact on individuals' own circumstances.</p> <p>Working with our trade unions to support good employee relations and understanding of the approach through service reform.</p>

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>There is no directly negative impact expected on any staff group who share a protected characteristic. It is expected the clear policy arrangements within LNCT offer the relevant mitigation.</p> <p>Therefore, a full EQUIA is not required at this time.</p> <p>We will continue to monitor the impact on affected staff groups and take appropriate action as 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 implementation plan? If yes, please provide a brief statement about this opposite.</p>			<p>The continued importance of the already planned robust consultation and communications plan that reaches all staff and trade unions and ensures effective understanding of the service reform activity and the relevant LNCT application.</p>



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<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>The requirement to monitor the affected staff and their protected characteristics, to ensure the service reform activity has not disproportionately affected any staff groups and all relevant legislative protections are being applied lawfully.</p>
<p>d) Have you added Equality into the implementation plan for this policy, strategy or service reform?</p>	<p>The application of LNCT 21 will ensure a fair and equal approach for all affected surplus staff.</p>
<b>5. Screening Sign off</b>	
<p>I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:</p> <p><b>Signature of Strategic HR Manager: <i>Jennifer Tees</i></b></p>	

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