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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	15 <sup>th</sup> May 2020		
Name of policy / project/ service reform?	Supporting Employees During Covid-19 (Mental Health Info)		
Project duration			
What is the aim or purpose of the policy, strategy or service reform?	<p>The health and wellbeing of its employees is always a priority for the council especially in these unprecedented times. To support all of its employees the council developed corporate communications through daily briefings which are uploaded onto council external website to ensure that all employees can gain access whether they had access to the council's intranet site or not.</p> <p>A pack for employees is available directing them to a range of information and support that will help them to look after their mental health and wellbeing during this difficult time. This includes links to a number of best practice resources that have been officially recognised and recommended by the Scottish Government for use to support employees' wellbeing during the COVID-19 pandemic</p> <p>These resources have been organised into twelve key themes in accordance with the Scottish Government and council guidelines. These include staying safe and well, emotional wellbeing, financial wellbeing, domestic abuse, sleep, social connections, eating well, physical activity, resilience, culture and behaviours and compassionate leadership.</p>		
Which employees may be affected?	All Employees		
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		

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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		

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
	Employees with a disability	Details included of Disabled employees equality network		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	Details included of employee assistance helpline for those employees seeking support with Lesbian, Gay, Bisexual, and Transgender and intersect issues.		
	Employees who are pregnant or subject to maternity arrangements	Details included in Lean in _women's and gender issues network Employees on maternity leave can access information form council's website		
	Employees belonging to race, cultural and ethnic groups	Details included of dedicated employee assistance helpline for employee requiring support with BME issues and contact details of BME employee Equality network.		
	Employees who have a religion or belief, or who do not			Neutral
	Female and Male employees	Details included on Lean in women's and gender issues networks		



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	Employees who are gay, lesbian, bisexual, heterosexual	Details included of dedicated employee assistance helpline for those employees seeking support with LGBTi issues and contact information for Prism, LGBTi equality network.		
	Employees with caring responsibilities	Details included of Carers equality network		Neutral
	Full Time Employees			Neutral
	Part Time Employees			Neutral
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	None		
	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			
	Female and Male employees	None		
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	None		
	Employees with caring responsibilities	None		
	Full Time Employees	None		
	Part Time Employees	None		
	Question	Three needs of Equality Act 2010	Summary explanation	

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<p>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.</p>	<p>Eliminate unlawful discrimination, harassment and victimisation.</p>	<p>All employees regardless of any protected characteristic have access to information and available supports.</p>
	<p>Advance equality of opportunity between people who share a relevant protected characteristic and those who don't</p>	<p>The council continues to meet its obligations of the Equality Act 2010.</p>
	<p>Foster good relations between people who share a protected characteristic and those who don't.</p>	<p>Information has been developed to support employees with their mental health and wellbeing especially during the Covid-19 pandemic.</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>In section 3 the information provided to support employees with their mental health and wellbeing has five area which are neutral and the remaining seven have identified a positive impact.</p>
<p>• If you are proceeding to a full EEqIA please refer to the template EEqIA.</p> <p>• If you are not proceeding to a full EEqIA please answer the questions below:</p>			
<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>			

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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