



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	4 th December 2018
Name of policy / project/ service reform?	Occupational Health Services
Project duration	4 years
What is the aim or purpose of the policy, strategy or service reform?	The council has a requirement to provide occupational health and health surveillance services to employees across the Glasgow Family. These services helps the council to maintain the health, safety and wellbeing of all its employees. This contract primarily supports maximising attendance arrangements and health surveillance programmes. It also extends to the licensing section for the purpose of taxi driver medicals.
Which employees may be affected?	All employees across Glasgow Family.
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?	✓		
b) Involve a change of departmental or service structure?	✓		
c) Involve a reduction or increase in workforce?	✓		
d) Change employees' terms and conditions	✓		
e) Change employees' working hours?	✓		
f) Change employees' work location?	✓		
g) Change aspect of employees' physical work environment?	✓		
h) Introduces new or amends existing working practices for employees?	✓		

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
	Employees with a disability			Unknown
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Unknown



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Please provide summary explanation(s) in the appropriate column(s).	Employees who are pregnant or subject to maternity arrangements			Neutral
	Employees belonging to race, cultural and ethnic groups			Unknown
	Employees who have a religion or belief, or who do not			Neutral
	Female and Male employees			Neutral
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral
	Employees with caring responsibilities			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	Neutral		
	Employees with a disability	Unknown	As part of the evaluation criteria there is a question for potential suppliers to provide details of how they will deliver occupational health services to employees with protected characteristics	
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	Neutral	As part of the evaluation criteria there is a question for potential suppliers to provide details of how they will deliver occupational health services to employees with protected characteristics	
	Employees who are pregnant or subject to maternity arrangements	Neutral	As part of the evaluation criteria there is a question for potential suppliers to provide details of how they will deliver occupational health services to employees with protected characteristics	
	Employees belonging to race,	Unknown	As part of the evaluation criteria there is a	



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	cultural and ethnic groups		question for potential suppliers to provide details of how they will deliver occupational health services to employees with protected characteristics
	Employees who have a religion or belief, or who do not	Unknown	
	Female and Male employees	Neutral	As part of the evaluation criteria there is a question for potential suppliers to provide details of how they will deliver occupational health services to employees with protected characteristics
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	Neutral	As part of the evaluation criteria there is a question for potential suppliers to provide details of how they will deliver occupational health services to employees with protected characteristics
	Employees with caring responsibilities	Neutral	Occupational health appointment can be provided during normal business hours. Employees are given paid time off to attend occupational health appointments
	Full Time Employees	Neutral	Occupational health appointment can be provided during normal business hours. Employees are given paid time off to attend occupational health appointments
	Part Time Employees	Neutral	Occupational health appointment can be provided during normal business hours. Employees are given paid time off to attend occupational health appointments
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	Eliminate unlawful discrimination, harassment and victimisation.	The advice from the occupational health provider will help to support employees in the workplace who suffer from health conditions which may be protected by the equality act.	
	Advance equality of opportunity between people who share a relevant protected characteristic	The advice from the occupational health provider will help to support employees in the workplace who suffer from health conditions which may be protected by the equality act.	



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Equality Act as shown opposite and provide a summary explanation in the end column.	and those who don't Foster good relations between people who share a protected characteristic and those who don't.	N/A
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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.		✓	Appropriate adjustments will be made as detailed through the screening to ensure that all risks are considered therefore a full EEqIA is not necessary.
<ul style="list-style-type: none"> If you are proceeding to a full EEqIA please refer to the template EEqIA. 			
<ul style="list-style-type: none"> If you are not proceeding to a full EEqIA please answer the questions below: 			
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 – When preferred supplier is identified a further employment equality impact assessment will be undertaken.		

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: Catharine Kirwan, Depute Executive HR Manager



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WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO [CORPORATE HR EQUALITY & DIVERSITY](#)