

**PRO-FORMA FOR ASSESSING THE
RELEVANCE OF FUNCTIONS/POLICIES TO THE GENERAL DUTIES
UNDER THE EQUALITY ACT 2010**

This form is to be completed by all service to assess whether a function, policy and operation has the potential for a negative or positive impact in relation to the general duties as per the Equality Act 2010.

Policy Name:	Housekeeping Standards Policy
Brief Description/Aims:	Community Safety Glasgow currently carries out work place inspections on all sites. These are completed by the Health & Safety Advisor and focus on the Health and Safety compliance aspects for the company. Regular clear desk audits are also conducted by the Facilities Manager. In addition to the above CSG realise that it is essential to ensure that general housekeeping standards are maintained throughout the estate. The Housekeeping Standards Policy details how this will be achieved.
Date of Assessment:	06/03/17
Service:	Corporate Services
Assessment Officer:	David Wilson

SECTION (1) EQUALITY COMPLIANCE

1.1 Which of the parts of the general duty is relevant to the function or policy:
(delivering equality between people who share a protected characteristic and those that do not)

	Duty	Relevance (high, medium, low)	Details
1	Eliminate discrimination, harassment and victimisation	High	It is the responsibility of each Head of Service and associated Operations Manager to ensure that the high standards of housekeeping within CSG facilities is maintained.
2	Advance equality of opportunity	Med	
3	Foster good relations	High	Heads of Service will be required to make regular housekeeping visits to each of their facilities on a regular basis. During these visits they must complete the associated checklist.

1.2 Is there any evidence or reason to believe that individuals/groups with protected characteristics could be affected?

EQUALITY IMPACT ASSESSMENT SCREENING FORM

(e.g. higher or lower uptake of services,
barriers to equality in access ?)

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Protected Characteristic	Positive impact	Negative Impact
Age	Yes	
Religion & Belief	Yes	
Sexual Orientation	Yes	
Gender	Yes	
Disability	Yes	
Gender Reassignment	Yes	
Pregnancy & Maternity	Yes	
Any other information or group that may be affected?		

SECTION (2)

EVIDENCE OF IMPACT

2.1 In coming to the above decision, with whom have you consulted and/or what information was gathered? (Sources include the Household Survey, consultation, research reports, equality monitoring, customer feedback forms, complaints)

No.	Consulted with / Research	Details of when / how	Outcome from consultation/research
	N/A		

2.2 How much evidence have you collected?

None	A little	Some	(A lot)
x			

2.3 Is there any public concern that functions/policies are being operated in a discriminatory manner? (e.g. expressed in the media, research reports, the Household Survey, customer feedback forms or complaints)

None	A little	Some	(A lot)
x			

Please specify:

SECTION (3)

ANY OTHER INFORMATION

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SECTION (4)

ASSESSMENT

Given the information above is a full EIA required?	No
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**EQUALITY IMPACT ASSESSMENT
SCREENING FORM**

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AUTHORISATION OF EIA

SECTION (5)

EIA Screening are to be completed by the service and forwarded to the Equality Team in Policy for assessment.

Responsibility	Name	Signature	Date
Officer Carrying Out Assessment	David Wilson		06/03/17
Equality Officer Assisting			
Head of Service <i>(Approved for publication)</i>			