



# OFFICIAL 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	07.09.2022
Name of policy / project/ service reform?	City Property Service Reform – Phase 1 & 2
Project duration	12 months
What is the aim or purpose of the policy, strategy or service reform?	<p>Revised staffing structure to reinforce and strengthen management, expertise and team working across the organisation and to address current service or skills gaps, provide clear governance arrangements and support structures to facilitate highly performing teams.</p> <p>A summary of the grades involved in Phase 1 &amp; 2 of the service review is detailed below: This is all posts in the current structure</p> <p>22 staff at Grades 1 - 4 60 staff at Grades 5 – 8 8 staff at Grade 9+</p> <p>Many posts in the revised structure will be filled via a competitive recruitment process. The exact number of posts to be advertised is not known at this stage, however we do know that posts will exceed people. These figures can be provided in a refresh of this document as we progress. It is anticipated that this will provide opportunity for development as well as engaging new staff</p>
Which employees may be affected?	All employees
Who is responsible developing this policy, strategy or service reform?	Pauline Barclay, Managing Director

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	Revised structure. This will include a review of every area and assessment of requirements based on operational needs structure
c) Involve a reduction or increase in workforce?		x	Overall increase in workforce
d) Change employees' terms and conditions	x		
e) Change employees' working hours?	x		
f) Change employees' work location?		x	A possibility, if deemed appropriate, but minimal.

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g) Change aspect of employees' physical work environment?	x		
h) Introduces new or amends existing working practices for employees?		x	A possibility as some duties are realigned

### 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			No known impact identified at this stage. Any reasonable adjustments will be made where necessary
	Employees with a disability			No known impact identified at this stage. Any reasonable adjustments will be made where necessary
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			No known impact identified at this stage. Any reasonable adjustments will be made where necessary
	Employees who are pregnant or subject to maternity arrangements			No known impact identified at this stage. Any reasonable adjustments will be made where necessary
	Employees belonging to race, cultural and ethnic			No known impact identified at this



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	groups			stage. Any reasonable adjustments will be made where necessary
	Employees who have a religion or belief, or who do not			No known impact identified at this stage. Any reasonable adjustments will be made where necessary
	Female and Male employees			No known impact identified at this stage. Any reasonable adjustments will be made where necessary
	Employees who are gay, lesbian, bisexual, heterosexual			No known impact identified at this stage. Any reasonable adjustments will be made where necessary
	Employees with caring responsibilities			No known impact identified at this stage. Any reasonable adjustments will be made where necessary
	Full Time Employees			No known impact identified at this stage. Any



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				reasonable adjustments will be made where necessary
	Part Time Employees			No known impact identified at this stage. Any reasonable adjustments will be made where necessary
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	No known impact identified at this stage	<p>To ensure that this process is open and transparent and the impact understood City property have :</p> <ul style="list-style-type: none"> <li>- Carried out TU engagement</li> <li>- Briefed all staff affected by the changes</li> <li>- Carried out One to Ones with all staff affected</li> <li>- Contacted those employees off sick and on maternity leave to ensure that they are included in the information flow and conversations around Service Reform</li> <li>- Have arranged Comms to release advising about Phase 2 and to update City Property Matters with links to posts as they are advertised</li> </ul>	
	Employees with a disability	No known impact identified at this stage		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	No known impact identified at this stage		
	Employees who are pregnant or subject to maternity arrangements	No known impact identified at this stage		
	Employees belonging to race, cultural and ethnic groups	No known impact identified at this stage		
	Employees who have a religion or belief, or who do not	No known impact identified at this stage		
	Female and Male employees	No known specific impact identified at this stage		
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No known specific impact identified at this stage		
	Employees with caring responsibilities	No known specific impact identified at this stage		
	Full Time Employees	No known specific impact identified at this stage		
	Part Time Employees	No known specific impact		

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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.	The service review will result in additional posts which will be filled via a competitive recruitment process. As with any post within City Property, these will be advertised and will of course encourage applications from under represented groups  City Property has policies and procedures in place that support employee relations, and covers the requirements of the Equality Act.
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	
	Foster good relations between people who share a protected characteristic and those who don't.	

<b>4. Conclusion</b>			
	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.		x	All employees are affected by this service review. All posts have been considered by this review and as such, this does not impact on a particular group with a protected characteristic or shared protected characteristic(s).  There is no requirement to proceed to a full EEqIA.
<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>			
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	



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d) Have you added Equality into the implementation plan for this policy, strategy or service reform?	Has been included through this screening assessment which will be shared with Trade Union and will be published.

**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: *Ellen McGowan*