



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			
Name of policy / project/ service reform?	Business Operations		
Project duration	September 2021 to March 2022		
What is the aim or purpose of the policy, strategy or service reform?	As part of the Business Operations Review, Commercial and Bulk will merge to create a centralised function and operate out of either Polmadie in the South or Gartcraig in the North effective from 20 March 2023. Currently this service operates out 7 depots which are located citywide, Queenslie, Eastern, Shieldhall, Anderson, Dawsholm, Western and Polmadie.		
Which employees may be affected?	Staff at Queenslie, Eastern, Dawsholm and Western will transfer to Gartcraig and those based at Shieldhall, Anderson will transfer to Polmadie. The staff based at Polmadie will have no locational change unless they identify a request to transfer to another area.		
Who is responsible developing this policy, strategy or service reform?	Neighbour Regeneration and Stainability - Senior Management Team		
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	The move will involve a change of location and management for the staff.
c) Involve a reduction or increase in workforce?		X	The move to either Polmadie or Gartcraig Depot will not in itself reduce or increase the overall workforce of Neighbourhoods, Regeneration & Sustainability. However, the overall headcount of Polmadie and Gartcraig Depot will increase and the other areas will see a reduction.
d) Change employees' terms and conditions		x	Some employees will see a salary increase moving from Monday to Friday to 4on/4off.
e) Change employees' working hours?		X	3 employees will change from Monday to Friday to

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			4on/4off and will see an increase to salary earnings for both non standard working payments and contractual overtime.
f) Change employees' work location?		X	Locations will reduce from 7 to 2
g) Change aspect of employees' physical work environment?		X	All located within NRS
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 - The proposal affects all "in-scope" employees regardless of age.
	Employees with a disability			Neutral - Whilst no employees "in scope" have disclosed a disability. If through engagement disabilities are identified then we will actively engage with disabled employees and relevant managers to ensure appropriate reasonable



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				adjustments are in place, as necessary.
	Employees who intend / plan to undergo / are undergoing or have undergone gender reassignment			Neutral - The proposal affects all "in scope" employees regardless of whether they intend, plan to undergo or have undergone gender re-assignment.
	Employees who are pregnant or subject to maternity arrangements			There are no employees on maternity leave however any who during the process may be affected by the locational change would be met with on a one to one basis as appropriate and support arrangements discussed as necessary to minimise any potential impact. However, action has been taken to ensure employees on maternity, adoption or



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				parental leave are included in all communications.
	Employees belonging to race, cultural and ethnic groups			Neutral - The proposal affects all "in scope" employees regardless of race, cultural and ethnic group.
	Employees who have a religion or belief, or who do not			Neutral - the proposal affects all "in scope" employees regardless of religion or belief.
	Female and Male employees			The current gender profile is 99% male, 1% female. The proposal will not change this demographic but will mean that male employees will be most affected. This, however, is due to the demographic of NRS and not gender specific.
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral - The proposal affects all "in scope"

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				employees regardless of sexual orientation.
	Employees with caring responsibilities			Neutral - Whilst no employees "in scope" have disclosed caring responsibilities as a potential difficulty at this stage, disclosure is a potential possibility. GCC is a Carer Positive Exemplary Organisation and will engage with employees who disclose caring responsibilities to ensure they have access to improved practices and support options available.
	Full Time Employees	Hours will not be affected unless requested by the employee. Work life balance requests and existing arrangements will be considered in accordance with GCC policy.		
	Part Time Employees	Hours will not be affected unless requested by the employee. Work life balance		



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		requests and existing arrangements will be considered in accordance with GCC policy.	
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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	Some employees with long service in one location will be transferred to a new location.	Reasonable adjustments will be considered, which will reduce the impact, if any, in all these categories.
	Employees with a disability		
	Employees who intend, plan to undergo are undergoing or have undergone gender reassignment	Pregnant employees and those on maternity leave may be subject to a locational change before or after maternity leave. Pregnant Workers Risk Assessment will be carried out as per normal practice.	We have taken an approach to inform and cascade information to management through a variety of communication methods, including engaging with staff who are long term absent. All managers will ensure that communications are cascaded through team meetings and direct contact with all team members.
	Employees who are pregnant or subject to maternity arrangements		
	Employees belonging to race, cultural and ethnic groups		
	Employees who have a religion or belief, or who do not		
Female and Male employees	Employees with a disability may be affected by a locational transfer and new building, affecting those with mobility issues.	Gartcraig and Polmadie has been fully impact assessed and no issues have been identified. Risk assessments for individual employees with a disability or those who are pregnant will be carried out per standard procedure.	
	Current gender demographic is 99% male 1% female	The approach taken has been to engage through discussions with individuals about	



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			<p>the change of location and discuss any individual issues. Where appropriate reasonable adjustments have been made which will reduce the impact, in this category.</p> <p>We are operating to the council's Equal Opportunities policy and the Equality Act.</p>
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No impact.	No impact.
	Employees with caring responsibilities	It is likely that a high number of employees with caring responsibilities will be affected.	<p>The Council has several policies in place which we shall utilise to support staff with this characteristic if required:</p> <p>All staff were issued with a preference location form and then given the opportunity to have 1 to1 meetings with their manager to raise and discuss anything related to the change of location.</p> <p>Management & staff engagement:</p> <p>Communication was initially issued to staff in November 2022 with one to one meeting taking place in January and February 2023</p>
	Full Time Employees	No	
	Part Time Employees	No	
Question	Three needs of Equality Act	Summary explanation	



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2010		
<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>There is minimal impact, due to the measures put in place, as outlined above.</p> <p>All management & staff affected are included in our communications. There is no differential between those who share a relevant protected characteristic and those who do not. The evidence of this is included in the commentary above. We shall take the widest scope of communicating with all staff affected and this ensures that we meet the three identified needs of the Equality Act.</p>
	<p>Advance 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>	

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 requirement to proceed to a full EeqIA as the process at this stage has been to positively facilitate locational transfers.</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>		No.	



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If yes, please provide a brief statement opposite.	
d) Have you added Equality into the implementation plan for this policy, strategy, or service reform?	Yes.

5. Screening Sign off

I confirm I have reviewed the guidance and agree with the information detailed on this EqIA screening document:

Signature of HR Manager:

Completed by: Paul McGaulley, Strategic HR Manager

WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO CORPORATE HR EQUALITY & DIVERSITY

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