



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	29 th May 2023		
Name of policy / project/ service reform?	Financial Inclusion & Transformation Team including transfer of Pensioner Poverty team to HSCP		
Project duration	Implementation by 1 st July 2023		
What is the aim or purpose of the policy, strategy or service reform?	<p>This reform will create a shared purpose and ambition for a team that was established following the merging of two distinct teams. It will establish a more robust structure to support the delivery of the Council's Strategic Plan and ensure clear synergies with the Glasgow Vision work.</p> <p>It has also explored early opportunities for specific areas of the team, that were established in response to the Covid-19 pandemic or the Cost of Living crisis, to be detached and embedded more appropriately elsewhere across the Council. This iteration of the service reform has therefore considered the future for the Pensioner Poverty team.</p> <p>This project was initially established as a test of change and, following review, it is proposed that the ongoing successful delivery of this sits naturally with the HSCP Welfare Rights section. This section already has both the expertise and experience of delivering Welfare Rights Service to support the Pensioner Poverty work.</p>		
Which employees may be affected?	All staff currently assigned to the Financial Inclusion & Transformation Team		
Who is responsible developing this policy, strategy or service reform?	Head of Financial Inclusion & Transformation		
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	<p>The existing structure will be reframed to better support delivery across our agreed three key functions; Strategy, Development & Test of Change opportunities. The reform will articulate the allocation of staff across these functions. Summary changes include;</p> <ul style="list-style-type: none"> - Alignment of staff across three teams; a core FI & Transformation team, a Multi-Agency test of change team and a realigned No Wrong Door (NWD) test of change team;

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			<ul style="list-style-type: none"> - Bringing together currently disparate teams (ICJ, LTC and Glasgow Helps) into a single NWD test of change team; - Identifying functions that will ultimately transfer elsewhere (Pensioner Poverty). In this instance, employees currently temporarily assigned to the Pensioner Poverty team will move to the HSCP. This includes one Grade 6 Welfare Rights Officer (with a substantive G6 post already within the HSCP), and one Grade 6 Development Support Officer (the current postholder has a substantive G5 post within the Improving the Cancer Journey team in Chief Executive's Department). Following a review of the service as part of the test of change process, the temporary Grade 4 administrative resource will remain within the current FIT service structure.
c) Involve a reduction or increase in workforce?		X	<p>There are a number of changes being proposed across the wider FIT team. Overall, headcount will reduce from 68.5 to 54.5FTE. This will result from</p> <ul style="list-style-type: none"> - The reduction of 7 Grade 6 posts <ul style="list-style-type: none"> - 2 x Grade 6 posts transferred to the HSCP (1x Development Support Officer and 1 x Welfare Rights Officer – as per above) - 5 x Grade 6 posts currently vacant (3 x Welfare Rights Officer posts, 2 x Support Officer posts) - Reduction of 1 x Grade 5 post (fixed term graduate post undertaking project specific work that will cease. The team will not host a graduate position going forward). - Reduction of 1 x Grade 4 post (a review of processes prior to the transfer of the team to HSCP highlights that this role is no longer required) - Reduction of 5 x Grade 3 posts (review of processes and refinement of service offer will require fewer Grade 3 staff. There are currently 4 vacancies within this team with one member of staff indicating their intention to leave). <p>Where there are more staff currently in post than there will be posts available (at Grade 3), a restricted recruitment process will be undertaken.</p>



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d) Change employees' terms and conditions	X		There is no change to employees' terms and conditions. The proposed staff transfer to HSCP is within the wider GCC family and also with the same terms and conditions.
e) Change employees' working hours?	X		The role and hours worked will remain the same for all staff.
f) Change employees' work location?	X		Staff will continue to have their primary base within a GCC office currently used by the FI & Transformation team. These are 40 John Street, The Lighthouse (Mitchell Lane), 18 Albion Street or Rm 42, City Chambers West. Hours worked and hybrid working arrangements will remain the same for all staff. Where staff are employed within the NWD test of change, they will also continue to operate from community and partner settings as per operational requirements. Specifically for staff working within the Long-Term Conditions Team, they will no longer operate specifically within the Queen Elizabeth University Hospital.
g) Change aspect of employees' physical work environment?	X		The physical work environment will be unchanged for all staff currently employed.
h) Introduces new or amends existing working practices for employees?	X		The only amend is the transfer of service to the HSCP for the Pensioner Poverty staff. The working practices will remain the same.

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			Unknown Whilst no staff have disclosed a disability, GCC is a fully accredited Disability Confident employer. Management will engage with all employees affected to ensure appropriate reasonable adjustments are in place, where required. This will be identified through 1:1 meetings with employees.
	Employees who intend, plan to undergo or have undergone gender reassignment			Unknown – The proposal affects all "in scope" employees regardless of whether they intend, plan to undergo or have undergone gender reassignment. Management will engage with all affected employees to ensure appropriate supports are in place where required. This will be identified through 1:1 meetings with employees.
	Employees who are			Unknown – Whilst no affected employee has been



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	pregnant or subject to maternity arrangements			identified within this characteristic, GCC has committed to the Principles of the Working Forward Campaign which supports pregnancy and maternity rights. Furthermore, there is currently one employee within the wider team who is subject to maternity arrangements. Although not directly affected by the proposed reforms, we will make specific arrangements to ensure that the employee is fully informed of the context of the reform and ensure any identified supports are put in place.
	Employees belonging to race, cultural and ethnic groups			Neutral – The proposal affects all “in scope” employees regardless of race or cultural and ethnic groups. GCC have an established a BME Employee Peer Support Network and have a Cross Party BME Action Plan to increase BME workforce representation and ensure support for BME colleagues should they be affected. Furthermore, we will engage with all affected employees and relevant managers to ensure appropriate supports are in place, as identified through 1:1 meetings with employees.
	Employees who have a religion or belief, or who do not			Neutral – The proposal affects all “in scope” employees regardless of religion or belief. However, any reasonable adjustments will be made where necessary.
	Female and Male employees			Neutral – The proposal affects all “in scope” employees regardless of gender. However, any reasonable adjustments will be made where necessary.
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral – The proposal affects all “in scope” employees regardless of sexual orientation. GCC has an established LGBTI+ Employee Peer Support Network (Prism). Furthermore, we will engage with all affected employees and relevant managers to ensure appropriate supports are in place. This will be identified through 1:1 meetings with employees.
	Employees with caring responsibilities			Neutral – The proposal affects all “in scope” employees regardless of caring responsibilities, GCC is a GCC is a Carer Positive Employer, meaning that employees with caring responsibilities have support to assist them to



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				balance their working life with their caring responsibilities.
	Full Time Employees	Hours will not be affected unless requested by the employee		
	Part Time Employees	Hours will not be affected unless requested by the employee		
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 negative impact identified		
	Employees with a disability	There are a number of staff who have indicated a disability and it is possible that others may identify further through 1-1 meetings. We will engage with any disabled employees and relevant managers to ensure appropriate, reasonable adjustments are in place	This will be considered on a case by case basis and any impact on affected employees will be reviewed and appropriate risk assessments conducted (this could include physical aids, location review to identify issues, mental wellbeing)	
	Employees who intend, plan to undergo are undergoing or have undergone gender reassignment	Whilst no employee has identified in this characteristic, changes to line management or location may impact on the employee due to their personal circumstances.	Plans will be agreed in advance and shared with affected employees, These will be considered on a case by case basis and any impact on affected employees will be reviewed and discussed as appropriate.	
	Employees who are pregnant or subject to maternity	One employee within the FIT team is currently subject to	Activity will be built into communications plans to ensure appropriate and	



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	arrangements	maternity arrangements. Whilst not directly impacted by the proposed changes, it is imperative that they are fully briefed on the service reform and any impact for them. They may feel vulnerable as a result of being absent from the workplace and mitigations should be put in place to prevent this.	adequate communications happen with any employees who are on maternity leave. The approach to communications will be agreed with employees to ensure they understand the changes and any implications for them.
	Employees belonging to race, cultural and ethnic groups	No negative impact identified	
	Employees who have a religion or belief, or who do not	No negative impact identified	
	Female and Male employees	No negative impact identified	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No negative impact identified	
	Employees with caring responsibilities	No negative impact identified	
	Full Time Employees	No negative impact identified	
	Part Time Employees	No negative impact identified	
Question	Three needs of Equality Act 2010	Summary explanation	
c) Please review how this policy, strategy or service reform may help	Eliminate unlawful discrimination, harassment and victimisation.	Explanations are provided to explain the impact of this change, the commitment to reasonable adjustments, if required and communication to employees affected	
	Advance equality of opportunity between people who share a relevant protected characteristic		

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us to achieve the three needs of the 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.	
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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.		X	There is no requirement to proceed to a full EEqIA at this stage. No negative impacts have been identified and plans are in place to ensure that should this change, these can be considered prior to the implementation of the changes and before the point of transfer of staff to the HSCP.
<ul style="list-style-type: none"> If you are proceeding to a full EEqIA please refer to the template EEqIA. 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.	Yes. As detailed at question 3 b) activity has been built into project plans to identify employees who are currently on or may commence maternity or adoption leave, those who intend or plan to undergo, are undergoing or have undergone gender reassignment and employees who are disabled. This will ensure appropriate discussions take place to agree plans during the pre-transfer period.		
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.	This is the first phase of Service Reform. As this progresses, further screening will be undertaken to assess the impact on under-represented groups.		
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 EEqIA screening document:			

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Signature of HR Manager:

Ellen McGowan

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