



# 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   | 24 March 2023   |     |  |
| Name of policy / project/ service reform?   | Economic Development Service Reform Phase 3   |     |  |
| Project duration  | Phase 3 – January 2023 to March 2023  |     |  |
| What is the aim or purpose of the policy, strategy or service reform?                                     | Implement a revised Organisation Structure within the division that allocates the resources required to facilitate the delivery of the Division priorities. In particular, it seeks to fully integrate the team that transferred from Jobs and Business Glasgow (JBG) under TUPE in April 2021 to the Business Support team   |     |  |
| Which employees may be affected?  | Specifically for Phase 3, this service reform will see the deletion of 1 x Grade 8 Strategic Operations Manager and the creation of 1 X Grade 8 Economic Development Manager<br>the deletion of 8 Business Advisers (Grade 6) and the creation of 8 Business Engagement Advisers (Grade 6)<br>Deletion of 1 Business Support Officer (Grade 6)<br>Deletion of 1 Information Officer (Grade 4)<br>Change of title from Business Support Officer (Grade 5) to Business Support Assistant (Grade 5), together with an increase of 1 FTE. |     |  |
| Who is responsible developing this policy, strategy or service reform?                                    | Kevin Rush, Director of Regional Economic Development   |     |  |
| 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   | Restructure and alignment of the Business Support Teams to meet the commitments of the Glasgow Economic Strategy and the Council Plan.<br>Also, to deliver the UK Shared Prosperity Fund (£27m).   |
| c) Involve a reduction or increase in workforce?  |   | X   | Increase of 1FTE   |
| d) Change employees' terms and conditions   |   | X   | Address the protected terms and conditions following the TUPE transfer of staff from Jobs and Business Glasgow (JBG) in 2021. New contracts will be issued with GCC terms and conditions.<br>Affected staff should submit Work life Balance Requests to retain working hours as per existing arrangements. |
| e) Change employees' working hours?   |   | X   | Address the protected terms and conditions following the TUPE transfer of staff from Jobs and Business Glasgow   |

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|   |   |   | (JBG) in 2021. New contracts will be issued with GCC terms and conditions to address previous ability to finish at 1.00 pm on a Friday.<br>Affected staff should submit Work life Balance Requests to retain working hours as per existing arrangements. |
| f) Change employees' work location?                                   | X |   |  |
| g) Change aspect of employees' physical work environment?             | X |   |  |
| h) Introduces new or amends existing working practices for employees? |   | X | Former JBG staff moving from a paper based recording system to use Glasgow's CRM which records all activity of the Business Support team.  |

| 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?<br><br>Please provide summary explanation(s) in the appropriate column(s). | Employees of different ages  |                  |          | X               |
|  | Employees with a disability  |                  |          | X               |
|  | Employees who intend, plan to undergo are undergoing or have undergone gender reassignment |                  |          | X               |
|  | Employees who are pregnant or subject to maternity arrangements                            |                  |          | X               |
|  | Employees belonging to race, cultural and ethnic groups                                    |                  |          | X               |
|  | Employees who have a religion or belief, or who do not                                     |                  |          | X               |
|  | Female and Male employees  |                  |          | X               |
|  | Employees who are gay, lesbian, bisexual, heterosexual                                     |                  |          | X               |

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|   | Employees with caring responsibilities   |   |  | X |
|---|--|---|--|---|
|   | Full Time Employees  |   |  | X |
|   | Part Time Employees  |   |  | X |
| 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  |   | <p>For any employee who may come forward as part of the Service Reform process and raise issues relating to any of the Protected Characteristics, support would be provided through:</p> <ul style="list-style-type: none"> <li>- Engagement with both senior management and line management to better understand the issue</li> <li>- A plan in place to address the issue</li> <li>- And any reasonable adjustment made</li> </ul> <p>If it is an unknown area, any reasonable adjustments will be made where necessary.</p> <p>Full consultation will take place with the unions.</p> <p>A full communication engagement plan has been developed and will be utilised to provide 1:1s and group sessions to affected staff.</p> |   |
|   | Employees with a disability  |   |  |   |
|   | Employees who intend, plan to undergo are undergoing or have undergone gender reassignment |   |  |   |
|   | 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 who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership           |   |  |   |
|   | Employees with caring responsibilities   |   |  |   |
|   | Full Time Employees  |   |  |   |
|   | Part Time Employees  |   |  |   |
| Question  | Three needs of Equality Act 2010   | Summary explanation   |  |   |
|   | Eliminate unlawful discrimination, harassment and victimisation.                           | Minimal impact as a result of the Phase 3 Service Reform. Any staff |  |   |

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| <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>Advance equality of opportunity between people who share a relevant protected characteristic and those who don't</p> | <p>member affected will be included in communications and the scope of those communications would ensure the needs of the Equality Act are met.</p> <p>1:1s will be undertaken with affected staff including consideration of any affected staff member who may be on maternity leave, ill health or any other such circumstances.</p> <p>Recruitment to Grade 8 Economic Development Manager will be restricted to the affected Strategic Operations Manager currently at the same grade.</p> <p>It is anticipated that 8 Business Advisers Grade 6 can be matched to 8 Business Engagement Advisers Grade 6.</p> <p>Recruitment for the additional Business Support Assistant will be through a competitive recruitment process.</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  | The screening has not identified any negative impact that would require a full EEqIA. |
| <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 EEqIA screening document:

**Signature of HR Manager:**

*Eileen M'Gowan*

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