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# 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	15 December 2023
Name of policy / project/ service reform?	Economic Development – Grants and Initiatives and Funding and Monitoring – Service Reform
Project duration	Completion by 1 April 2024
What is the aim or purpose of the policy, strategy or service reform?	<p>A key recommendation following the latest review of the Chief Executive’s Department was to carry out a review and service reform of Community Empowerment Services (CES). Following the retirement of the Director of Community Empowerment and Equalities in April 2023, a strategic and comprehensive review has been undertaken of the pillars of activities delivered by CES.</p> <p>As part of this review process, the Grants and Initiatives Team function has transferred to the Economic Development division of the Chief Executive’s department. In order to deliver the division’s priorities, which now include the design and implementation of the Glasgow Communities Fund (GCF), and the Children’s Holiday Food Programme (CHFP), a review of the division’s structure has been undertaken.</p> <p>This review has resulted in a revision to the operational structure within the Investment, International and Innovation section within Economic Development. In particular, it involves the integration of the Grants and Initiatives Team with the Funding and Monitoring team to deliver the responsibilities assigned to Economic Development, namely the end-to-end management of the Glasgow Communities Fund (GCF) and the Children’s Holiday Food Programme (CHFP) and the development and implementation of the monitoring framework for a range of funded programmes, including, No One Left Behind, Tackling Child Poverty, Parental Employability Support and the UK Shared Prosperity Fund, as well as Glasgow City Council core funded projects and interventions.</p>
Which employees may be affected?	All team members within the Grants and Initiatives and Funding and Monitoring Teams – 18 staff members

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Who is responsible developing this policy, strategy or service reform?	Head of Investment, International & Innovation
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**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 changes are necessary to:</p> <ul style="list-style-type: none"> <li>▪ better align work activity across wider Chief Executive's Department</li> <li>▪ allocate and structure resources to facilitate delivery of the Economic Development division's enhanced responsibilities</li> <li>▪ support the delivery of strategic priorities set out in the Glasgow Economic Strategy as well as delivering against the ambitions laid out in the Council's Strategic Plan.</li> </ul>
c) Involve a reduction or increase in workforce?		X	<p>The changes will see a <b>net increase</b> of five new posts (1 x G8, 4 x G7), as well as the re-positioning of existing resources and improved service delivery.</p> <p>A detailed resourcing plan will facilitate the implementation to the new structure.</p> <p>Recruitment for all remaining vacancies will be advertised in line with policy requirements.</p> <p>In the event that any staff are displaced, it would be the intention to utilise the Council's agreed redeployment framework.</p>
d) Change employees' terms and conditions	X		
e) Change employees' working hours?	X		The new structure will continue to support individual staff needs in relation to working hours and work-life balance.
f) Change employees' work location?		X	<p>The staff of the former Grants and Initiatives Team are in the process of transitioning from their existing work location in 40 John Street to the 2<sup>nd</sup> Floor in 231 George Street.</p> <p>Hybrid working is expected to continue in line with the hybrid working framework.</p>

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g) Change aspect of employees' physical work environment?		X	Changes in office bases anticipated as noted above.
h) Introduces new or amends existing working practices for employees?		X	Any other changes supported through clear Person Specifications, training and development opportunities.

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			<b>Neutral</b> - The proposal affects all "in-scope" employees regardless of age.
	Employees with a disability			<b>Unknown</b> - 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 as requested and required.
	Employees who intend, plan to undergo or have undergone gender reassignment			<b>Unknown</b> – 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 as requested and required.
	Employees who are pregnant or subject to maternity arrangements			<b>Unknown</b> – Whilst no affected employee has been identified within this characteristic, GCC has committed to the Principles of the Working Forward Campaign which supports pregnancy and maternity rights.
	Employees belonging to race, cultural and ethnic groups			<b>Neutral</b> – 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 to ensure appropriate supports are in place, as identified through 1:1 meetings with employees as requested.
	Employees who have a religion or belief, or who			<b>Neutral</b> – The proposal affects all "in scope" employees regardless of religion or belief. Any reasonable adjustments will

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	do not			be made where necessary.
	Female and Male employees			<b>Neutral</b> – The proposal affects all “in scope” employees regardless of gender. Any reasonable adjustments will be made where necessary.
	Employees who are gay, lesbian, bisexual, heterosexual			<b>Neutral</b> – 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 to ensure appropriate supports are in place. This will be identified through 1:1 meetings with employees as requested.
	Employees with caring responsibilities			<b>Neutral</b> – The proposal affects all “in scope” employees regardless of caring responsibilities, GCC is a Carer Positive Employer, meaning that employees with caring responsibilities have support to assist them to balance their working life with their caring responsibilities.
	Full Time Employees			Hours of work and work patterns will not be affected unless requested by the employee. Contractual hours remain the same and there is no intention to review these unless requested, via the Council’s flexible working arrangements.
	Part Time Employees			Hours will not be affected unless requested by the employee As above
Question	Protected Characteristic	Potential Impact		Activity to stop or minimise impact
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?  If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.	Employees of different ages	No negative impact identified		Any reasonable adjustments required will be considered on a case by case basis.
	Employees with a disability	We will engage with any disabled employees 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). Plans will be agreed in advance and shared with affected employees.
	Employees who intend, plan to	Whilst no employee has identified in		These will be considered on a case by

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	undergo are under going or have undergone gender reassignment	this characteristic, changes to line management or location may impact on the employee due to their personal circumstances	case basis and any impact on affected employees will be reviewed and discussed with the individuals as appropriate.
	Employees who are pregnant or subject to maternity arrangements	Whilst no employee has identified within this characteristic, changes to line management or location may impact on the employee due to their personal circumstances	<p>These will be considered on a case by case basis and any impact on affected employees will be reviewed and discussed with the individuals as appropriate.</p> <p>Activity will be built into communications to ensure appropriate and 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.</p>
	Employees belonging to race, cultural and ethnic groups	No negative impact identified	Any reasonable adjustments required will be considered on a case by case basis.
	Employees who have a religion or belief, or who do not	No negative impact identified	Any reasonable adjustments required will be considered on a case by case basis.
	Female and Male employees	No negative impact identified	Any reasonable adjustments required will be considered on a case by case basis.
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No negative impact identified	Any reasonable adjustments required will be considered on a case by case basis.
	Employees with caring responsibilities	No negative impact identified	Any reasonable adjustments required will be considered on a case by case basis.
	Full Time Employees	No negative impact identified	Any reasonable adjustments required will be considered on a case by case basis.



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	Part Time Employees	No negative impact identified	Any reasonable adjustments required will be considered on a case by case basis.
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.	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 and those who don't	Explanations are provided to explain the impact of this change, the commitment to reasonable adjustments, if required and communication to employees affected.	
	Foster good relations between people who share a protected characteristic and those who don't.	Explanations are provided to explain the impact of this change, the commitment to reasonable adjustments, if required and communication to employees affected.	

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. Plans are in place to ensure that appropriate engagement is in place to identify any impact on a case-by-case basis and should this change, these can be considered prior to the implementation of the changes
<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 however, we have committed to ensuring appropriate discussions take place as required.
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?			Service Reform will progress through the recognised service approval routes. Where changes are approved and as this process progress this EEqIA screening will be revisited to assess the potential impact on under-



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If yes, please provide a brief statement opposite.	represented groups.
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?	Yes
<b>5. Screening Sign off</b>	
I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:  <b>Signature of Strategic HR Manager:</b>  Jennifer McMartin 18.6.24	

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