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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	
Name of policy / project/ service reform?	Catering & FM – Change of Office Location
Project duration	October – November 2020
What is the aim or purpose of the policy, strategy or service reform?	<p>Due to the office expansion requirements of HSCP, there is a requirement to relocate Catering & FM staff from Blair Court, Borrton St. Catering & FM currently have a mix of fixed-workers and staff who use hot desking space at this location. This affects approx. 50 Catering & FM employees, across a range of grades (clerical and admin roles, food safety and related project roles together with assistant area manager and area manager roles). The expected move date is likely to be in early November.</p> <p>Existing working practices, and related processes will move from Blair Court, to two new locations; Olympia, Bridgeton and B.06, 40 John St, Glasgow. Whilst Olympia has capacity for 52 staff, due to Covid-19 and SG social distancing guidelines, this will be limited to 16 members of staff until further notice. Room B.06 has capacity for 21 staff, due to Covid-19 and SG social distancing guidelines, this will be limited to 10 members of staff until further notice.</p> <p>A working rota will be created to ensure compliance to these measures and to meet the related risk assessment criteria that is in place.</p> <p>In respect of the current pandemic, all public health, SG guidelines and associated measures will be adhered to (including signage within office locations, hand hygiene protocols and 2 metre social distancing) - as they are in other Council locations. All current working from home arrangements will remain which will ensure business critical work is carried out in the office and everyone else who can, working from home.</p>
Which employees may be affected?	The affected staff are within clerical and admin roles; food safety and related project roles; together with assistant area manager and area manager roles. This is represented in the Service structure, by grade, as follows: – grades 3 – 6 (clerical and admin roles; food safety roles) and management – grades 5 – 7 (assistant area

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	<p>manager, area manager and related project roles) will be affected. Some business critical work on a reduced, rotation and rota basis will be carried out in the office across all of the above grades and this work includes – Sage system access for the ordering of items out with PECOS; dealing with white mail relating to medical diets for children and accessing LAGAN system to deal with complaints; management approvals and receipting from white mail received, containing (overtime claims; holiday requests, printing of control document requests for sites without printing facilities) - all aforementioned documentation requires to be scanned and then distributed to the relevant services.</p> <p>SMT – grades 8 - 11 will continue to work from home whenever possible.</p>		
Who is responsible developing this policy, strategy or service reform?	DRS – PALS – Catering & FM		
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		
c) Involve a reduction or increase in workforce?	X		
d) Change employees' terms and conditions	X		
e) Change employees' working hours?	X		
f) Change employees' work location?		X	Location will be affected for approx. 50 Catering & FM employees.
g) Change aspect of employees' physical work environment?		X	The Olympia location is rented from Clyde Gateway and will comply with all the relevant GCC policies to ensure a safe working environment for our staff. This has been risk assessed by H&S. The John St location is an existing GCC site.
h) Introduces new or amends existing working practices for employees?	X		

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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			1-2-1 discussions will be held with all staff to ensure any necessary adjustments are made.
	Employees with a disability	Any physical location moves may impact on employees with disabilities. However, we will engage with any disabled employees and relevant managers to ensure appropriate reasonable adjustments are in place. This will be identified through 1-2-1 meetings with employees.		
	Employees who intend, plan to undergo or have undergone gender reassignment			This is unknown, however, any reasonable adjustments will be made where necessary.
	Employees who are pregnant or subject to maternity arrangements	Employees who are on maternity leave may be affected by the locational change. However, action has been taken to ensure employees on maternity, adoption or parental leave are included in all communications.		

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	Employees belonging to race, cultural and ethnic groups			This is unknown, however, any reasonable adjustments will be made where necessary.
	Employees who have a religion or belief, or who do not			This is unknown, however, any reasonable adjustments will be made where necessary.
	Female and Male employees			The current gender profile is 33% male, 67% female. The proposal will not change this demographic but will mean that female employees will be most affected. This however, is due to the demographic of Catering & FM and not gender.
	Employees who are gay, lesbian, bisexual, heterosexual			This is unknown, however, any reasonable adjustments will

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				be made where necessary.
	Employees with caring responsibilities			A locational change could affect employees with caring responsibilities. However, consideration will be given to work life balance arrangements.
	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.		
	Part 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.		
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?	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 of these categories.	
	Employees with a disability			
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			
	Employees who are pregnant or subject to maternity arrangements	Pregnant employees and those on maternity leave may be subject to a locational	We shall take an approach to inform and cascade information to staff through a variety of communication methods,	

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<p>If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.</p>	<p>Employees belonging to race, cultural and ethnic groups</p>	<p>change before or after maternity leave. Pregnant Workers Risk Assessment will be carried out as per normal practice.</p>	<p>including engaging with staff who are long term absent, on maternity or paternity leave, or absent due to Covid reasons. 1 to 1 discussions with management, written communications and briefings in relation to the change of location. All managers will ensure that communications are cascaded through team meetings and direct contact with all team members.</p>
	<p>Employees who have a religion or belief, or who do not</p>	<p>Employees with a disability may be affected by a locational transfer and new building, affecting those with mobility issues.</p>	<p>The Olympia office building and B.06 at John St 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.</p>
	<p>Female and Male employees</p>	<p>Current gender demographic is 33% male/67% female</p>	<p>The approach taken will be to engage through 1-2-1 discussions with individuals about the change of location and discuss any individual issues. Where appropriate reasonable adjustments will be made which will reduce the impact, if any, in this category.</p> <p>We are operating to the council's Equal Opportunities policy and the Equality Act.</p>

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	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No impact.	No impact.
	Employees with caring responsibilities	Due to the high number of female employees it is likely that a high number of employees with caring responsibilities will be affected.	<p>The Council has a number of policies in place which we shall utilise to support staff with this characteristic if required:</p> <p>All staff were given the opportunity to have 1 to1 meetings with their manager to raise and discuss anything related to the change of location and protected characteristics, including -</p> <p>Staff engagement: A written communication was initially issued to staff in February 2020 and was issued again to all affected staff w/c 19th October informing them of the planned change of location Managers Briefings 1-2-1's Site visits Support for any necessary reasonable adjustments</p> <p>Client Engagement Meetings Written communications</p> <p>TU Engagement</p>


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			<p>Regular meetings are in place with all council affiliations, UNITE, GMB and UNISON</p> <p>Strategic Human Resources</p> <p>Regular updates at People Stream meetings</p> <p>Health & Safety</p> <p>Completed Risk Assessment Appointment of a Fire Warden(s) - completed Appointment of a First Aider(s) - completed</p>
	Full Time Employees	No	
	Part Time Employees	No	
Question	Three needs of Equality Act 2010	Summary explanation	
<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>	Eliminate unlawful discrimination, harassment and victimisation.	<p>There is minimal impact, due to the measures put in place, as outlined above.</p> <p>All 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 are included in the commentary above. We shall take the widest scope of communicating with all staff affected and this in itself ensures that we meet the three identified needs of the Equality Act.</p>	
	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.		



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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 as the process at this stage has been to positively facilitate locational transfers.
<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.	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.		
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:			
			
Completed by: Tom McLaren, Customer Operations Manager 30/10/20			

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

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