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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**

Date screening completed	13 <sup>th</sup> May 2020
Name of policy / project/ service reform?	Home Working Arrangements During COVID 19 restrictions
Project duration	Unknown will be determined by government guidelines
What is the aim or purpose of the policy, strategy or service could reform?	<p>In response to global COV-ID pandemic and in line with Scottish government advice issued on 16<sup>th</sup> March all employees aged 70 and over and any pregnant employees were sent home immediately. Line managers were asked to consider if there was suitable meaningful work for them to undertake while at home. If there wasn't any meaningful work then the employees would continue to be paid their contractual pay.</p> <p>Employees with a significant underlying health condition or long term health condition or those eligible under NHS guidelines for free flu vaccination, due to their personal health situation were advised to go home even if it wasn't possible to undertake meaningful work. Managers were asked to make arrangements to further consider suitable work for them to undertake at home.</p> <p>On 23<sup>rd</sup> March the Prime Minister and First Minister announced that people should only leave their homes to buy food, exercise, support vulnerable people or for essential work. Senior management identified which roles within the organisation contributed to the delivery of essential services and couldn't be delivered from home. For all other roles (non-essential workers) those employees were told to go home whether they had meaningful work to do at home or not. All employees continued to be paid their contractual salary.</p>
Which employees may be affected?	All employees with the exception of essential workers.
Who is responsible developing this policy, strategy or service reform?	Head of Human Resources

**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		

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e) Change employees' working hours?	X		
f) Change employees' work location?		X	All employees who can work from home on a temporary basis.
g) Change aspect of employees' physical work environment?		X	Yes due to restrictions implemented by the Government some employees will be working from home and where in a building there will be changes implemented to ensure health safety and wellbeing of employees. These will be assessed to ensure we minimise impact across the protected characteristics.
h) Introduces new or amends existing working practices for employees?		x	Temporary introduction of different ways of working in order that the organisation can adhere to the COVID lockdown however continue to deliver services to the most vulnerable.

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	Following government advice all employees aged 70 and over whether in essential or non-essential were sent home. If they were able to complete meaningful work from home they can do this. If they're unable to work from home they will continue to be paid their full contractual salary.		
	Employees with a disability		Any negative impact identified manager will have discussion with employee and address any concerns and find solutions. This will be on a case by case basis and may include employee taking equipment used in	

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			office home to support working from home.	
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager.
	Employees who are pregnant or subject to maternity arrangements	All pregnant employees were sent home whether they were in an essential role or not. Assessment then made if they were able to work from home. If unable to work from home then will continue to receive full contractual salary.		.
	Employees belonging to race, cultural and ethnic groups			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager.
	Employees who have a religion or belief, or who do not			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with

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				their line manager.
	Female and Male employees			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager.
	Employees who are gay, lesbian, bisexual, heterosexual			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager.
	Employees with caring responsibilities		Any negative impact will be on an individual basis. Employee should raise their concerns with their line manager to allow solutions to be identified.	
	Full Time Employees			Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager
	Part Time Employees			Whilst no overall negative impact

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Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact
			has been identified. An employee should discuss individual concerns with their line manager
<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	None	
	Employees with a disability		Any potential impact will be on a case by case basis. Line manager and employee to have a discussion to identify solutions. This may include taking home any equipment they use within the office environment.
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	None	
	Employees who are pregnant or subject to maternity arrangements		All pregnant employees were sent home. If they were unable to work from home they were still paid their contractual pay.
	Employees belonging to race, cultural and ethnic groups	None	
	Employees who have a religion or belief, or who do not	None	
	Female and Male employees	None	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	None	
	Employees with caring responsibilities	Difficulty in working usual work pattern	Manager should discuss and agree with employees arrangements which supports their caring responsibilities.
	Full Time Employees	None	
	Part Time Employees	None	

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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.	Managers will continue to have discussions with employee regarding their working arrangements regardless of any protected characteristics employees may have.
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	The council will continue to work in line with our employment policies including equal opportunities,
	Foster good relations between people who share a protected characteristic and those who don't.	All employees regardless of any protected characteristic should raise any concerns or issue with their manager.

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 difference between those who share a relevant protected characteristics and those who don't. Exceptions to this are those employees aged 70 and over, pregnant employees or those with a relevant underlying health conditions. Majority of points in section 3 are neutral and any impact will be on an individual basis. Employee should have a discussion with line manager to agree any solutions.
<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		
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?	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?

Temporary arrangements until further guidance from Scottish Government regarding recovery and next steps. Equality Impact Assessments will be completed at each stage of recovery.

### 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: Lynn Norwood, Senior Strategic Human Resources Manager**

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

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