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| **PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM** |
| **1. Summary Information** |
| Date screening completed | 15 June 2020 |
| Name of policy / project/ service reform? | Re-Instatement of On Street Enforcement/Bus Lane Enforcement – Return to Work of Senior Parking Attendants/Parking Attendants during easing of COVID 19 Lockdown Restrictions – City Centre |
| Project duration | 6 – 8 Weeks |
| What is the aim or purpose of the policy, strategy or service could reform? | As a result of the COVID 19 pandemic and in line with Government guidance, City Parking (Glasgow) LLP staff, who carried out enforcement duties and who were considered to be in the High Risk Group” (please see table below) were asked to stay at home with effect from 19 March 2020.

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| **High Risk Group** |
| Aged 70 or older (regardless of medical conditions) |
| Under 70 and instructed to get a flu jab as an adult each year on medical grounds |
| Pregnant |
| Significant underlying health condition |
| Long term health condition |

Further restrictions announced by the Prime Minister and First Minister on 23rd March 2020 including social distancing measures, resulted in on street enforcement within the Glasgow city boundaries being suspended and all remaining staff carrying out this remit were asked to stay at home. Thereafter, staff were advised that they may volunteer for alternative duties to support the delivery of other essential services. All Employees/Volunteers continuing to be paid their contractual salary.With government guidance now introducing a phased plan to ease the current lockdown situation, it is anticipated that there will be an increase in traffic movement into and throughout the City. It has therefore been agreed to plan a phased approach to re-introduce enforcement measures, with the main outcome being a focus to support the City Parking Strategy, whilst ensuring that service delivery within Neighbourhoods and Sustainability is not unduly compromised and a “free flow” of traffic in the city prevails and social distancing on pavement areas can be introduced. The phased approach to re-introduce enforcement measures will affect 44 employees, who are **not** considered to be categorised within the “High Risk Group”. Information has been reviewed from Public Health England (PHE) and Scotland (PHS) regarding the impact of COVID 19, across the protected characteristics, in addition to requirements to adhere to social distancing, pertinent risk assessment for COVID 19 and due regards to self-isolation guidance, if applicable. Employees will be required to return to their roles on a phased basis, and the re-introduction of enforcement measures will take place over a 6 – 8 week period, subject to weekly review, by management. The Enforcement employees are returning to the job they carried out before and any previous agreements in place (eg reasonable adjustments etc) will continue to be in place, so they will see no detriment. All “High Risk Group” employees will remain at home subject to review and in line with government advice/guidance.Employees carryout a 3 shift rota, which incorporates an Early Shift (0730 – 1515), Back Shift (1030 – 1815) and Late Shift (1430 – 2200). A Saturday Shift (0815 – 1600) and Sunday Shift (0915 – 1700) also prevails, with enforcement covering Glasgow city wide. The re-introduction of enforcement measures will be contained to the city centre area initially and will consist of a one day induction for all returning employees, a 2 week period for the distribution of leaflets to advise of the re-introduction of enforcement measures and a 2 – 4 week enforcement of “yellow lines” and unauthorised parked cars. For the initial 2 week period, the Saturday shift arrangement hours will be adopted across Monday – Friday, for all staff, with 8 – 10 staff, at work on each day during these hours, with staggered start/finish times, being adopted. Thereafter, staff will work a total of 5 days, over a 2 week period (2 days in Week 1 and 3 days in Week 2), incorporating their existing early and back shift arrangements only, again with staggered start/finish times, being adopted. There are no intentions to move/include a Sunday shift during the phased basis, unless parking charges were to again come into force on Sundays.The phased approach will be reviewed in line with ongoing government advice and guidance updates. |
| Which employees may be affected? | City Parking (Glasgow) LLP Enforcement Staff and Management, not currently included with the “High Risk Grouping” defined by Government guidance. |
| Who is responsible developing this policy, strategy or service reform?  | City Parking (Glasgow) LLP |
| **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 | Individuals won’t work more than their contractual weekly hours and will still work in accordance with their existing shift arrangements albeit this will be on a reduced shift arrangement initially. There will be no impact on their salary. |
| f) Change employees’ work location?  | X |  | For the phased approach, staff will not be required to travel out with the city centre. |
| g) Change aspect of employees’ physical work environment?  | X |  | As detailed at “f”. |
| h) Introduces new or amends existing working practices for employees? | X |  | As detailed at “f”. |
| **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 roles were sent home. They can volunteer for an alternative volunteering role but the completion of the shielding pro forma would highlight that they were only available for homeworking which is in accordance with Government guidelines. In all circumstances they will continue to receive full contractual salary. It is noted that no employees affected fall within this age bracket. |  |  |
| Employees with a disability  | 1 employee has disclosed a disability. It is recognised that a physical location move, may impact on staff with disabilities. This is considered as positive as City Parking (Glasgow) LLP take cognisance of the criteria included in Disability Confident employers.It is recognised that there may be limited availability to public access/welfare facilities. However, employees will be working in a more concentrated area, within the city centre boundaries and will continue to have access to welfare facilities within LLP/Council premises (eg City Parking/City Chambers) The availability of these facilities will gradually increase as we progress through each phase of the easing of lockdown periods |  | The role performed is one which is city wide and we will actively engage with disabled employees and relevant managers to ensure appropriate and/or existing reasonable adjustments are in place/maintained, as necessary. An employee should discuss individual concerns with their line manager. |
| Employees who intend, plan to undergo are under going or have undergone gender reassignment | It is recognised that there may be limited availability to public access/welfare facilities. However, employees will be working in a more concentrated area, within the city centre boundaries and will continue to have access to welfare facilities within LLP/Council premises (eg City Parking/City Chambers) The availability of these facilities will gradually increase as we progress through each phase of the easing of lockdown periods |  | The proposal affects all “in scope” employees (ie out with High Risk Group) regardless of whether they intend, plan to undergo or have undergone gender re-assignment. 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 in essential or non-essential roles. They can volunteer for an alternative volunteering role but the completion of the shielding pro forma would highlight that they were only available for homeworking which is in accordance with Government guidelines. In all circumstances they will continue to receive full contractual salary. It is noted that no employees affected fell within this criteria. |  |  |
| Employees belonging to race, cultural and ethnic groups | Analysis by PHE, which is the most up to date in relation to BAME advises that BAME people are at an increased risk of being affected by COVID 19 although no defined reasons for this, are provided by any of the health authorities, but could be attributable to combined factors (eg. Deprivation, occupation, higher prevalence of illnesses such as diabetes, heart issues). Recognised that role is performed outdoors.It is recognised that there may be limited availability to public access/welfare facilities. However, employees will be working in a more concentrated area, within the city centre boundaries and will continue to have access to welfare facilities within LLP/Council premises (eg City Parking/City Chambers) The availability of these facilities will gradually increase as we progress through each phase of the easing of lockdown periods. |  | The proposal affects all “in scope” employees (ie out with High Risk Group) regardless of race, cultural and ethnic group. Whilst no overall negative impact has been identified. Management recognise the increased risk for this characteristic and employee should discuss any individual concerns with their line manager. |
| Employees who have a religion or belief, or who do not | It is recognised that there may be limited availability to public access/welfare facilities. However, employees will be working in a more concentrated area, within the city centre boundaries and will continue to have access to welfare facilities within LLP/Council premises (eg City Parking/City Chambers) The availability of these facilities will gradually increase as we progress through each phase of the easing of lockdown periods |  | The proposal affects all “in scope” employees (ie out with High Risk Group) regardless of religion or belief. Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager. |
| Female and Male employees | Analysis by PHE and PHS identify that men in England are more likely to be affected however, in Scotland, women are more likely to be affected than men. This could be as a result of testing in care homes and/or the gender make-up of the workforce (e.g more women in direct caring service roles).It is recognised that there may be limited availability to public access/welfare facilities. However, employees will be working in a more concentrated area, within the city centre boundaries and will continue to have access to welfare facilities within LLP/Council premises (eg City Parking/City Chambers) The availability of these facilities will gradually increase as we progress through each phase of the easing of lockdown periods |  | The current gender profile for those “in scope” (ie out with High Risk Group) is 50% male and 50% female. Whilst no overall negative impact has been identified. An employee should discuss any individual concerns with their line manager. |
| Employees who are gay, lesbian, bisexual, heterosexual  | It is recognised that there may be limited availability to public access/welfare facilities. However, employees will be working in a more concentrated area, within the city centre boundaries and will continue to have access to welfare facilities within LLP/Council premises (eg City Parking/City Chambers) The availability of these facilities will gradually increase as we progress through each phase of the easing of lockdown periods |  | The proposal affects all “in scope” employees (ie out with High Risk Group) regardless of sexual orientation. Whilst no overall negative impact has been identified. An employee should discuss individual concerns with their line manager. |
| Employees with caring responsibilities | 1 employee has disclosed caring responsibilities |  | An employee should discuss individual concerns with their line manager, to ensure they have access to improved practices and support options available. |
| Full Time Employees | Hours will not be affected unless requested by employee. Employees will continue to receive full salary and not be required to work more than their contractual hours.  |  |  |
| Part Time Employees | Hours will not be affected unless requested by employee. Employees will continue to receive full salary and not be required to work more than their contractual hours.  |  |  |
| **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 | In accordance with Government guidance employees over 70 year olds must stay home and therefore can only be considered for homeworking roles.  |
| Employees with a disability | Employees with a disability may be affected by a physical location move/reduced public access/welfare facilities | Enforcement roles are city wide and therefore, risk assessments for individual employees with a disability will be carried out per standard procedures and employees in this category will be reviewed on a case by case basis and any necessary plans agreed to minimise any impact should they be required to work in a new/different location/affected. Line manager and employee to have a discussion to identify solutions, as necessary.  |
| Employees who intend, plan to undergo, are undergoing or have undergone gender reassignment | No negative impact identified | 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 | No negative impact identified | In accordance with Government guidance 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 | No negative impact identified | Whilst recognised that analysis indicates BAME people are at increased risk and potentially all females due to gender makeup and of workforce, no overall negative impact has been identified and an employee should discuss individual concerns with their line manager |
| 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 | Whilst no overall negative impact has been identified, an employee should discuss individual concerns with their line manager to identify potential supports with their caring responsibilities. |
| Full Time Employees | No negative impact identified | Whilst no overall negative impact has been identified, an employee should discuss individual concerns with their line manager |
| 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 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 employees 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 | City Parking (Glasgow) LLP will continue to work in line with their employment policies including equal opportunities. There is minimal impact due to the measures put in place, as outlined above. In reference to 3a) 5 out of the 11 points are positive and 6 are neutral. Explanations are provided to explain the positive impacts which will assist achieve this need of the Equality Act. |
| Foster good relations between people who share a protected characteristic and those who don’t.  |
| **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 | This is a phased plan to re-introduce enforcement measures following the easing of lockdown arrangements as a result of the COVID 19 pandemic. The initial plan will run for a period of 6 – 8 weeks and will concentrate on Glasgow city centre and not the outlying areas. Only those employees not categorised in the High Risk Group will be asked to return to work and the phased plan will continue to be reviewed by management on a week by week basis. At this time there is no requirement for a full EEqIA, however, should this be identified as appropriate during the period of review, then actions will be taken. |
| * **If you are proceeding to a full EEqIA please refer to the template EEqIA.**
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| * **If you are not proceeding to a full EEqIA please answer the questions below:**
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| 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? | The phased plan arrangements will continue and take cognisance of any further guidance from Scottish Government regarding further easing of lockdown restrictions, recovery and next steps. This will in the longer term result in the return of all enforcement employees to their normal working arrangements/city wide roles. |
| **5. Screening Sign off** |
| I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:**Signature of Strategic HR Manager: Geraldine Ham (17 June 2020)** |