

**OFFICIAL - SENSITIVE: Personal Data**  
**Employment Equality Impact Assessment Screening Form**

<b>PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESSMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM</b>			
<b>1. Summary Information</b>			
Name of policy / project/ service reform?	Waste Strategy 2015-2020 - New Operating Model for Artic Drivers	No	Yes
Project duration	Complete by 1 <sup>st</sup> September 2019	<b>If yes provide summary explanation</b>	
What is the aim or purpose of the policy, strategy or service reform?	The new operating hours of the Glasgow Recycling Renewable Energy Centre (GRECC) has been designed to accept waste between the hours of 07:00 – 18:30, 7 days per week. There is no daily tonnage requirement associated with the contract however to achieve the annual contracted tonnage the Council will be required to deliver waste over a 7 day period.  The current operating model is Monday to Friday 37hrs per week and relies on contractual and non-contractual overtime to be worked at weekends.  It is proposed that a new 7 day operating model could be achieved through the utilisation of the Flexible Retirement policy. This will allow staff who meet the criteria for Flexible Retirement to voluntarily amend their work pattern and reduce their hours of work and enable the Service to make better use of the new operating hours of the GRREC.	X	
Which employees may be affected?	NS-10 Artic Drivers were eligible for Flexible Retirement, 6 applications were received and approved.	X	
Who is responsible developing this policy, strategy or service reform?	NS	X	
<b>2. Does this proposed change have a potential impact on employees?</b>			
a) Introduce a new policy or amends an existing policy affecting employees?			
b) Involve a change of departmental or service structure?			
c) Involve a reduction or increase in workforce?		X	There will be a reduction to the workforce from 22 to 15.5 established posts. This reduction will be achieved voluntarily from staff who wish to reduce their hours of work and access their pension.
d) Change employees' terms and conditions			x

**OFFICIAL - SENSITIVE: Personal Data**  
**Employment Equality Impact Assessment Screening Form**

			Employees who apply for Flexible Working will be issued with a new statement of particulars confirming the terms and conditions of the new work model which is Saturday, Sunday, 21 hours per week.
e) Change employees' working hours?	x		The contractual hours of employment will reduce from 37 to 21 per week and the associated salaries will be amended to reflect this change.
f) Change employees' work location?	x		2 of the 6 staff will change work location. Discussions have taken place with these staff members who are in agreement with the change. The work location for the other 4 will remain the same at present however to ensure optimal efficiencies and maximise delivery of tonnage of waste, locations might need to change in the future and the staff have been advised of this.
g) Change aspect of employees' physical work environment?	x		
h) Introduces new or amends existing working practices for employees?	x		

3. Equality Act 2010 Screening Questions		Potential Impact	
Question	Protected Characteristic	Positive	Negative
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	GCC is committed to equality and diversity. The Flexible Retirement policy has been used to ensure no age discrimination. The SPFO determine the rules for Flexible Retirement which is Age 55. 10 employees met the criteria to apply for Flexible Retirement. 6 applications were received and approved.	If further applications are received the Service may not be able to support these as the current proposal meets the Service needs. As people leave the Service, this will be reviewed. Staff with 26 weeks service can apply for Flexible Working to alter their work pattern.

**OFFICIAL - SENSITIVE: Personal Data**  
**Employment Equality Impact Assessment Screening Form**

	offering reduced working hours and access to pension. As it was voluntary, staff who have taken this option have chosen to reduce their working hours providing more personal time and have the financial benefit of accessing their pension.			Neutral – The proposal affects all "in scope" regardless of disability.
Employees with a disability				Neutral – As above regardless of whether they intend, plan to undergo or have undergone gender re-assignment.
Employees who intend, plan to undergo are undergoing or have undergone gender reassignment				Neutral - As above however all employees "in-scope" are male.
Employees who are pregnant or subject to maternity arrangements				Neutral – As above regardless of race, cultural and ethnic groups.
Employees belonging to race, cultural and ethnic groups				Neutral – As above, regardless of religion or belief, or who do not.
Employees who have a religion or belief, or who do not				Neutral - As above however all employees "in-scope" are male. This is the demographic of the Service and not gender.
Female and Male employees				

**OFFICIAL - SENSITIVE: Personal Data**  
**Employment Equality Impact Assessment Screening Form**

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</p>	<p>Employees who are gay, lesbian, bisexual, heterosexual</p>		<p>Neutral – As above, regardless of whether they are gay, lesbian, bisexual, heterosexual</p>	
		<p>Employees with caring responsibilities</p>	<p>Neutral – No employees have identified caring responsibilities.</p>	
		<p>Full Time Employees</p>	<p>The new model will provide additional time Monday to Friday to assist with Carer responsibilities if the need arises in their personal life.</p>	<p>Neutral - The new model will reduce hours of work and annual incomes, however this is entirely voluntarily.</p>
		<p>Part Time Employees</p>		<p>No part time employees "in scope" however new operating model provides the opportunity for part time working.</p>
	<p>Employees of different ages</p>	<p>No impact – whilst Flexible Retirement is only available to staff age 55 plus this is a rule determined by the Strathclyde Pension Regulations and is applied consistently. GCC has a Flexible Working policy which allows staff with 26 weeks continuous service to apply for alternative work patterns.</p>	<p>All staff, regardless of age were advised of the Services proposal to achieve a better operating model for the service on a voluntary basis. By achieving a voluntary change of work pattern, only staff who wanted to alter their working hours, had their terms and conditions affected.</p>	
	<p>Employees with a disability</p>	<p>No impact</p>		

**OFFICIAL - SENSITIVE: Personal Data**  
**Employment Equality Impact Assessment Screening Form**

any activity you will take to stop or minimise impact.	Employees who intend, plan to undergo are undergoing or have undergone gender reassignment	No impact	
	Employees who are pregnant or subject to maternity arrangements	No impact	
	Employees belonging to race, cultural and ethnic groups	No impact	
	Employees who have a religion or belief, or who do not	No impact	
	Female and Male employees	No impact	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No impact	
	Employees with caring responsibilities	No "in-scope" staff currently have caring responsibilities in place	1
	Full Time Employees	The number of full time employees will reduce.	The FTE will reduce this has been achieved on a voluntary basis.
	Part Time Employees	The number of part time employees will increase.	The opportunity for part time working has been introduced in area where before it would have been difficult to support. This supports GCC Flexible Working policy.
<b>Question</b>	<b>Three needs of Equality Act 2010</b>	<b>Summary explanation</b>	
	Eliminate unlawful discrimination, harassment and victimisation.	All "in scope" staff regardless of any protected characteristic will be communicated with regarding the proposal to offer weekend working to staff who meet the criteria for Flexible Retirement.	
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	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't		

**OFFICIAL - SENSITIVE: Personal Data**  
**Employment Equality Impact Assessment Screening Form**

provide a summary explanation in the end column.	Foster good relations between people who share a protected characteristic and those who don't.	All "in scope" staff regardless of any protected characteristic will be communicated with.
--	--	--

<b>4. Conclusion</b>			
	<b>Yes</b>	<b>No</b>	<b>Explanation</b>
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	The introduction of the new work model relied on staff volunteering and all staff who applied had their applications approved. There was no change in terms & conditions for the remaining staff.
<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.			Yes there will be a reduction in FTE posts which has been achieved on a voluntary basis.
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.			Yes – It is anticipated that after 12 months some staff on the new operating model may choose to leave employment. This is not yet known however if this were to occur then a further review of the business model for delivery of Waste may be required. This might include assessing in there is any further staff members in scope who wished to volunteer for Flexible Retirement.
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?	Yes		



**OFFICIAL - SENSITIVE: Personal Data**  
**Employment Equality Impact Assessment Screening Form**

**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:

A handwritten signature in blue ink, appearing to be "h. Man".

**WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO CORPORATE HR EQUALITY & DIVERSITY**

**OFFICIAL - SENSITIVE: Personal Data**

