

# EQUALITY IMPACT ASSESSMENT (EQIA): SCREENING FORM

Introduction to the EQIA screening process

A successful EQIA screening will look at 5 key areas:

- 1. Identify the Policy, Project, Service Reform or Budget Option to be assessed**  
A clear definition of what is being screened and its aims
- 2. Gathering Evidence & Stakeholder Engagement**  
Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups)
- 3. Assessment & Differential Impacts**  
Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level
- 4. Outcomes, Action & Public Reporting**  
Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publically reported
- 5. Monitoring, Evaluation & Review**  
Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

# 1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION:

a) Name of the Policy, Project, Service Reform or Budget Option to be screened

Waste Strategy 2015-2020 - New Operating Model for Artic Drivers

b) Reason for Change in Policy or Policy Development

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.

c) List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

To meet future service & contractual demands the existing waste transport fleet and employee working patterns are required to be aligned to meet both service efficiencies and financial savings.

d) Name of officer completing assessment (signed and date)

David McCulloch (20/08/2019)



e) Assessment Verified by (signed and date)



## 2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to one or more of the protected characteristics:  <ul style="list-style-type: none"> <li>➤ age</li> <li>➤ disability,</li> <li>➤ race and/or ethnicity,</li> <li>➤ religion or belief (including lack of belief),</li> <li>➤ gender,</li> <li>➤ gender reassignment,</li> <li>➤ sexual orientation</li> <li>➤ marriage and civil partnership,</li> <li>➤ pregnancy and maternity,</li> </ul>	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.
Consultation with Unions & staff	Age will be a criteria used to identify the group that are eligible to apply for Flexible Retirement.	NO

### 3. ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to provide some **narrative** where you think the **Policy, Project, Service Reform or Budget Option** has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Protected Characteristic	Specific Characteristics	Positive Impact (it could benefit an equality group)	Negative Impact – (it could disadvantage an equality group)	Socio Economic / Human Rights Impacts
<b>SEX/ GENDER</b>	Women	No Impact	No Impact	No Impact
	Men	Yes	Yes – if they do not meet the criteria for Flexible Retirement they will not be able to access pension or reduce hours.	No Impact
	Transgender	No Impact	No Impact	No Impact
<b>RACE*</b> <i>Further information on the breakdown below each of these headings, as per census, is available <a href="#">here</a>.</i> <i>For example Asian includes Chinese, Pakistani and Indian etc.</i>	White	No Impact	No Impact	No Impact
	Mixed or Multiple Ethnic Groups	No Impact	No Impact	No Impact
	Asian	No Impact	No Impact	No Impact
	African	No Impact	No Impact	No Impact
	Caribbean or Black	No Impact	No Impact	No Impact
	Other Ethnic Group	No Impact	No Impact	No Impact
<b>DISABILITY</b> <i>A definition of disability under the</i>	Physical disability	No Impact	No Impact	No Impact
	Sensory Impairment (sight, hearing, )	No Impact	No Impact	No Impact

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**EQIA Screening Form**

Equality Act 2010 is available <a href="#">here</a> .	Mental Health	No Impact	No Impact	No Impact
	Learning Disability	No Impact	No Impact	No Impact
<b>LGBT</b>	Lesbians	No Impact	No Impact	No Impact
	Gay Men	No Impact	No Impact	No Impact
	Bisexual	No Impact	No Impact	No Impact
<b>AGE</b>	Older People (60 +)	No Impact	No Impact	No Impact
	Younger People (16-25)	No Impact	No Impact	No Impact
	Children (0-16)	No Impact	No Impact	No Impact
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Women	No Impact	No Impact	No Impact
	Men	No Impact	No Impact	No Impact
	Lesbians	No Impact	No Impact	No Impact
	Gay Men	No Impact	No Impact	No Impact
<b>PREGNANCY &amp; MATERNITY</b>	Women	No Impact	No Impact	No Impact
<b>RELIGION &amp; BELIEF**</b> A list of religions used in the census is available <a href="#">here</a> .	See note	No Impact	No Impact	No Impact

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\*For reasons of brevity race is not an exhaustive list, and therefore please feel free to augment the list above where appropriate; to reflect the complexity of other racial identities.

\*\* There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions used in the census is available [here](#).

### Summary of Protected Characteristics Most Impacted

Age - The project will have both a positive and negative impact on staff age 55 and over.

On a positive note drivers who meet the age profile and pay into Strathclyde Pension Fund will be given the opportunity to reduce their hours of work and access their pension through Flexible Retirement. This could have a negative impact on their annual earnings dependant on the Pension option taken.

Staff who are not yet age 55 will not be eligible to apply for Flexible Retirement, however they will have access to applying for Flexible Working if reduced hours is something they want to consider.

Flexible Retirement requires the staff to accept the new terms and conditions associated with the new operating model. If the new proposal does not meet there personal requirement then their existing T&C will be maintained.

### Summary of Socio Economic Impacts

No Impact

### Summary of Human Rights Impacts

No Impact

## 4. OUTCOMES, ACTION & PUBLIC REPORTING

<b>Screening Outcome</b>	<b>Yes /No Or / Not At This Stage</b>
Was a significant level of negative impact arising from the project, policy or strategy identified?	NO
Does the project, policy or strategy require to be amended to have a positive impact?	NO
Does a Full Impact Assessment need to be undertaken?	NO

<b>Actions: Next Steps</b> (i.e. is there a strategic group that can monitor any future actions)		
Further Action Required/ Action To Be Undertaken	Lead Officer and/or Lead Strategic Group	Timescale for Resolution of Negative Impact (s) / Delivery of Positive Impact (s)
Continued consultation with staff and Trade Unions	David McCulloch	Ongoing

### Public Reporting

All completed EQIA Screenings are required to be publically available on the [Council EQIA Webpage](#) once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See [EQIA Guidance](#): Pgs. 11-12)



**5. MONITORING OUTCOMES, EVALUATION & REVIEW**

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Strategic, Policy, or Operational Group responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from **Corporate Strategic Policy and Planning** will be available to provide support and guidance.

**Legislation**

**Equality Act (2010) - the Equality Act 2010 (Specific Duties) Scotland Regulations 2012**

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of:

- race
- sex
- being a transsexual person (transsexuality is where someone has changed, is changing or has proposed changing their sex – called 'gender reassignment' in law)
- sexual orientation (whether being lesbian, gay, bisexual or heterosexual)
- disability (or because of something connected with their disability)
- religion or belief
- having just had a baby or being pregnant
- being married or in a civil partnership, and
- age.

Further information: [Equality Act Guidance](#)

As noted the Equality Act 2010 simplifies the current laws and puts them all together in one piece of legislation. In addition the **Specific Duties (Scotland Regulations 2012)** require local authorities to do the following to enable better performance of the general equality duty:

- report progress on mainstreaming the general equality duty
- publish equality outcomes and report progress in meeting those
- impact assess new or revised policies and practices as well as making arrangements to review existing policies and practices gather, use and publish employee information
- publish gender pay gap information and an equal pay statement
- consider adding equality award criteria and contract conditions in public procurement exercises.

Further information: [Understanding Scottish Specific Public Sector Equality Duties](#)

**Fairer Scotland Duty**

Authorities should also consider Socio-Economic Impacts where appropriate. Further information: [Fairer Scotland Duty Interim Guidance](#)

**Enforcement**

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

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