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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**

<b>1. Summary Information</b>	
Date screening completed	Oct 2018
Name of policy / project/ service reform?	Community Safety Glasgow (CSG) transfer to Glasgow City Council
Project duration	4 months
What is the aim or purpose of the policy, strategy or service reform?	City Administration Committee have decided that the continued successful delivery of CSG services can be better achieved by transferring them to Neighbourhood and Sustainability Services.
Which employees may be affected?	All CSG employees
Who is responsible developing this policy, strategy or service reform?	Catharine Kirwan, Executive HR Manager – HR Stream Lead

<b>2. Does this proposed change have a potential impact on employees?</b>			
	<b>No</b>	<b>Yes</b>	<b>If yes provide summary explanation</b>
a) Introduce a new policy or amends an existing policy affecting employees?		<b>X</b>	Employment policies and practices will be harmonised with Glasgow City Council (GCC). This will ensure employees who transfer will have parity with GCC employees.
b) Involve a change of departmental or service structure?		<b>X</b>	As detailed above employees will move into Neighbourhood and Sustainability Services. And to Chief Executives and Financial Services to follow LEO principles
c) Involve a reduction or increase in workforce?		<b>X</b>	There will be no reduction or increase to the workforce from CSG who are affected by this change. As they are transferring into Glasgow City Council the overall headcount of the council will increase.
d) Change employees' terms and conditions		<b>X</b>	There will be no change to employees' pay and grading arrangements
e) Change employees' working hours?	<b>X</b>		The role and hours which employees carry out in CSG will remain as they are with CSG in the new service. An operational lift and lay approach will be implemented.
f) Change employees' work location?		<b>X</b>	The majority of employees will see no change to work location. Where there is a requirement to move location these will be discussed with employees and impacts considered on a case by case basis.
g) Change aspect of employees' physical work environment?		<b>X</b>	This will not affect the majority of employees and only as detailed in the response to f)
h) Introduces new or amends existing working practices for employees?		<b>X</b>	This will not affect the majority of employees and only as



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**Employment Equality Impact Assessment Screening Form**

			detailed in the response to f) Employees in support roles (communications, HR, Finance etc.) who move roles may see some change to working practices to ensure consistency.
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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	<b>Positive</b> – GCC is an Age Positive employer as was CSG. This means that GCC takes proactive steps to reduce age discrimination in all our activities. This is a positive change for employees transferring.	-	-
	Employees with a disability	<b>Positive</b> – GCC is a fully accredited Disability Confident employer and working towards becoming a Disability Confident Leader. CSG was Disability Confident Committed. This means that all employees transferring will have the advantage of working for a Disability Confident Employer and the commitments and benefits of that.  GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a> . This is a positive change for employees transferring.	-	-
	Employees who intend, plan to undergo or have undergone gender reassignment	-	-	<b>Neutral</b>
	Employees who are pregnant or subject to maternity arrangements	<b>Positive</b> – GCC has committed to the Principles of the Working Forward Campaign which supports pregnancy and maternity rights. CSG did not participate in this scheme.  GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a> . This is a positive change for employees transferring.	-	-



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	<p>Employees belonging to race, cultural and ethnic groups</p>	<p><b>Positive</b> – GCC have established a BME Employee Peer Support Network, a specific BME employee assistance telephone line and have a Cross Party BME Action Plan to increase BME workforce representation and ensure support for BME colleagues. CSG had not developed specific BME actions.</p> <p>GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a>. This is a positive change for employees transferring.</p>	-	-
	<p>Employees who have a religion or belief, or who do not</p>	-	-	<b>Neutral</b>
	<p>Female and Male employees</p>	<p><b>Positive</b> – GCC has an established Women’s Employee Peer Support Network which will these women can access which CSG did not have.</p> <p>GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a>. This is a positive change for employees transferring.</p>	-	-
	<p>Employees who are gay, lesbian, bisexual, heterosexual</p>	<p><b>Positive</b> – GCC has an established LGBTI+ Employee Peer Support Network (Prism) as well as a dedicated telephone support line for LGBTI+ Employees. CSG did not provide this level of support.</p> <p>GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a>. This is a positive change for employees transferring.</p>	-	-
	<p>Employees with caring responsibilities</p>	<p><b>Positive</b> – GCC is a Carer Positive Established Organisation and working towards becoming an Exemplar organisation. CSG were Carer Positive Engaged. This means that employees with caring responsibilities will have access to improved practices and support options including an Employee Peer</p>	-	-



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**Employment Equality Impact Assessment Screening Form**

		Support Network. This will assist them to balance their working life with their caring responsibilities. GCC have dedicated equality outcomes in relation to this in our <a href="#">Equality Outcomes 2017-2021</a> . This is a positive change for employees transferring.		
	Full Time Employees	-	-	<b>Neutral</b>
	Part Time Employees	-	-	<b>Neutral</b>
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 any activity you will take to stop or minimise impact.</p>	Employees of different ages	No negative impact identified.	-	
	Employees with a disability	Changes to line management of location may impact the employee due to their personal circumstances.	<p>For the majority of employees' management reporting lines and locations will not change therefore any arrangements which are in place or have been agreed will continue.</p> <p>Where there is a change of line management or location for employees in this category these will be looked at on a case by case basis involving previous line management, new line management and the employee to agree a plan during the transfer period.</p> <p>All impacts relevant to the employee with be reviewed and appropriate risk assessments conducted (this could include physical aids, location review to identify issues, mental wellbeing etc.)</p> <p>An action will be included in the overall transition plan to capture where there may be any affected employees in order that appropriate action can be taken to reduce or minimise the impact on the employee.</p>	
	Employees who intend, plan to	Changes to line management	For the majority of employees'	



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	undergo are under going or have undergone gender reassignment	or location may impact on the employee due to their personal circumstances.	<p>management reporting lines and locations will not change therefore any arrangements which are in place or have been agreed will continue.</p> <p>Where there is a change of line management or location for employees in this category these will be looked at on a case by case basis involving previous line management, new line management and the employee to agree a plan during the transfer period.</p> <p>An action will be included in the overall transition plan to capture where there may be any affected employees in order that appropriate action can be taken to reduce or minimise the impact on the employee.</p>
	Employees who are pregnant or subject to maternity arrangements	Potential of not being aware of the changes or feeling vulnerable due to not being at work during the transition period.	Activity built into communications plans to ensure appropriate and adequate communications happen with employees currently on maternity leave. The approach to comms will be agreed with employees to ensure they understand the changes and any implications for them.
	Employees belonging to race, cultural and ethnic groups	No negative impact identified.	-
	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.	-



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	Full Time Employees	No negative impact identified.	-
	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.	In section 3 a), 7 out of the 11 points are positive and 4 are neutral. Explanations are provided to explain the positive impacts which will assist achieve this need of the equality act.	
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	In section 3 a), 7 out of the 11 points are positive and 4 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.	In section 3 a), 7 out of the 11 points are positive and 4 are neutral. Explanations are provided to explain the positive impacts which will assist achieve this need of the equality act.	

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	<p>The responses at question 2 show that there will be a potential impact this impact is for approximately approx. 20 employees from a workforce of 395 therefore 5% of the workforce, the other 95% of the workforce won't be impacted.</p> <p>In section 3 a), 7 out of the 11 points are positive and 4 are neutral. Explanations are provided to explain the positive impacts these positive impacts will affect all of the workforce.</p> <p>In section 3 b) again the potential impact is only for approx. 20 employees, 5% of overall workforce. The identified impacts are in relation to transgender, disabled employees or employees who are pregnant or on maternity leave. The numbers affected will be low and the proposed activity</p>

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		<p>detailed will ensure there is no or very low impact to these employees.</p> <p>In section 3 c) we have shown that the evidence detailed at sections 3 a) and b) will ensure that the transfer of employees from CSG will build on the work already completed in GCC to meet the three needs of the Equality Act.</p> <p>In conclusion there are many positive impacts from an Equality perspective of this change, any potential negative impacts will affect approx. 20 employees 5% of the overall workforce and only if they fall into the categories who will be impacted, therefore the actual numbers affected will be low, these impacted employees are mainly in support roles (Comms, HR, finance etc.) and have always worked across in conjunction with colleagues in the same areas of GCC therefore change will be minimal. We have built activity into the overall project plan to mitigate any negative impacts. Equality &amp; Diversity will be a standing agenda point at the HR Stream meetings in order that consideration can be given to any further activity or EqIA requirements. Given this we have concluded that a full EqIA is currently not required.</p>
<p>• <b>If you are proceeding to a full EEqIA please refer to the template EEqIA.</b></p>		
<p>• <b>If you are not proceeding to a full EEqIA please answer the questions below:</b></p>		
<p>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.</p>	<p>Yes.</p>	<p>As detailed at question 3 b) activity has been built into project plans to identify employees on maternity or adoption leave, those who intend, plan to undergo are undergoing or have undergone gender reassignment and employees who are disabled. This will ensure appropriate discussions take place to agree plans during transition period.</p>
<p>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?</p>	<p>Nothing has been identified.</p>	<p>Equality is considered as part of the HR Project Work Stream on an</p>

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If yes, please provide a brief statement opposite.	ongoing basis. If there is anything identified which has impacts upon this screening a review will be completed.
d) Have you added Equality into the implementation plan for this policy, strategy or service reform?	Yes this has been included in project plans for the HR Project Work Stream.
<b>5. Screening Sign off</b>	
I confirm I have reviewed the guidance and agree with the information detailed on this EEQIA screening document:  <b>Signature of HR Manager: <i>Catharine Kirwan, Depute Executive HR Manager</i></b>	

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

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