

**Glasgowlife
Equality Impact Screening
Introduction of New Practice**

Please describe clearly the change of practice that is being proposed

Fill in the date that the screening exercise was completed

Ensure that the person who is responsible for undertaking this screening exercise is named

Description of New Practice	Change to a 3 shift pattern from a 2 shift pattern covering volunteering from 8am until 11pm
Date of Completion of Screening Form:	17th June 2014
Person Responsible for this Screening	Helen Maclean

Complete all relevant sections of this form and return to the Policy and Research Team at Policy&research@glasgowlife.org.uk

Guidance for each section is outlined, but please contact the team at the above e-mail address or by telephone on 287 8951 for any further clarification or guidance

Section 1

In Section 1, outline any potential impacts for each affected group as appropriate. If no impact is anticipated please leave the box blank.

State whether it is considered that potential impacts are positive or negative and record the decisions and recommendations for each **negative** impact.

List all information on which decisions were based. This can include for example, user figures, practice by other local authorities and leisure trusts, and any review of literature.

Section 1 – Equality Impacts

Populations	Potential impacts	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information and Supporting Evidence
Protected Characteristics Older people, people in the middle years, young people and children	Older people and young people may feel more vulnerable if travelling home at 11 pm at night. Older people may find later evening shifts tiring and as a result, may not wish to commit to extra shifts.	Negative	Do not increase length of shift, or minimum number of shifts, but attempt to recruit more volunteers to cover the extra hours now requested. Consider encouraging Glasgow Life staff to volunteer for after work late shifts. Prioritise critical active travel routes when placing volunteers and place fewer volunteers at Festival 14 live sites.	Supporting Great Ideas in Scotland – Big lottery Fund Application (See Appendix One) The bid to the lottery funding programme was based on targeting potential volunteers from those under represented groups within Glasgow applicants to the main Organising Committee’s volunteer programme and removing the barriers that prevent them from volunteering These were identified as: <ul style="list-style-type: none"> • Older people • Disabled people • People living in deprived communities Through working with stakeholders, the

Populations	Potential impacts	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information and Supporting Evidence
				<p>recruitment of these sections of the population has been successful.</p> <p>Consultation with stakeholders, (see Appendix 2). highlighted the need for shorter (approx 4-5 hr) shifts, along with other supportive measures such as taxi provision, carers support, communication support, equalities trained staff, childcare costs, and shelter.</p> <p>SPT Public Transport Timetables.</p> <p>The Glasgow Subway times for last trains vary between 11pm until 11:30pm (Mondays to Saturdays), and approximately 6pm on Sundays depending upon which station is used for departure. During Games Time, they will extend this service to having trains leaving as late as 1am. However, these will only operate during the two weekends that are included within the Games period so access to the underground travel system will still be limited in late evenings. See link: http://www.spt.co.uk/subway/timetables/ Bus and train times vary and tend to run later, but again it is more difficult to access</p>

Populations	Potential impacts	(Positive ☑ or negative ☒)	Recommendations Decisions	Relevant Information and Supporting Evidence
				<p>public transport later in the evening. See link: http://www.spt.co.uk/</p> <p>Glasgow City Council’s report entitled CITY OPERATIONS: EQUALITY IMPACT ASSESSMENT EXERCISE FINDINGS AND DRAFT ACTION PLAN (See Appendix 3) This identified some potential equality-related areas of exposure one of which was noted as being</p> <ul style="list-style-type: none"> • that young and vulnerable people are unsafe while volunteering
<p>Women, men and transgender people (include issues relating to pregnancy and maternity)</p>	<p>Women who primarily have child care responsibility may now find it difficult to undertake volunteering as most child care facilities e.g. after school care and pre- five nursery provision close at 6pm at the latest. Working the 3rd proposed late</p>	<p>Negative</p>		<p>Glasgow City Council’s report entitled CITY OPERATIONS: EQUALITY IMPACT ASSESSMENT EXERCISE FINDINGS AND DRAFT ACTION PLAN (See Appendix 3)</p> <p>This identified a possible equality-related areas of exposure as:</p> <ul style="list-style-type: none"> • Safety concerns for females / lone workers working later hours

Populations	Potential impacts	(Positive ☑ or negative ☒)	Recommendations Decisions	Relevant Information and Supporting Evidence
	<p>shift of the day may not thus be practical for some female volunteers.</p> <p>In addition, many women may feel vulnerable due to perceptions of diminished personal safety when travelling late in the evening.</p>			<p>And that in relation to staff,</p> <ul style="list-style-type: none"> • Staff with caring responsibilities being unable to accommodate resourcing requirements <p>Mitigating actions included :</p> <ul style="list-style-type: none"> • Where staff are required to work different hours, information will be provided on childcare providers for those with childcare requirements through the staff communication strategy • Travel arrangements may also be put in place for a small number of staff who may have to work out with their standard hours and may face transport issues.
<p>Disabled people (includes physical disability, learning disability, sensory impairment, long term medical conditions, mental health problems)</p>	<p>People with some types of disability and some long term medical conditions may find it difficult to work more shifts or later hours than those originally designed in the programme due to</p>	<p>Negative</p>		<p>See supporting/relevant information in relation to older people</p> <p>Glasgow City Council 's report "CITY OPERATIONS: EQUALITY IMPACT ASSESSMENT EXERCISE AND DRAFT ACTION PLAN"</p> <p>This report included initial</p>

Populations	Potential impacts	(Positive ☑ or negative ☒)	Recommendations Decisions	Relevant Information and Supporting Evidence
<p>Minority ethnic people (includes Gypsy Travellers, non-English speakers)</p> <p>Refugees & asylum seekers</p>	<p>a variety of factors such as the limitations of their condition which may affect daily living, medication schedules, and/or the requirement for either carers or a support workers to assist them in either travelling to and from volunteer sites or throughout their volunteering experience. Support workers would also need to be willing and available to work later in the evening than originally agreed.</p>			<p>recommendations for mitigating actions as noted below:</p> <ul style="list-style-type: none"> • HCV volunteers' support needs will be assessed to ensure they can undertake their role safely and effectively. • Provision of support to allow disabled people to volunteer

Populations	Potential impacts	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information and Supporting Evidence
People with different religions or beliefs	Volunteers who are participating in Ramadan which falls during games time, may find late evening shifts more difficult due to having fasted all day since sunrise.	Negative	Ensure that those volunteers adhering to fasting practice are not programmed into late evening shifts without being asked if this is suitable.	
Lesbian, gay, bisexual people				
People who are unmarried, married or in a civil partnership				
Other disadvantaged groups People in different socio-economic groups (including living in poverty /	Those who live in areas of deprivation i.e. one of the recruitment target	Negative		

Populations	Potential impacts	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information and Supporting Evidence
people of low income)	groups outlined in the lottery bid are more likely to be on low incomes and consequently may have difficulty in affording taxis home and, may not want to travel on public transport at late hours.			
Homeless people				
People involved in the criminal justice system				
People with low literacy levels	N/A			
People in remote locations or particular geographical areas	N/A			

Populations	Potential impacts	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information and Supporting Evidence
Carers	<p>Cares may have agreed to support volunteers who have additional needs by becoming a volunteer themselves. The later hours and additional number of shifts now required may present an additional burden on carers who are already busy with their caring duties.</p>	Negative	<p>Inform volunteers of the change and ascertain potential problems in carers coverage.</p>	
Staff (including people with different work patterns e.g. part/full time, short term, job share, seasonal)	<p>Carers who are volunteering in their own right may find it difficult to accommodate later evening shifts due to caring responsibilities</p> <p>The working population may benefit as will have a greater choice of shifts out with standard working hours.</p>	Positive	<p>Ensure that carers do not have to cover late shifts if this would cause problems in them finding someone else to care for their relative or friend.</p> <p>Encourage Glasgow Life staff to cover the extra shifts and the later after work period shifts required by the extended coverage.</p>	<p>Glasgow City Council’s report entitled: “CITY OPERATIONS: EQUALITY IMPACT ASSESSMENT EXERCISE FINDINGS AND DRAFT ACTION PLAN”</p> <p>An initial recommendation for mitigating action from the above report was that:</p>

Populations	Potential impacts	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information and Supporting Evidence
	<p>However, as the shift time changes are being implemented after the recruitment period, workers would not have been aware of the extended evening hours and thus may not have applied for an opportunity on this basis. The advantage is therefore limited.</p>		<p>Provide taxi home arrangements for staff to ensure late night working safety.</p>	<ul style="list-style-type: none"> Travel arrangements may also be put in place for a small number of staff who may have to work out with their standard hours and may face transport issues.

Others (please add)

Populations

Potential impacts

**(Positive
 or
negative
)**

**Recommendations
Decisions**

**Relevant Information and
Supporting Evidence**

Section 2

It is important when introducing a new practice, to ensure that this will not result in the widening of health inequalities in the City. In this section, please record any potential positive or negative impacts along with recommendations for mitigating any negative impacts and any sources of information used in making recommendations and decisions.

Section 2 - Impacts on Equality and Health

Impact Area	Potential impacts and population groups affected	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information Supporting Evidence
Equality	Volunteering is well documented in having a positive effect on health and wellbeing. The project was designed to ensure that people who were under represented in the Commonwealth Games' Organising Committee's volunteering programme were targeted	Negative	Ensure that the 4 X 4hour shift pattern remains to allow all volunteers to continue with the programme. Consider recruiting GL	NHS choices, Your Health, your choices NHS Choices list the benefits of volunteering as being: 1) Longer life 2) Ability to cope with ill health 3) A healthier lifestyle 4) Improved family relationships 5) Meeting new People 6) Improved Self esteem and sense of purpose 7) A positive view of their own health

Impact Area	Potential impacts and population groups affected	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information Supporting Evidence
	via the recruitment process. These were people with disabilities, older people and those from lower income groups along with those precluded from recruitment such as those aged under 16 years at the time of application for volunteering and asylum seekers who were unable to apply as most would not have access to the required documentation for security vetting. Specific		staff to cover the agreed extra shifts.	<p>See link: http://www.nhs.uk/Livewell/volunteering/Pages/Volunteeringhome.aspx</p> <p>Glasgow Centre for Population Health - Briefing Paper 40 Findings Series, “Exploring potential reasons for Glasgow’s ‘excess’ mortality: results of a three-city survey of Glasgow, Liverpool and Manchester.”</p> <p>The centre has studied the high mortality rate for Glasgow and conducted a study into the reasons for its existence in comparison to other similar UK cities. It found that higher rates of volunteering and social capital exist in both Liverpool and Manchester and they theorise that this difference is likely to account for some of the differences in life expectancy in Glasgow.</p> <p>See link http://www.gcph.co.uk/publications</p>

Impact Area	Potential impacts and population groups affected	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information Supporting Evidence
	<p>recruitment from these population groups will ensure that health inequalities in the City are reduced.</p>			<p>Commonwealth Games Volunteer Programme Analysis</p> <p>Detailed analysis of Glasgow applicants for the CWG official recruits showed:</p> <p>“significant under-representation Over-60s – 9% ; People with disabilities – 4.2% ; People living in bottom 15% SIMD Glasgow City Council Wards – ranging from 1.6% to 4.7% depending on locale.”</p> <p>Consultation with partner organisations revealed some of the underlying reasons for this. Amongst the target groups. These were highlighted as being: “Perceptions that the Organising Committee Volunteer Programme shift commitment (minimum requirement of 8 x 8-12 hours) was too long / too much for target groups with poorer motivation, lower confidence, health, and/or mobility issues, childcare & family commitments, lack of accessible transport; self</p>

Impact Area	Potential impacts and population groups affected	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information Supporting Evidence
				<p>perception of limited contribution to make (e.g. due to gaps in employment, unemployment, perceived discriminatory attitudes, lack of understanding of reasonable adjustments); and digital exclusion due to exclusively on-line application process.”</p> <p>The Host City Volunteer programme was therefore designed to better meet the needs of those under- represented groups and one of these was to shorten the lengths of shifts to 4 hours and only expect each volunteer to do 4 shifts during the Games.</p>

Impact Area	Potential impacts and population groups affected	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information Supporting Evidence
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Lifestyle

N/A

Social environment

N/A

Physical environment

N/A

Impact Area	Potential impacts and population groups affected	(Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>)	Recommendations Decisions	Relevant Information Supporting Evidence
ment				

Services N/A

Section 3

Please fill in the relevant option recording the decision/decisions from the screening exercise by answering Yes or No

Section 3 - Final Decisions

Decision Options	Decision Record	Named Responsible Person	Date of Monitoring and Review of Decision if not proceeding to Full Impact Assessments
Proceed with Implementation of New Practice			
Proceed to Full Equality Impact Assessment			
Proceed to Full Health Equality Assessment			
Proceed with Introduction of New Practice but Implement Mitigating Actions	Yes		Post Games

If Mitigating Actions are being introduced, please summarise these below:

Mitigating Actions

- 1) Provide taxis for all volunteers who work shifts finishing at 11pm who identify either safety or care needs
- 2) Extend the hours of Glasgow Life project support staff from 7 hour to 9 hour shifts, but maintain the shorter shift length for volunteers
- 3) Omit the proposed overlap/handover in shifts. (Previously there was a 30 minute overlap of volunteer shifts).
- 4) Review the proposed training to volunteer Team Leaders and Glasgow Life staff providing support during Games Time to mitigate the reduced opportunity for handover communication.
- 5) Ask volunteers to do additional shifts. (If, on average, each volunteer does one extra shift (i.e. 5 rather than 4) we will have sufficient volunteers).
- 6) Prioritise critical active travel routes for placing volunteers and reduce the number of volunteers at Festival 14 live sites.

Send the completed form to: Policy&research@glasgowlife.org.uk

APPENDIX 1 - EXTRACT FROM LOTTERY FUNDING APPLICATION

4.9 How will you make sure that everyone who could benefit from your project will know about it and be able to get involved?* There are a number of reasons why people may find it difficult to find out about your project, get involved and stick with it. These include needing to care for someone, having different values or traditions or finding it hard to get to your project because of where it is or when it happens. Explain how you've considered the difficulties people may face and what you'll do to tackle the issues you've found out about. To learn more about how to make your project open to as wide a range of people as possible visit www.biglotteryfund.org.uk/equalities You can write up to 2,000 characters (about 300 words).

HCV component of project identified under-representation of target groups in mainstream OC programme via analysis of applications from Glasgow communities. Understanding of barriers (see 2.1 above) and subsequent project methodology is informed by consultation with agencies working with / representing / or comprising people from priority target groups, as well as learning from previous experience (see 4.4 above). By undertaking a targeted recruitment approach in conjunction with partner agencies and networks for the HCV component of the programme, we aim to address some of the barriers that stakeholders and research have indicated may have prevented people from applying for the OC's programme (e.g. perceptions about the competitive nature of the recruitment process due to the high level of interest; difficulty with the exclusively online application process; disability or health issues preventing commitment to the minimum 10 days with 8-12 hour shift patterns) and/or from independently getting involved in wider volunteering opportunities (e.g. volunteer involving organisations' (VIO) preconceptions about older or disabled people being recipients rather than providers of volunteer activity; failure by VIO's to make reasonable adjustments; additional costs associated with caring responsibilities/travel, etc.). HCV will therefore offer shorter shift patterns, lower the minimum time commitment, and endeavour to meet additional support and welfare requirements. Partners and community networks will also be closely involved in promoting and recruiting people for the flexible learning programme – whilst recognising that the digital medium can provide a barrier for some people, discussion with digital learning providers and wider stakeholders such as GHA/JBG has indicated a desire for a fun and interactive learning programme that can be utilised to support people to gain more confidence in using digital platforms. However, we want to ensure that delivery methods can accommodate a range of learners and learning styles – hence we will also offer parallel face to face delivery of adapted learning materials to ensure that literacy, language, and /or digital exclusion etc. do not create barriers to participation

GL also leads on development of city's Strategic Volunteering Framework which has a focus on understanding and addressing barriers experienced by under-represented groups furthest from volunteering experiences. Learning - including need to budget for access, learning & communication support for volunteers & make "reasonable adjustments" to shift patterns, requirement to support on-line learning programme with face to face learning sessions to address barriers for people unable to access learning via ICT - from across this breadth of experience has

been used to develop Host City Glasgow project. Partner organisations and networks have extensive experience of best practice working with target and priority groups (GDA, Glasgow Equality Forum, Social Work Supported Employment, Scottish Refugee Council etc); supporting volunteering best practice (Volunteer Glasgow, VDS); developing pathways to and from volunteering & events based volunteering opportunities and employment (Jobs & Business Glasgow).

APPENDIX 2 – STAKEHOLDER CONSULTATION

Stakeholders involved in the consultation process included:

- Glasgow Disability Alliance;
- Enable Glasgow;
- Volunteer Glasgow;
- GCC SWS supported employment programme;
- GCC SWS looked after & accommodated children's services;
- Age Scotland;
- GHA;
- Jobs & Business Glasgow;

Their collective recommendations were that Host City Volunteer roles more closely meet the needs of the target groups than the mainstream Organising Committee volunteer programme. Specific recommendations for achieving this were as follows:

- shorter shift patterns of up to 4 hours 4)
- provision of participation support resources including childcare, carers support,
- travel & subsistence including taxis,
- communication support including BSL,
- translation, induction loops

APPENDIX 3 – GLASGOW CITY COUNCIL REPORT - “CITY OPERATIONS: EQUALITY IMPACT ASSESSMENT EXERCISE”



Glasgow City Council

City Operations Board

Report by Assistant Director of Corporate Services

Contact: David McClelland

Ext: 79103

20th January 2014

CITY OPERATIONS: EQUALITY IMPACT ASSESSMENT EXERCISE FINDINGS AND DRAFT ACTION PLAN

Purpose of Report:

This paper presents the initial outputs from the City Operations Equality Impact Assessment (EQUIA) exercise and the draft action plan developed through the exercise.

Recommendations:

The City Operations Board is asked to:

- Endorse the draft action plan
- Agree the next steps set out in section 5 of the report.

1. PURPOSE

- 1.1 This paper presents the initial outputs from the City Operations Equality Impact Assessment (EQUIA) exercise and the draft action plan developed through the exercise. The exercise involves assessing the emerging City Operations plans in line with the public sector duties contained in the Equality Act 2010, with particular focus on the nine characteristics protected by the law and vulnerable groups specified by the Act (see Appendix).

2. BACKGROUND

City Operations

- 2.1 In July 2014, more than 6,500 athletes and team officials from 70 nations and territories around the world will arrive in Glasgow for the XX Commonwealth Games.
- 2.2 Plans are being developed to ensure the city is prepared to welcome athletes and visitors from around the world and that the city continues to function during Games time with minimal disruption to our half a million citizens. In order to ensure that this aspect of the Games vision is achieved, a City Operations (COP) function has been established.
- 2.3 Ten workstreams have been established to develop and deliver City Operation plans:
1. City Services (COP-CS)
 2. Traffic and Transport (COP-TT)
 3. Culture and Ceremonies (COP-CC)
 4. Safety and Security (COP-SS)
 5. City Overlay, Look and Spectator Capacity (COP-COL)
 6. Communications (COP-COM)
 7. Regulatory Approvals (COP-REG)
 8. Volunteering (COP-VOL)
 9. City Masterplanning (COP-CMP)
 10. Workforce Planning (COP-WP).
- 2.4 The City Operations vision seeks to *'provide a welcoming, safe and fun environment for visitors and residents across the city'* during Games time *'through effective communication and engagement'*.
- 2.5 In order to ensure this vision is realised equally by all, and to ensure due regard is given to the differing needs of those affected by City Operations, an Equality Impact Assessment (EQUIA) is being undertaken of the emerging City Operations plans.

3. THE REQUIREMENT FOR AN EQUIA

The Equality Act 2010

- 3.1 The Equality Act 2010 requires public bodies to assess the impact on protected groups of applying a new or revised policy or practice with regard to:
- ensuring that the policy does not discriminate unlawfully;
 - considering how the policy/practice might better advance equality of opportunity;
 - and considering whether the policy/practice will affect good relations between different groups.
- 3.2 The risk of a discriminatory practice occurring is dependent on the extent to which the policy or practice being implemented is new or untested and relates to an operational area which is likely to directly affect residents and visitors.

- 3.3 Most practices which will be applied through City Operations are not new e.g. Traffic and Transport measures are implemented at other major events hosted by the Council. However, a number of practices will be new and it is important that these planned practices are assessed prior to implementation.

Scope of the EQUIA

- 3.4 The scope of the EQUIA exercise relates to the responsibilities of Glasgow City Council Family only and does not include the Games-related activities which the Organising Committee has responsibility for. The Organising Committee is proactively undertaking its own activity to ensure equality, diversity and accessibility requirements are addressed including:

- physical accessibility audits of the venues where the Games will be staged;
- the completion of equality impact assessments of several functional areas, and
- the formation of bespoke reference groups for disability and religion to inform their activities, namely the Accessibility Reference Group and the Religion and Belief Forum.

4. THE ASSESSMENT PROCESS

- 4.1 A Steering Group was established to oversee the EQUIA process. The group drew together those with knowledge of City Operations, equality and diversity practice and the operations of the Organising Committee, namely:

- Jo Winterbottom, Strategic Planning Unit
- David McClelland and Jane Thompson, Council 2014 Team
- John Gheel, Jill Stevenson and Matt Taylor, Organising Committee.

- 4.2 The assessment process was designed and delivered in line with the Council's recommended EQUIA process including:

- screening planned operations for risks and issues;
- scoping of risks in terms of evidencing their scale and impact and;
- the development of recommended mitigating actions.

Screening for risks and issues

- 4.3 A series of meetings was held between the Council 2014 Legacy Officer, the Strategic Policy Unit Officer and City Operations Workstream Leads. The meetings sought to introduce workstream leads to the scope of the EQUIA exercise and to allow initial screening of each workstream for any existing issues and mitigating actions which were already in place. A summary of these meetings is set out Appendix 2.

- 4.4 Planning teams have already been established in key areas to oversee the impact of the events at venues on the surrounding areas and what impact the events will have on the services that the council provides to businesses and residents in their day-to-day lives. The risks and mitigations identified by these teams have been fed into the draft action plan.

Scoping the scale and impact of risks

- 4.5 A workshop was held with representatives from each of the City Operations workstreams and the Council 2014 Team workstream contacts (see Appendix 4 for attendees).

- 4.6 The workshop session was facilitated by two officers with experience of undertaking EQUIA - Jo Winterbottom and Cormac Quinn. During the session, the protected groups were systematically assessed for any potential differential impacts (positive and negative) which were likely to affect the population group. An indication of:

- the number of people of affected by the impact
- the likelihood of the impact occurring ((definite/ probable/ possible/ speculative)

- and, the severity of the impact were also considered ((major/ moderate/ minor).

Development of recommended mitigating actions

- 4.7 Where negative impacts were identified, existing mitigating actions which were already planned were recorded as well as recommendations for mitigating actions where none already existed. In the case of existing mitigating action, ownership had already been agreed. For new actions, provisional ownership has been assigned in line with workstream responsibilities and remits.
- 4.8 The outputs from the screening interviews and scoping workshop have been used to develop a draft action plan, attached at Appendix 3.

5. NEXT STEPS

- 5.1 The draft action plan is endorsed by the Council 2014 Team as the way forward. It will now be passed to City Operation Workstreams for consideration and action within their existing budgets and resource allocations.
- 5.2 In a parallel process, the following groups will be consulted on the draft action plan:
- Organising Committee's Accessibility Reference Group
 - Glasgow Equality Forum
 - Organising Committee's Religion and Belief Forum.
- 5.3 Additional issues, risks and recommendations/suggested amendments from the consultation exercise will be fed into the draft action plan and shared with the appropriate workstreams with their mitigations added to/amended accordingly where appropriate.
- 5.4 Responses will be provided to all consultees outlining how their suggestions have, or have not been able to be incorporated.
- 5.5 All agreed mitigating actions from the exercise will be integrated into the emerging City Operations Masterplan.

6. RECOMMENDATIONS

- 6.1 The City Operations Board is asked to:
- Endorse the draft action plan
 - Agree the proposed next steps as set out in section 5 above.

APPENDIX 1: PROTECTED CHARACTERISTICS AND VULNERABLE GROUPS

Protected characteristics covered by the Equality Act (2010)

- **Age - Older people, children and young people**
- **Race** - Minority ethnic people (incl. Travelling Community, non-English speakers, refugees, asylum seekers)
- **Disability** - including those with long term medical conditions, mental health problems, and sensory impairment. (As well as disability discrimination, there is also a duty to make “reasonable adjustments” for disabled people e.g. providing auxiliary aids, adapting the physical features of a building)
- **Gender** – women, men
- **Pregnancy and Maternity** - including breastfeeding status
- **Gender Reassignment** - transgender people
- **Sexual Orientation - Lesbian, gay, and bisexual people**
- **Religion or Belief**
- **Marriage or Civil Partnership**

Other vulnerable groups

- *People living in poverty / on a low income*
- *Homeless people*
- *People involved in criminal justice system*
- People with low literacy levels
- Carers
- Staff (including people with different work patterns e.g. part/full time, short term, job share, seasonal)

APPENDIX 2: WORKSTREAM SCREENING MEETING SUMMARIES

2.1 REGULATORY WORKSTREAM

Workstream scope - Business as usual activities

- Building control, resilience, emergency services, licensing, public entertainment licenses, business regulation, street trading, blue badge applications, late hours catering, alcohol provision at live sites is included in the scope
- A multi-agency approach already exists regarding regulatory approvals for large-scale events e.g. concerts at Hampden etc
- Guidance on the health and safety of all, including disabled audience members specifically, is considered as part of the license application process. Guidance is included in the Green Guide for events at stadiums and Purple Book on safety.

Workstream scope - City Operations specific activities

- Main change is concentration of activity within timescales e.g. public entertainment licenses will be required for all Festival 2014 events with 5,000 spectators
- Workstream will be providing authorisation for brand protection for OC brand – GCC administering applications but OC will decide on who gets licenses

Potential equality-related areas of exposure

- Potential for public nuisance at events if licensed hours extended
- Unsafe or less enjoyable experience at events for disabled audience members
- May be disquiet among disability groups/veteran groups if poppies are not allowed to be sold in the Games zones as the WW1 Commemorations will be starting August 4th
- Blue Badge holders 15,000-20,000 applicants per year – must ensure no delay to these applications given potential increase in other areas of workload

Existing EQUIA/policies which may address equality-related impacts

- EQUIA in 2008 looked at licensing function. Focus has been on equality of access to applying for licenses. EQUIA issues related to service access such as service desk height etc. actions have been addressed with new service desk. A new online licensing system is being created to provide additional access.

Actions which are being implemented to encourage/mitigate against risks

- Guidance on disabled access /viewing platform provision is included in the Green Guide for events at stadiums and Purple Book.
- The licence policy statement makes reference to the need to comply with the Equality Act 2010.
- All taxi drivers are required to attend customer care course including how to assist disabled clients – 6000 drivers will have received this training. Glasgow now has a 100% accessible fleet.
- Business continuity and resource plans will mitigate against risk to service continuity.

2.2 WORKFORCE PLANNING WORKSTREAM

Workstream scope - Business as usual activities

- Existing annual leave policy will be applied to staff in Category 2 i.e. annual leave applications will be considered at a local level in accordance with service resourcing requirements
- Some staff within GCC and ALEOs will be required to work out with their usual hours, however, this should be covered by their existing contracts which allow for flexibility with working hours

Workstream scope - City Operations specific activities

- Embedding a more detailed, explicit set of annual leave arrangements for a 3 week period around Games time for around 200 staff in Category 1. This group will have annual leave restrictions over and above the business as usual situation which where there is still a requirement for annual leave to be planned alongside resourcing requirements
- Staff may be required to undertake different roles and to work in different locations from their normal day-today activities

Potential equality-related areas of exposure

- Safety concerns for females / lone workers working later hours
- Staff with caring responsibilities being unable to accommodate resourcing requirements
- Redistribution of staff to other Games-related duties may result in a reduced level of service to some clients/services

Existing EQUIA work

- Corporate HR has undertaken recent work to refresh equalities engagement
- The Employee Value Programme will be subject to 'equality proofing' as it develops

Actions which are being implemented to encourage positive action /mitigate against risks

- Where staff are required to work different hours, information will be provided on childcare providers for those with childcare requirements through the staff communication strategy
- Travel arrangements may also be put in place for a small number of staff who may have to work out with their standard hours and may face transport issues.
- Employee Engagement activity i.e. Employee Value Programme – staff health survey, pedometer challenge etc. Equality information is being collected for staff completing the staff survey. The aim is to ensure that a wide variety of activities are offered reflecting the interests of all groups. Survey results will be analysed to determine if engagement levels are consistent across equality characteristics
- Staff are/will be receiving resilience training and customer service training (Glasgow Welcomes) if they are required to work in a different role from normal
- A series of actions have been developed as part of the City Operations Impacted Clients Workshop which took place on the 6th September 2013 in order to ensure service continuity. Mitigation is to be established by services with any changes to working patterns or practices in response to Games needs to be highlighted timeously to allow for the engagement of workforce. Service area engagement will continue to review progress and identify appropriate service continuity measures.
- GCC is not responsible for ALEO/Glasgow Family members' workforce, however a Workforce Planning Steering Group has been established with GCC policies and practices being shared with Glasgow Family members.

- Collaborative working across the work stream will ensure that specialist training needs are identified to support the workforce plan. A training needs analysis will be undertaken to ensure that the appropriate training and development is provided.
- All workstreams to train staff adequately in health and safety requirements especially where being redeployed
- Test and readiness exercises will be undertaken to ensure that staff have been trained to deliver everything new which has been introduced for the Games.

2.3 CULTURE AND CEREMONIES WORKSTREAM

Workstream scope - Business as usual activities

- Large scale cultural events at live sites are hosted frequently by the City

Workstream scope - City Operations specific activities

- Festival 2014 will provide opportunities for performances of varying size to take place across the City's live sites (Kelvingrove, Glasgow Green and Merchant City), active travel routes and cultural hot spots.

Potential equality-related areas of exposure

- Ensuring suitable provision for disabled audience members at live sites
- Ensuring adequate/suitable re-provisioning for individual and groups where there is a loss of amenity to local residents where venues/facilities are being used for cultural programme activity
- Ensure diversity in the programme content.

Existing EQUIA work

- The Delhi Flag Handover exercise saw a positive engagement strategy with representation from across Scotland and with the inclusion of disabled volunteers. A lessons-learned exercise was undertaken to determine how the experience of disabled flag handover participants could have been improved.

Actions which are being implemented to encourage/mitigate against risks

- Creative Scotland is mapping successful Culture 2014 Open Fund applications for audience inclusion for key audiences such as LGBT and BME groups. A similar exercise is planned for Festival 2014
- While the cast for the ceremonies will be recruited by the Organising Committee and not Glasgow Life, it is hoped the learning from Delhi can be incorporated
- The International Producer for the Cultural Programme, is a member of the OC's Religion and Belief Forum where she is using the Group's networks to advise of opportunities that may be available to communities of interest to become involved in the Cultural Programme as performers (e.g. dancers, musicians), participants (choirs) or spectators in order that Scotland's cultural diversity can be showcased and communities can be engaged in celebrating Commonwealth cultures.

2.4 SAFETY AND SECURITY WORKSTREAM

Workstream scope - Business as usual activities

- Emergency planning, legal responsibility to respond and recover; counter terrorism; chemical and biological hazards; dangerous building; house fires; signing off medical plans for venues; assisting with messaging on public health.
- Business continuity within GCC – people, places and assets.

Workstream scope - City Operations specific activities

- The Command, Control, Co-ordinate and Communicate functional strategic Senior responsible Officers will be based at Eastgate at Games-time.

Potential equality-related areas of exposure

- Determining an appropriate response to groups wishing to make a peaceful protest some of which may relate to equality or human rights issues
- Events and/or processions may not be able to be accommodated alongside Games – only 28 days notice required for processions – some of which may be undertaken by religious groups or communities of interest
- Local communities (some of which may be undertaken by religious groups or communities of interest) deciding to hold their own community events/fun runs/street parties etc will be required to apply timeously to allow appropriate time for operational and regulatory approvals to be secured. The Council may face resource constraints in the event of a significant upsurge in demand for such events.

Existing EQUIA work

- No equality impact assessments have been undertaken on business as usual work

Actions which are being implemented to encourage/mitigate against risks

- Social Work Services (SWS) undertakes assessment of needs where evacuation/emergency planning situation occurs including taking account of dietary requirements with cultural offerings (including Halal meat etc) and any additional support needs for physical and learning disabilities etc
- SWS staff have training in psychological first aid and are trained to communicate with people with additional support needs
- Rest and evacuation centres are all Disability Discrimination Act compliant.
- Business continuity and resource plans will mitigate against risk to service continuity.

2.5 CITY SERVICES WORKSTREAM

Workstream scope - Business as usual activities

- Normal cleansing and waste, environmental health, trading standards, public domain and parks and open spaces presentation all require to be carried out for the city at Games time

Workstream scope - City Operations specific activities

- From January 2014 there will be heightened trading standards and public health inspections in premises in Games areas
- Public domain cleansing, parks and open space presentation is expected to be heightened around Games time.

Potential equality-related risks areas of exposure

- Vulnerable groups/shift workers - noise impact of additional street cleansing and waste uplift around venues/city centre.
- Need to ensure levels of service for waste collection and cleansing are maintained for across city especially for those requiring assisted collections (older people and disabled).

Existing EQUIA work

- A series of improvements have been made to parks and opens spaces to make them more accessible to those with disabilities/access issued e.g. dropped kerbs, ramps and handrails.

Policies which are being implemented to encourage/mitigate against risks

- City services (roads, parks, waste and cleansing) staff receiving ‘Glasgow Welcomes’ customer care training.
- Council’s equality and diversity training available on-line and in other formats.

2.6 VOLUNTEERING WORKSTREAM

Workstream scope - Business as usual activities

- Glasgow Ambassadors event volunteers were used by the City for London Olympics 2012 football at Hampden.

Workstream scope - City Operations specific activities

- Scale and geographical coverage of the Host City Volunteers (HCV) Programme will be larger than previous events
- Volunteers will be drawn from a more diverse background than at previous events. Desire to include those excluded from OC volunteering e.g. disabled groups, those residing in wards in the lowest ranked Scottish Index of Multiple Deprivation, those not in employment, education and training (NEETs).

Potential equality-related areas of exposure

- that young and vulnerable people are unsafe while volunteering
- due to large number of interested parties/groups (e.g. Scottish Refugee Council) not all groups will be represented - groups left unable to contribute to the Games

Existing EQUIA work

- Will refer to lessons learned from Delhi Flag handover and Glasgow Ambassadors for 2012.

Actions which are being implemented to encourage/mitigate against risks

- Manage expectations of equality-related third sector organisations wishing for their clients to participate in the programme. Use Volunteer Glasgow to support process and divert applicants to other volunteering opportunities.
- Groups will be responsible for the protection of their members with all adults responsible for groups being suitably qualified and accredited e.g. Protection of Vulnerable Group (PVG) accredited. Soft contracts outlining responsibilities with all groups being prepared.
- Targeted approach to under-represented groups applying for the OC's Clydesider opportunities as identified via demographic information.
- Delhi Flag Handover Volunteers may also be involved.
- HCV volunteers' support needs will be assessed to ensure they can undertake their role safely and effectively.
- Equality, diversity and inclusion training to be provided to volunteers as part of the orientation training being provided by the OC to all.
- Planning an exhibition of HCV experiences at the Peoples' Palace between Sept and Dec 2014.

2.7 COMMUNICATIONS WORKSTREAM

Workstream scope - Business as usual activities

- Communicating changes/restrictions to services to residents and businesses through a variety of communication channels including press, leaflets, public meetings etc
- Dealing with customer enquiries via Customer and Business Services.

Workstream scope - City Operations specific activities

- Scale and scope of changes/restrictions unprecedented resulting in heightened demand for communications.

Potential equality-related areas of exposure

- Repetition of complaints such as those received in relation to instances when sport-related activity is undertaken in near proximity to places of worship impacting upon access and causing disturbance.
- Ensuring communications reach target audience with appropriate communication channels used e.g. website meeting accessibility standards, publications available in different languages, Braille etc.

Existing EQUIA work

- Workshops have been held with the Traffic and Transport Workstream and the City Services Workstream to determine vulnerable groups which will be impacted upon by City Operations
- Guidelines on Plain English/Crystal Mark are applied to corporate communications.

Action which are being implemented to encourage/mitigate against risks

- Protected characteristics and vulnerable groups will be considered systematically within the Corporate Communication Strategy which is being developed.

2.8 CITY LOOK AND FEEL WORKSTREAM

Workstream scope - Business as usual activities

- Overseeing deployment of physical branded assets in city at Games time such as banners, hoarding to provide regulatory and advisory information to visitors

Workstream scope - City Operations specific activities

- Scale of asset deployment will be greater than for other events
- Workstream will be involved in press/photocalls to showcase city.

Potential equality-related areas of exposure

- The design and creative work for the City Look and Feel is the OC's responsibility. However, there is a reputational risk that signage does not meet accessibility guidance in terms of Plain English and does not include a diverse range of people reflecting the diversity of Glasgow's population.
- Sponsors can buy into banner programme with their logos visible in public domain. Groups reflecting a community of interest may object to a sponsor's presence and use these places as gathering points for protest.

Existing EQUIA work

- OC has accessibility guidelines for publications, banner designs etc
- LES guidance exists on signage deployment to avoid obstructions and improve visibility.

Actions which are being implemented to encourage/mitigate against risks

- LES staff will be implementing signage deployment using existing guidelines on positioning to ensure the signs do not present an obstacle / are visible in the environment they are positioned.
- Need to ensure any photocalls/press for showcasing city include a diverse and inclusive mix of people.

2.9 TRAFFIC AND TRANSPORT WORKSTREAM

Workstream scope - Business as usual activities

- Working with transport providers to ensure changes to bus routes etc are communicated and planned for.

Workstream scope - City Operations specific activities

- Games Route Network – will involve waiting and loading restrictions on route
- Traffic management plans around venues will be greater in scope, scale and longevity than for other events (OC is responsible for developing plans with GCC responsible for implementing and enforcing).

Potential equality-related areas of exposure

- Ensuring sufficient welfare points (toilets) for spectators on walking and cycling routes
- Ensuring sufficient rest points on walking routes to venues
- Significant number of marches / rallies identified with potential to be undertaken during managed Games-time period
- Issuing parking fines to vehicles displaying a genuine non-EU (but wider Commonwealth) disabled parking badge
- Ensuring walking and cycling routes are wheelchair accessible.

Existing EQUIA work

- Guidance in place on accessibility standards in public realm.

Actions which are being implemented to encourage/mitigate against risks

- Permissions for marches / rallies to be monitored / assessed and key transport dates communicated.
- Collate a database of identified Commonwealth nation disabled parking badges and ensure that an appropriate enforcement approach is in place.
- Plan to cross-check road closures against protected characteristics and vulnerable groups with information on clients within restricted zones being collated (e.g. home care Cordia clients) and alternative arrangements being made
- An access audit was undertaken in 2009 on the proposed walking and cycling routes. DDA improvements have been made to transport infrastructure on these routes through the Accessible Legacy Theme projects (Access for All projects) including: Dalmarnock Station, Mount Florida, Kelvin Walkway etc.
- Glasgow City Council along with Strathclyde Partnership for Transport has introduced a Statutory Quality Partnership (SQP) Scheme for all bus companies operating on the major routes within the Glasgow boundary. The SQP ensures the provision of raised kerbs at high quality waiting areas and the vast majority of buses are low floor, easily accessible for wheelchair users and allow prams and buggies on board without having to fold them up.
- Public realm improvements are being implemented in line with design guidance on accessibility/dropped kerbs etc
- GCC and OC have reviewed walking routes and last mile for accessibility with required improvements being added to out of venue requirements
- Although traffic management and enforcement is BAU activity, the Commonwealth Games Act provides greater power and does not require the Council to consult on restrictions, rather it is only required to communicate information, however, consultation is planned.

2.10 CITY MASTER-PLANNING WORKSTREAM

Workstream scope - Business as usual activities

- Workstream is a collation of existing functions of DRS.

Workstream scope - City Operations specific activities

- Providing technical design advice around GCC's venues and assets for any additional works which may be required for the Games e.g. additional accessibility ramps at Tollcross. Some of the works will be permanent and others will be temporary. (NB - Permanent works are being logged as legacy improvements)
- Delivering OC's out-of-venue requirements too e.g. where the OC require storage space out with a venue GCC is helping to identify GCC assets which could be used such as schools/car parks etc. Workstream will seek permission from GCC service where required.

- In some cases hard standing areas may be required to be added for temporary building to be situated on. Some may be permanent, other will be temporary.
- Overseeing the improvement of 45 gap sites – some in private and others in public sector ownership.
- Co-ordinating public utility works to ensure not clashing with Games Route etc.
- Monitoring planning applications to ensure no impact on routes and venues.

Potential equality-related areas of exposure

- The use of certain facilities for training, overlay works and Games time will result in loss of amenity to local residents with those on lower incomes / mobility issues etc less able to find alternative/suitable facilities
- Meeting of community groups may be required to relocate to alternative premises where OC require facility for out-of-venue use.
- Displaced parking for residents and service users impacting upon elderly and disabled particularly.
- DDA compliance of overlay infrastructure.

Existing EQUIA work

- Building control guidelines will ensure that all out-of-venue work complies with disability legislation

Policies which are being implemented to encourage/mitigate against risks

- Community Engagement Strategy and Communication plans are being developed to communicate the availability of alternatives where facilities are required for Games time
- Relocation of community groups and service users will be co-ordinated by relevant services and the communication of changes will be undertaken in partnership with the communication workstream.

APPENDIX 3: DRAFT ACTION PLAN

Populations	Potential differential impacts	Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>	No. of people affected	Likelihood (definite/probable/possible/speculative)	Severity (major/moderate/minor)	Key Questions/missing information/evidence required	Initial Recommendations for mitigating action	Workstream responsible
Protected Characteristics 1. Disabled people (includes physical disability, learning disability, sensory impairment, long term medical conditions, mental health problems)	Physical signpost within the city may not meet accessibility standards for visually impaired	Negative Impact X	Low number affected	Possible	Moderate – reputational	The design and creative work for the City Look and Feel is the OC’s responsibility. Check whether signage design meets accessibility guidance	1. 1 Ensure Host City Volunteers are able to provide directions to venues to assist visually impaired	COP-VOL
1. Disabled								

Populations	Potential differential impacts	Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>	No. of people affected	Likelihood (definite/probable/possible/speculative)	Severity (major/moderate/minor)	Key Questions/missing information/evidence required	Initial Recommendations for mitigating action	Workstream responsible
people (includes physical disability, learning disability, sensory impairment, long term medical conditions, mental health problems)	Ensuring safe and accessible routes for disabled clients along Games routes e.g. suitable gradients, dropped kerbs (also affects Older people)	Negative Impact	Will require to be scoped	Possible	Moderate – reputational	Audit of environmental conditions on walking routes is required Information should be obtained from the OC on those attending ticketed events with additional accessibility requirements	1.2 Undertaking required improvements e.g. survey of streets (potholes) and pavements to ensure suitable gradients, dropped kerb and removal of obstacles, including street furniture.	COP-TT
		X					1.3 Ensuring rest points and suitable toilet facilities are available for disabled/parents with young children on routes and at areas where queuing may occur	COP-CS
		1.4 Ensure Host City Volunteers are able to provide directions of accessible routes to venues					COP-VOL	

Populations	Potential differential impacts	Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>	No. of people affected	Likelihood (definite/probable/possible/speculative)	Severity (major/moderate/minor)	Key Questions/missing information/evidence required	Initial Recommendations for mitigating action	Workstream responsible
1. Disabled people (includes physical disability, learning disability, sensory impairment, long term medical conditions, mental health problems)	Continuity of service for Personal Care and other community, physical and mental health care service users within any residences in controlled zones	Negative Impact X	Being Scoped	Probable (particularly for mental health client base where clients are likely to be added at short notice)	Major	Number of Cordia and Non-Cordia clients within controlled zones	1.5 Tracking of all Social Work Service (Cordia and non-Cordia) clients to ensure these clients are communicated with. 1.6 Communication with clients via appropriate routes e.g. their carers, appropriate staff 1.7 Communication with other agencies to ensure they are aware of affected clients e.g. NHS Community Care teams etc 1.8 Ensuring C3 will have delegated authority to allow access where required 1.9 Ensuring appropriate accreditation of staff for access within controlled zones	Social Work Services COP-COM COP-COM COP-SS COP-WP
	Ensuring Host City Volunteers are diverse and representative of Glasgow population (also applies to Race, Age and	Positive impact √	Being Scoped.	Speculative	Major – need to reflect City’s diversity		1.10 Targeted approach being applied to recruitment to ensure HCVs are representative of Glasgow population in terms of inclusion of disabled people, Black and Minority Ethnic	COP-VOL

Populations	Potential differential impacts	Positive ☑ or negative ☒	No. of people affected	Likelihood (definite/probable/possible/speculative)	Severity (major/moderate/minor)	Key Questions/missing information/evidence required	Initial Recommendations for mitigating action	Workstream responsible
	people in different socio-economic groups)						people and those from SIMD areas of the city. 1.11 Provision of support to allow disabled people to volunteer	
2. Age - Older people, people in the middle years, young people and children	Older people: Traffic Management of road crossing point being closed off and road closures	Negative Impact X	Will require scoping	Possible	Major	Numbers affected will require to be scoped once traffic management plans finalised including diversions, closure of bus stops and changes to bus routes etc	2.2 Install alternative crossing points where diversions may significantly increase journey lengths. 2.3 Communicate road closures/diversion/road crossing points to all affected residents.	COP-TT COP-COM
	Older People: Family / friends visiting residents in controlled zones	Negative Impact X	Being Scoped	Speculative	Minor		2.4 Communicate restrictions well in advance to all affected residents in controlled zones	COP-COM
	Older people: Change of venue for community / social groups where venue required for Games-related activity (applies to other community groups of interest – Race and	Negative Impact X	Being Scoped	Speculative	Minor	Numbers affected will require to be scoped once out-of-venue requirements are finalised with OC	2.5 Communicate changes well in advance to all affected groups through facility booking structures	COP-COM

Populations	Potential differential impacts	Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>	No. of people affected	Likelihood (definite/probable/possible/speculative)	Severity (major/moderate/minor)	Key Questions/missing information/evidence required	Initial Recommendations for mitigating action	Workstream responsible
	Religion) Young People: Having access to parks and public spaces for recreation purposes	Negative Impact X	Require to be scoped	Probable	Minor		2.6 Ensure Culture Programme activities for young people are developed and communicated	COP-CC COP-COM
3. Race - Minority ethnic people (includes Gypsy Travellers, non-English speakers, Refugees & asylum seekers)	Wayfinding signage cannot be understood by non-English language speakers	Negative Impact X	Require to be scoped	Probable	Minor	The design and creative work for the City Look and Feel is the OC's responsibility.	3.1 Investigate use of pictograms and non-language signage in any way-finding installed by GCC 3.2 Encourage OC to ensure that Look and Feel material meets accessibility guidance in terms of Plain English and includes a diverse range of people reflecting Glasgow's population	COP-TT COP-COL

Populations	Potential differential impacts	Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>	No. of people affected	Likelihood (definite/probable/possible/speculative)	Severity (major/moderate/minor)	Key Questions/missing information/evidence required	Initial Recommendations for mitigating action	Workstream responsible
	Ensuring Cultural Programme participants and cultural offerings reflect diversity of Glasgow population (applies to LGB people too)	Positive impact √	Being Scoped.	Speculative	Major – need to reflect City’s diversity		3.3 Ensure widespread distribution of community packs to assist local communities to become involved in wider celebrations and to hold their own events 3.4 Review audience profiles and types of organisations involved to ensure diverse cultural offering	COP-COM COP-CC
4. People with different religions or beliefs	Restricted access to places of worship due to road races, Games Route Network restrictions, controlled zones	Negative Impact X	Being scoped	Probable	Moderate	Mapping and identification of affected places of worship required	4.1 Greater and earlier communication and dialogue with places of worship about any expected restrictions. 4.2 Provide information on where to worship on tourism website and Get Ready Glasgow	COP-TT COP-COM
	Restrictions to marches and parades by religious groups	Negative Impact X	Being scoped	Probable	Moderate	Security resources may be required for other activities	4.3 The Council will liaise with organisers to programme alternative routes / dates if required.	COP-REG COP-SS
5. Sex - Women, men and transgender	Potential changes to working hours for female workers / lone workers e.g. moving	Negative Impact X	Being scoped	Speculative	Moderate		5.1 Travel arrangements may also be put in place for a small number of staff who may have to work out with	COP- WP

Populations	Potential differential impacts	Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>	No. of people affected	Likelihood (definite/probable/possible/speculative)	Severity (major/moderate/minor)	Key Questions/missing information/evidence required	Initial Recommendations for mitigating action	Workstream responsible
people (include issues relating to pregnancy and maternity)	to later shifts						their standard hours and may face transport issues.	
	Ensuring toilet facilities for mothers and fathers with babies in arms.	Negative Impact X	Will require to be scoped	Possible	Moderate – reputational	Information should be obtained from the OC on those attending ticketed events with young children	5.2 See recommendation 1.3	COP-CS
6. Lesbian, gay, bisexual people (LGB)	Ensuring Cultural Programme participants and cultural offerings reflect diversity of Glasgow population	Positive impact √	Being Scoped.	Speculative	Major – need to reflect City’s diversity		5.1 See recommendations 3.3 and 3.4	COP-COM COP-CC
7. People who are unmarried, married or in a civil partnership, or to be married	Restrictions to places of worship / registrars for marriage ceremonies and access to parks for photos.	Negative Impact X	Being Scoped.	Possible	Moderate		6.1 See recommendation 4.1.	COP-COM
Other disadvantaged groups								
8. Carers	Annual leave restrictions for	Negative Impact	200 GCC staff subject	Speculative	Minor		8.1 More than 12 months notice provided to staff on	COP-WP

Populations	Potential differential impacts	Positive <input checked="" type="checkbox"/> or negative <input checked="" type="checkbox"/>	No. of people affected	Likelihood (definite/probable/possible/speculative)	Severity (major/moderate/minor)	Key Questions/missing information/evidence required	Initial Recommendations for mitigating action	Workstream responsible
	Glasgow City Council (GCC) staff some of whom may be carers	X	to leave restrictions				leave restrictions to make other arrangements. Appeals can be made.	
9. People with low literacy levels	Signposting and wayfinding being inaccessible to people with low literacy levels	Negative Impact X	Require to be scoped	Probable	Minor		9. See recommendations 2.7 and 2.8	COP-COL
10. People in different socio-economic groups (living in poverty / low income)	Access to the Cultural Programme activities	Positive impact √	Requires to be scoped	Speculative	Moderate		10.1 Provide free/low cost access to Live Sites and Festival 2014 activities.	COP-CC
11. Homeless people	Potential not to be able to meet demands for homelessness services	Negative Impact X	Requires to be scoped	Speculative	Major		11.1 Ensure workforce resources are maintained for homeless (and other vulnerable people) through the development of workforce resourcing plans	COP-WP
	Potential for homeless to be criminalised e.g. aggressive begging of those with alcohol/drug problems	Negative Impact X	Requires to be scoped	Possible	Moderate		11.2 Ensure appropriate policing response is developed in response to begging	COP-SS

Populations	Potential differential impacts	Positive ☑ or negative ☒	No. of people affected	Likelihood (definite/probable/possible/speculative)	Severity (major/moderate/minor)	Key Questions/missing information/evidence required	Initial Recommendations for mitigating action	Workstream responsible
	Potential for on-street vendors to be displaced from their usual pitches	Negative Impact X	Requires to be scoped	Possible	Moderate	Will Big Issue vendors be allowed to sell in controlled areas if this is where they are normally based?	To be developed	COP-REG COP-SS
12. People involved in the criminal justice system	Third sector orgs may require access to people involved in the Criminal Justice System.	Negative Impact X	Being Scoped	Probable	Major		12.1 See recommendations 1.5 to 1.9	
	Staff with a criminal record may not meet accreditation requirements for the Organising Committee	Negative Impact X	Low	Possible	Minor		To be developed	COP-SS COP-WP

APPENDIX 4: CITY OPERATIONS EQUALITY IMPACT ASSESSMENT: SCOPING WORKSHOP
ATTENDEES Date of Scoping Workshop: Wednesday 2nd October 2013, 9.30am – 12.30pm

	Name	Job Title/Role	Organisation
Facilitators List of Participants:	1. Jo Winterbottom	Corporate Policy Officer, Equality Team	Strategic Policy and Research, GCC
	2. Cormac Quinn	Senior Officer Service Modernisation	Social Work Services, GCC
	3. Alan Taylor	Senior Human Resource Officer and Workforce Planning Workstream representative	Corporate Human Resource, Glasgow City Council (GCC)
	4. Chris Dalrymple	Assistant Manager and City Services Workstream representative.	Land and Environmental Services, GCC
	5. Willis Warden	Assistant Group Manager and Traffic and Transport Workstream representative.	Land and Environmental Services, GCC
	6. Ian Hay	Assistant Programme Officer for City Operations	Council 2014 Team, GCC
	7. Marie McDermott	Senior Marketing Communications Manager and City Look and Feel Workstream representative	Glasgow City Marketing Bureau
	8. Michelle McGinty	City Operations Programme Team	Council 2014 Team, GCC
	9. Sharon Logan	Programme Officer for City Operations (Volunteering and Human Resource Workstreams)	Council 2014 Team, GCC
	10. Janis Boyle	Resilience Officer and City Operations Safety and Security Workstream representative	Corporate Services, GCC
	11. Bridget Sly	Policy and Research Manager and City Operations Volunteering Workstream representative	Glasgow Life
	12. Lorraine Wilson	Visual Arts Officer and City Operations Culture and Ceremonies Workstream Representative	Glasgow Life
	13. Matt Taylor	Trainee, Accessibility Functional Area	Glasgow 2014 Ltd
	14. John Gheel	Officer, Accessibility Functional Area	Glasgow 2014 Ltd
	15. Mairi Millar	Legal Manager (Licensing) and City operations Regulatory Workstream Lead	Regulatory GCC
	16. David Grant	Programme Officer for City Operations	Council 2014 Team, GCC
	17. Jane Thompson	Legacy Officer	Council 2014 Team, GCC