

**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. Evidence & Engagement**

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups)

**3. Differential Impact**

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level

**4. Outcomes and Action**

Develop an action plan to make changes where a negative impact has been assessed

**5. Monitoring Outcomes and Next Steps**

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

The Tomorrow's Support Services Programme is a council Service Reform programme, that commenced in 2013. TSS is lead by CBS, and we have committed to delivering £5M pa savings from new ways of organising and managing work. In Year 1 2013, staff working in council services providing clerical and administration support transferred to CBS.

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

The TSS approach builds upon our existing model of shared services;

- Bringing like work and like skills together
- Consolidating resources where appropriate
- Establishing common management of resources supporting multiple clients

In 2014, we organised our work carried out in city centre work locations and are now operating to functional model, where we have staff delivering services for employee services, finance services, business administration services and customer services across our city centre offices in City Chambers, 220 High Street, 231 George Street, 40 John Street and 45 John Street.

We are now focusing on an area model, looking at the work activities that are carried out in locations out with the city centre. We will follow similar logic to the city centre approach and need to ensure that our ways of working provide effective sustainable and resilient service delivery, ensuring that city wide users of services continue to receive at least the same platinum service outcomes as before.

Our teams are based in locations across the city providing a wide geographical spread and offering diversity in talent and skills. We aim to organise the right work, in the right location with the right people, our revised operating model is geared to drive productivity and innovation; within city centre locations, area hub locations and area office locations.

This means that similar work across geographical areas will come together, where appropriate, to be delivered from area hubs. We expect our area hubs to be located in each of the main geographical areas that our clients currently deliver services from: in the City Centre, North West, North East and the South. Some of the work we do will continue to be based in current area locations, such as a school office, social work unit, local customer service counters or a land depot.

In line with the council's current plans for service reform we will also introduce a range of flexible working arrangements for people. This will provide some opportunities for home working, mobile working and flexible business response teams to deliver the type of support that's needed for a modern, skilled and flexible workforce.

By creating the same model for shared services across CBS we can continually look at ways to bring like work together in both the city centre and areas to deliver sustainable services for the council.

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There is no change to the delivery of services to the public or GCC service departments by the introduction of this service reform.

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

Evelyn MacKinnon

d) Assessment Verified by (signed and date)

## 2. EVIDENCE & ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact negatively or positively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. This will provide you with what do you need to know that will provide you with evidence of the needs of the diverse population and their needs.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to; Gender, BME, Disabled people, LGBT, older people, children & young people or faith & belief.	Do you intend to set up your own consultation? If so, please list the main issues that come from this consultation.
<p>Staff engagement:</p> <ul style="list-style-type: none"> <li>• Stand Up Catch Ups</li> <li>• PCRs, 1-2-1</li> <li>• Staff Forums</li> <li>• Communication Briefings</li> <li>• Managers Briefings</li> <li>• Employee Voice</li> <li>• Expression of Preference</li> <li>• Expression of Interest</li> <li>• 1-2-1 resourcing discussions</li> <li>• Staff survey</li> </ul> <p>Client Engagement</p> <ul style="list-style-type: none"> <li>• Meetings, stakeholder sessions, board and steering group meetings, updates to CMG and Service Reform</li> </ul> <p>TU Engagement</p> <ul style="list-style-type: none"> <li>• Regular meetings in place with all council affiliations, UNITE, GMB and UNION</li> </ul> <p>Corporate HR</p> <ul style="list-style-type: none"> <li>• Regular updates and meetings</li> </ul>	<p>We have taken an approach to inform and cascade information to staff through a variety of methods, including engaging staff on long term sick, maternity or paternity leave.</p> <p>Staff have flexibility to opt into change through expression of interest (those interested in specific work that will be delivered from another location) and provide feedback through expression of preference (to explain their preferences on the type of work and their type of location)</p> <p>Where we identified a specific work activity that affected a small staff group, the approach taken was to engage through 1-2-1 discussions with individuals about the opportunity and choices available to the employee and the alternative options available to them.</p> <p>All staff were given the opportunity to have 121 meetings with their manager to raise and discuss anything related to the opportunities and/or change and protected characteristics.</p>	<p>No specific consultation will be set up. We will continue to use the same methods to inform, engagement and communicate. This programme will be ongoing and continues over the next 4-years.</p> <ul style="list-style-type: none"> <li>• No staff grievances have been raised.</li> <li>• All staff members have been met with.</li> <li>• All protected characteristics have been taken into account for example: <ul style="list-style-type: none"> <li>○ Building Locations offer provision for Disability, Pregnancy and Maternity and Religion and Belief.</li> <li>○ Existing IT software/adaptive equipment will transfer with member of staff.</li> <li>○ We are operating to the council's HR policy and to HR and Equalities legislation</li> </ul> </li> </ul>

### 3. DIFFERENTIAL IMPACT

Use the table below to tick where you think the **Policy, Project, Service Reform or Budget Option** has either a negative impact (could disadvantage them) or a positive impact (contributes to promoting equality or improving relations within a equality group), based on the evidence you have collated

		Positive Impact – it could benefit an equality group	Good Practice/ Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason for Change in Policy or Policy Development
<b>GENDER</b>	Women		✓		This service reform looks at ways to improve how we deliver our services, operating within the council's existing policy framework
	Men		✓		
<b>RACE</b>	Asian People		✓		
	Black People		✓		
	Chinese People		✓		
	White People		✓		
	People of mixed race		✓		
	European People (Polish, Greek, Italian, etc)		✓		
<b>DISABILITY</b>	Physical disability		✓		
	Sensory Impairment (sight, hearing, )		✓		
	Mental Health Issues		✓		
<b>LGBT</b>	Lesbians		✓		
	Gay Men		✓		
	Bisexual		✓		
	Transgender		✓		
<b>AGE</b>	Older People (60 +)		✓		
	Younger People (16-25)		✓		
	Children (0-16)		✓		
<b>MARRIAGE</b>	Women		✓		

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<b>&amp; CIVIL PARTNERSHIP</b>					
	Men				
	Lesbians		✓		
	Gay Men		✓		
<b>PREGNANCY &amp; MATERNITY</b>	Women		✓		
<b>RELIGION &amp; BELIEF</b>	Input *		✓		

\* 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

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Continue to answer or tick the following questions where the initial screening (above) indicated that there may be a negative impact on certain equality groups. \*\* Equality Legislation listed a back of this document.

IMPACT	YES	NO
<b>HIGH</b>		
There is substantial evidence and/or concern that people from different groups or communities are (or could be) differently affected by the policy.		
<b>MEDIUM</b>		
There is some evidence and/or some concern that people from different groups or communities are (or could be) differently affected		
<b>LOW</b>		
There is little or no evidence that some people from different groups or communities are (or could be) differently affected.		
<b>Does the negative impact breach any of the equality legislation? **</b>		
	<b>Immediately</b>	<b>Within next 6 months</b>
The negative impact requires action to be taken		

\*\* See summary of legislation in appendix at the back of this form (you may also require to refer directly to the Equality Act 2010)

**4. OUTCOMES AND ACTION**

SCREENING ASSESSMENT OUTCOME ACTIONS

Screening Outcome	Yes /No /Not At This Stage	Further Action Required	Lead Officer	Timescale for Resolution
Was a significant impact from the project, policy or strategy identified?	NO			
Does the project, policy of strategy require to be amended to have a positive impact?	NO			
Does a Full Impact Assessment need to undertaken?	NO			
<p>If none of the above is required, please recommend the <b>next steps</b> to be taken.</p> <p>(i.e. is there a strategic group that can monitor any future impacts as part of implementation?)</p>		Area review continues, engagement and communication continues as identified in section 2.		



**5. MONITORING OUTCOMES AND NEXT STEPS**

The equalities impact assessment screening is not an end in itself but the start of a continuous monitoring and review process.

It is our responsibility to identify any current, new or developing issues raised by the community.

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

Further information: <https://www.gov.uk/equality-act-2010-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: <http://www.equalityhumanrights.com/about-us/devolved-authorities/the-commission-in-scotland/legal-news-in-about-us/devolved-authorities/the-commission-in-scotland/articles/understanding-the-scottish-specific-public-sector-equality-duties>

## 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.