|  |
| --- |
| **PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM** |
| **1. Summary Information** |
| Name of policy / project/ service reform? | Waste Strategy 2015 - 2020 |
| Project duration | June to September 2022 |
| What is the aim or purpose of the policy, strategy or service reform? | An EQIA was conducted in 2015 to review the impact on waste and recycling services with the introduction of the new Glasgow Recycling Renewable Energy Centre (GRREC) at Polmadie, which is scheduled to be operational from 2016.It was identified that the introduction of the GRREC would impact on existing services and their operation, with a known variable of this initiative being the closure and remediation of Cathkin Landfill occurring during this, 2nd stage of the strategy.The original EQIA identified the locational transfer of 8 staff who currently work at Cathkin Landfill Waste Disposal. The restoration work at Cathkin landfill site has predominantly been achieved, resulting in substantially less work for the landfill operations team. This assessment will deal with the transfer of 4 Machine Operators with the residual staff transferring at a later stage. It is anticipated that whilst the closure of this location will impact on these staff directly, the promotion of the recycling initiative across Glasgow, in addition to delivering a restored landscape, with access to walkways to enhance people’s access to the countryside at Cathkin, will potentially necessitate operational changes in other aspects of our business. Although Cathkin Landfill operatives will be absorbed/relocated into other facilities within the Service, there will be a requirement to review any potential impacts on other staff as the strategy continues, even after the Cathkin Landfill closure/remediation. Logistically, the closure of Cathkin Landfill means a locational transfer for 4 Machine Operators who currently work there, to either Blochairn or Shieldhall Depot.  |
| Which employees may be affected? | Neighbourhoods, Regeneration & Sustainability - Machine Operators x 4 based at Cathkin Landfill |
| Who is responsible developing this policy, strategy or service reform?  | Neighbourhoods, Regeneration & Sustainability Adam Clarke |
| **2. Does this proposed change have a potential impact on employees?** |
|  | **No** | **Yes** | **If yes provide summary explanation** |
| a) Introduce a new policy or amends an existing policy affecting employees?  | x |  |  |
| b) Involve a change of departmental or service structure?  |  | x | Neighbourhoods, Regeneration & Sustainability Waste structure will remain status quo however, a revision of the structure will be implemented to align existing Landfill staff to Blochairn or Shieldhall Depot. |
| c) Involve a reduction or increase in workforce? |  | x | The move from Cathkin Landfill to Blochairn and Shieldhal Depot will not in itself reduce or increase the overall workforce of Neighbourhoods, Regeneration & Sustainability. However, the overall headcount of Blochairn or Shieldhall Depot, will increase. |
| d) Change employees’ terms and conditions |  | x | The locational transfer of Cathkin Landfill staff will result in changes to employees terms and conditions as it is proposed to change working hours from Monday to Friday to 4on/4off.  |
| e) Change employees’ working hours? |  | x | 4 employees will change from Monday to Friday to 4on/4off and will see an increase to salary earnings for both non standard working payments and contractual overtime. |
| f) Change employees’ work location?  |  | x | Work location will be affected for 4 staff who carry out Machine Operator position at Cathkin Landfill as their new reporting base will be Blochairn or Shieldhall Depot.  |
| g) Change aspect of employees’ physical work environment?  |  | x | As detailed at “f” however, the existing staff based Blochairn and Shieldhall will see an increase in the workforce at their relevant reporting times throughout the day. There will be no change to current supervisory arrangements. |
| h) Introduces new or amends existing working practices for employees? | X |  |  |

|  |
| --- |
| **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  |  |  | Neutral - The proposal affects all “in-scope” employees regardless of age. |
| Employees with a disability  | . |  | Neutral - Whilst no employees “in scope” have disclosed a disability. If through engagement disabilities are identified then we will actively engage with disabled employees and relevant managers to ensure appropriate reasonable adjustments are in place, as necessary. |
| Employees who intend, plan to undergo are under going or have undergone gender reassignment |  |  | Neutral - The proposal affects all “in scope” employees regardless of whether they intend, plan to undergo or have undergone gender re-assignment. |
| Employees who are pregnant or subject to maternity arrangements |  |  | Neutral - All employees “in scope” are male however, GCC has committed to the Principles of the Working Forward Campaign which supports pregnancy, maternity and paternity rights. |
| Employees belonging to race, cultural and ethnic groups |  |  | Neutral - The proposal affects all “in scope” employees regardless of race, cultural and ethnic group. |
| Employees who have a religion or belief, or who do not |  |  | Neutral - he proposal affects all “in scope” employees regardless of religion or belief. |
| Female and Male employees |  |  | Neutral - The current gender profile is 100% males. The proposal will not change this demographic. |
| Employees who are gay, lesbian, bisexual, heterosexual  |  |  | Neutral - The proposal affects all “in scope” employees regardless of sexual orientation. |
| Employees with caring responsibilities |  |  | Neutral - Whilst no employees “in scope” have disclosed caring responsibilities as a potential difficulty at this stage, disclosure is a potential possibility. GCC is a Carer Positive Exemplary Organisation and will engage with employees who disclose caring responsibilities to ensure they have access to improved practices and support options available. |
| Full Time Employees |  |  | Neutral - All employees in scope are full time. |
| Part Time Employees | N/A |  |  |
| **Question** | **Protected Characteristic** | **Potential Impact** | **Activity to stop or minimise impact** |
| 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? If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.  | Employees of different ages  | No negative impact identified |  |
| Employees with a disability | No negative impact identified as no employees have disclosed a disability. However employees with a disability could be affected by a locational transfer, a requirement to engage with new people and a new building. | Whilst no overall negative impact has been identified employees will have the opportunity during the consultation process to raise any individual concerns which will be addressed on a case by case basis. In addition Blochairn and Shieldhall Depot is currently an operational facility. Risk assessments for individual employees with a disability will be carried out if required per standard procedure and employees in this category will be reviewed on a case by case basis and any necessary plans agreed to minimise impact during move.Staff will be collectively informed about the move. A minimum of 4 weeks notice will be given to employees regarding the exact transfer date. Travel Plans will be identified to assist any staff who present with specific issues.Although employees have a city wide contract to work from any locations, the service is committed to ensuring that if any protected characteristics, specific issues or circumstances that they will be able to have a one to one meeting with their manager to discuss.  |
| Employees who intend, plan to undergo are undergoing or have undergone gender reassignment | No negative impact identified | Whilst no overall negative impact has been identified employees will have the opportunity during the consultation process to raise any individual concerns which will be addressed on a case by case basis.  |
| Employees who are pregnant or subject to maternity arrangements | No negative impact identified | Whilst no overall negative impact has been identified employees will have the opportunity during the consultation process to raise any individual concerns which will be addressed on a case by case basis. |
| Employees belonging to race, cultural and ethnic groups | No negative impact identified | Whilst no overall negative impact has been identified employees will have the opportunity during the consultation process to raise any individual concerns which will be addressed on a case by case basis |
| Employees who have a religion or belief, or who do not | No negative impact identified |
| Female and Male employees | No negative impact identified, although only males are “in scope” not as a result of gender but N,R &S demographics.  |  |
| Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership | No negative impact identified | Whilst no overall negative impact has been identified employees will have the opportunity during the consultation process to raise any individual concerns which will be addressed on a case by case basis |
| Employees with caring responsibilities | No negative impact identified | Whilst no overall negative impact has been identified employees will have the opportunity during the consultation process to raise any individual concerns which will be addressed on a case by case basis |
| Full Time Employees | No negative impact identified | All employees in scope are full time. |
| Part Time Employees | N/A |  |
| **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. | All “in scope” staff regardless of any protected characteristic will be communicated with regarding the closure and remediation of Cathkin Landfill Waste Disposal. Blochairn and Shieldhall staff will also be kept informed of progress. The objective will be to alternatively employ staff affected by the closure and remediation of Cathkin Landfill within the existing structure of the Service. Predominantly this will be within the Cleansing and Waste function to which they are familiar, a date for which, will only become apparent, once the GRREC facility is fully operational and assessed in 2016.  The service will continue to work in line with our current policies and procedures, including the Equal Opportunities and Equality ActThere is minimal impact due to the measures we have put in place, as outlined above. In reference to 3a) all points are neutral and for 3b) no negative points are identified. |
| Advance equality of opportunity between people who share a relevant protected characteristic and those who don’t |
| Foster good relations between people who share a protected characteristic and those who don’t.  |

|  |
| --- |
| **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 | 4 employees from an overall workforce of 3303, therefore minimal impact. Based on the activities undertaken to minimise impact in addition to the low numbers involved, a full EqIA is currently not required. |
| * **If you are proceeding to a full EEqIA please refer to the template EEqIA.**
 |
| * **If you are not proceeding to a full EEqIA please answer the questions below:**
 |
| b) Did you identify anything in parts 2 or 3 which you have incorporated into the policy development or policy, strategy or service reform implementation plan? If yes, please provide a brief statement about this opposite.  | Yes – details of Neighbourhoods, Regeneration & Sustainability and actions for the implementation of the locational transfer of 4 employees are detailed above. |
| c) Have you identified anything which is likely to change during the implementation stages of the policy, strategy or service reform which would result in your reviewing this screening? If yes, please provide a brief statement opposite.  | There is a “fluid” approach to the exact date of the transfer of staff. However, a guarantee has been given to employees, from Operations of at least a minimum period of 4 weeks notice. If there is anything further identified which 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 |
| **5. Screening Sign off** |
|  I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:**Signature of Strategic HR Manager:** Paul McGaulley signature |

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