**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

1. **Gathering Evidence & Stakeholder Engagement**

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

1. **Assessment & Differential Impacts**

Reaching an informed decision on whether there is a differential impact on equality groups, and at what level

1. **Outcomes, Action & Public Reporting**

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publically reported

1. **Monitoring, Evaluation & Review**

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

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

1. Name of the Policy, Project, Service Reform or Budget Option to be screened

|  |
| --- |
| Hybrid Council and Committee Meetings: allowing members to participate in Council and Committee meetings either in person or virtually. The arrangement uses a technological hybrid solution, using the Public I webcasting and hybrid meeting option. This arrangement is similar in principle to the use of MS Teams, but it is a different system.  The default arrangement for virtual, rather than hybrid meetings within the Council relies on the use of MS Teams.  In the event that the Pubic I hybrid system fails for a technological reason, the contingency arrangement for hybrid Council and Committee meetings is to revert to a Microsoft Teams meeting. |

1. Reason for Change in Policy or Policy Development

|  |
| --- |
| The introduction of hybrid committee meetings is a natural and consequential policy development which builds on arrangements put in place during the pandemic for virtual meetings held using Microsoft Teams.  Many members and officers welcomed the flexibility afforded with the virtual meeting set-up established during the pandemic and wanted to retain the ability to attend meetings remotely, or virtually.  Whilst some members welcomed the return to the workplace and opportunities for in-person meetings, there was also a demand from a large number of members, post-pandemic, for a hybrid Committee meeting model, which allowed for them to choose between attending in person, or virtually. This was seen as important, particularly for those members with caring or other responsibilities, such as second jobs, or those with particular health concerns.  The hybrid committee meeting model allows all members to fully participate in the Council’s decision-making process by attending meetings either in person, or remotely.  The system stability of the Public I system is still in the testing and user acceptance phase.  Contingency arrangements agreed by elected members in the event of a major technological failure with the Public I hybrid system, is to revert to in-person meetings.  It is acknowledged that this could potentially impact on members and officers who would normally prefer to attend such meetings virtually and an alternative solution would be to explore the option for members and officers to default to an MS Teams meeting, or to utilise an MS Teams facility in the background ready to allow virtual attendees to still participate in any meeting which has to be adjourned due to a major failure in the Public I technology.  The logistics, format and practicalities of such an arrangement in a contingency setting have not yet been tested and would require to be fully explored and tested and can be once the Public I system’s stability has been formally signed off. |

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

|  |
| --- |
| **Main outcome**: Hybrid Council meetings are open to all councillors to attend in person, or virtually. This allows members greater flexibility in terms of managing their time. Virtual attendance at meetings provides greater flexibility for those members or officers who have to deal with caring or other work responsibilities.  **Supporting activities**: Committee Services clerk Council meetings and support elected members. This model incorporates the use of Public I hybrid technology and webcasting to allow participants to attend in person, or virtually, should they so wish. All members have been allocated with the appropriate equipment and training to enable them to utilise the virtual meeting.  CGI the Council’s ICT service provider provide ICT support to both officers and members. |

1. Name of officer completing assessment (signed and date)

|  |
| --- |
| Alison Macdonald, Committee and Members’ Services Manager |

1. Assessment Verified by (signed and date)

|  |
| --- |
|  |

# GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

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

|  |  |  |
| --- | --- | --- |
| Please name any research, data, consultation or studies referred to for this assessment: | Please state if this reference refers to one or more of the protected characteristics:   * age * disability, * race and/or ethnicity, * religion or belief (including lack of belief), * gender, * gender reassignment, * sexual orientation * marriage and civil partnership, * pregnancy and maternity, | Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation. |
| House of Lords Focus briefing into “Impact of virtual and hybrid sittings in 2020”, 25 February 2021:  <https://lordslibrary.parliament.uk/house-of-lords-impact-of-virtual-and-hybrid-sittings-in-2020/>  It should be noted however, that most available studies into hybrid arrangements focus almost exclusively on the employer/employee relationship, and do not refer to the role of elected members and committee meetings.  See: UK Parliament research briefing “The impact of remote and hybrid working on workers and organisations”, October 2022  <https://post.parliament.uk/research-briefings/post-pb-0049/> | All | No |

# ASSESSMENT & DIFFERENTIAL IMPACTS

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

| **Protected Characteristic** | **Specific Characteristics** | **Positive Impact**  **(It could benefit an equality group)** | **Negative Impact –**  **(It could disadvantage an equality group)** | **Socio Economic /**  **Human Rights Impacts** |
| --- | --- | --- | --- | --- |
| **SEX/ GENDER** | Women | Hybrid meetings may be particularly beneficial for women, who tend to have greater responsibility for caring roles.  The hybrid option allows members greater flexibility in terms of managing their time. Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings and will support remote member access, by increased flexibility in access to the role of a councillor and how that role is undertaken |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | Men | Hybrid Council meetings are open to all councillors to attend in person, or virtually. This allows members greater flexibility in terms of managing their time. Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings and will support remote member access, by increased flexibility in access to the role of a councillor and how that role is undertaken |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Transgender | Hybrid Council meetings are open to all councillors to attend in person, or virtually. This allows members greater flexibility in terms of managing their time. Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings and will support remote member access, by increased flexibility in access to the role of a councillor and how that role is undertaken |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | | | | |
| **RACE\*** | White | Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings. |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
| *Further information on the breakdown below each of these headings, as per census, is available* [*here.*](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwij_q-kganSAhXEDsAKHZoeBgcQFggcMAA&url=https%3A%2F%2Fwww.ons.gov.uk%2Fons%2Fguide-method%2Fharmonisation%2Fprimary-set-of-harmonised-concepts-and-questions%2Fethnic-group.pdf&usg=AFQjCNFH-QwgZzHMg_lyyP4rhOqS2uZWjw)  *For example, Asian includes Chinese, Pakistani and Indian etc* | Mixed or Multiple Ethnic Groups | Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings. | Language for those groups, where English is not their first language may be a barrier to participation, Options around language barriers would have to be considered if a member/officer or member of the public wished to participate either virtually, watch the meetings on live stream or view recorded sessions. | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
| Asian | Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings. | Language for those participants/members of the public where English is not their first language may be a barrier to participation/understanding of proceedings, Options around language barriers would have to be considered if a member/officer or member of the public wished support to participate either virtually, watch the meetings on live stream or view recorded sessions. | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
| African | Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings. | Language for those participants/members of the public where English is not their first language may be a barrier to participation/understanding of proceedings, Options around language barriers would have to be considered if a member/officer or member of the public wished support to participate either virtually, watch the meetings on live stream or view recorded sessions. | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
| Caribbean or Black | Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings. | Language for those participants/members of the public where English is not their first language may be a barrier to participation/understanding of proceedings, Options around language barriers would have to be considered if a member/officer or member of the public wished support to participate either virtually, watch the meetings on live stream or view recorded sessions. | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
| Other Ethnic Group | Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings. | Language for those participants/members of the public where English is not their first language may be a barrier to participation/understanding of proceedings, Options around language barriers would have to be considered if a member/officer or member of the public wished support to participate either virtually, watch the meetings on live stream or view recorded sessions. | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | | | | |
| **DISABILITY** | Physical disability | Adoption of a hybrid meeting system will support equality of access to Council business by ensuring wider public access to both real-time and recorded meetings. There is less requirement to travel to attend meetings. | If an attendee has a significant disability and wishes to attend Council or Committee meetings in person, steps will need to be taken to ensure that access is available to the Council Chamber and Committee Rooms, as far as possible, notwithstanding the physical limitations associated with the physical fabric and layout of the City Chambers, | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
| *A definition of disability under the Equality Act 2010 is available* [*here.*](https://www.gov.uk/definition-of-disability-under-equality-act-2010) | Sensory Impairment  (Sight, hearing,) | Access to both real-time and recorded meetings and will support remote member access,  An Induction loop system is available in City Chambers Committee Rooms. | If an attendee has a significant sensory impairment and wants to attend meetings in person, steps will need to be taken to ensure that appropriate support is made available to the Council Chamber and Committee Rooms, as far as possible, notwithstanding the physical limitations associated with the physical fabric and layout of the City Chambers, | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
| Mental Health | Access to both real-time and recorded meetings and will support remote member access | If an attendee has a mental health issue and wants to attend meetings in person, steps will need to be taken to ensure that appropriate support is made available to the Council Chamber and Committee Rooms, as far as possible, for example, allowing a person to be accompanied. | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
| Learning Disability | Access to both real-time and recorded meetings and will support remote member access | If an attendee has a mental health issue and wants to attend meetings in person, steps will need to be taken to ensure that appropriate support is made available to the Council Chamber and Committee Rooms, as far as possible, for example, allowing a person to be accompanied. | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
| **LGBT** | Lesbians | Access to both real-time and recorded meetings and will support remote member access |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | Gay Men | Access to both real-time and recorded meetings and will support remote member access |  |  |
|  | Bisexual | Access to both real-time and recorded meetings and will support remote member access |  |  |
|  | | | | |
| **AGE** | Older People (60 +) | Access to both real-time and recorded meetings and will support remote member access |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | Younger People (16-25) | Access to both real-time and recorded meetings and will support remote member access |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | Children (0-16) | Access to both real-time and recorded meetings and will support remote member access |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | | | | |
| **MARRIAGE**  **& CIVIL PARTNERSHIP** | Women | Access to both real-time and recorded meetings and will support remote member access, particularly for those with childcare or other caring responsibilities. |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | Men | Access to both real-time and recorded meetings and will support remote member access, particularly for those with childcare or other caring responsibilities. |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | Lesbians | Access to both real-time and recorded meetings and will support remote member access, particularly for those with childcare or other caring responsibilities. |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | Gay Men | Access to both real-time and recorded meetings and will support remote member access, particularly for those with childcare or other caring responsibilities. |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | | | | |
| **PREGNANCY & MATERNITY** | Women | Access to both real-time and recorded meetings and will support remote member/officer access, may be particularly helpful for pregnant women, or women with childcare responsibilities as there is less requirement to travel to attend meetings. |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |
|  | | | | |
| **RELIGION & BELIEF**\*\*  A list of religions used in the census is available [here.](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0ahUKEwi0tbauhqnSAhVkDMAKHRrOBtAQFggkMAE&url=https%3A%2F%2Fwww.ons.gov.uk%2Fons%2Fguide-method%2Fharmonisation%2Fsecondary-set-of-harmonised-concepts-and-questions%2Fnational-and-religious-identity.pdf&usg=AFQjCNEq3xYwRxcbtwe3qqtyFgstlLd1WQ&bvm=bv.148073327,d.ZGg) | See note | Access to both real-time and recorded meetings and will support remote member access, |  | Whilst the hybrid committee solution improves overall accessibility to Council meetings than face to face meetings in place prior to the pandemic, members of the public with restricted access to appropriate transport and or digital technology and training may be adversely impacted from attending meetings either in-person or virtually. |

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

\*\* There are too many faith groups to provide a list, therefore, please input the faith group e.g., Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions used in the census is available [here.](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0ahUKEwi0tbauhqnSAhVkDMAKHRrOBtAQFggkMAE&url=https%3A%2F%2Fwww.ons.gov.uk%2Fons%2Fguide-method%2Fharmonisation%2Fsecondary-set-of-harmonised-concepts-and-questions%2Fnational-and-religious-identity.pdf&usg=AFQjCNEq3xYwRxcbtwe3qqtyFgstlLd1WQ&bvm=bv.148073327,d.ZGg)

Summary of Protected Characteristics Most Impacted

|  |
| --- |
| Disabled people - If an attendee is to participate remotely, rather than in person, appropriate technology or other adjustments may need to be used or made for those with a disability including any sight and/or hearing impairment and dyslexia. NOTE, all councillors are provided with appropriate technology and support to allow such participation. |

Summary of Socio-Economic Impacts

|  |
| --- |
|  |

Summary of Human Rights Impacts

|  |
| --- |
| No adverse impact.  Discussions will take place with any interested individual to ensure that all feasible solutions will be provided to permit them to fully participate in the meeting on either a hybrid or in-person basis. |

# OUTCOMES, ACTION & PUBLIC REPORTING

|  |  |
| --- | --- |
| **Screening Outcome** | **Yes /No**  **Or /**  **Not At This Stage** |
| **Was a significant level of negative impact arising from the project, policy or strategy identified?** | Not at this stage. |
| **Does the project, policy or strategy require to be amended to have a positive impact?** | Not at this stage. |
| **Does a Full Impact Assessment need to be undertaken?** | Not at this stage. |

|  |  |  |
| --- | --- | --- |
| **Actions: Next Steps**  (i.e., is there a strategic group that can monitor any future actions) | | |
| **Further Action Required/ Action to Be Undertaken** | **Lead Officer and/or**  **Lead Strategic Group** | **Timescale for Resolution of Negative Impact (s) / Delivery of Positive Impact (s)** |
| Options for MS Teams to be reviewed following formal user acceptance of the public I hybrid system. Thereafter this will be reviewed annually in line with committee procedures and | Alison Macdonald, Committee and Members’ Services Manager | As soon as possible, following the formal sign off of the Public I system, for the MS Teams contingency arrangements and as soon as possible/practicable for all others. Noting that this will also be reviewed annually. |

**Public Reporting**

All completed EQIA Screenings are required to be publically available on the [Council EQIA Webpage](https://www.glasgow.gov.uk/index.aspx?articleid=17533) once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See [EQIA Guidance](https://www.glasgow.gov.uk/index.aspx?articleid=17533): Pgs. 11-12)

# MONITORING OUTCOMES, EVALUATION & REVIEW

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

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

## Legislation

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

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

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

Further information: [Equality Act Guidance](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 deciding to review existing policies and practices  
  gather, use and publish employee information
* publish gender pay gap information and an equal pay statement
* consider adding equality award criteria and contract conditions in public procurement exercises.

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

**Fairer Scotland Duty**

Authorities should also consider Socio-Economic Impacts where appropriate. Further information: [Fairer Scotland Duty Interim Guidance](https://www.gov.scot/binaries/content/documents/govscot/publications/guidance/2018/03/fairer-scotland-duty-interim-guidance-public-bodies/documents/00533417-pdf/00533417-pdf/govscot%3Adocument)

**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.