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Employment Equality Impact Assessment Screening Form

PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM

1. Summary Information	
Completion date	25 February 2022
Name of policy / project/ service reform?	Change of Location from CWH to Service Desk
Project duration	Move to start as soon as possible
What is the aim or purpose of the policy, strategy or service reform?	The aim is to move the CBS Parking team from Commonwealth House to the Service Desk, 45 John Street. The aim of the project is to move staff to a office that better meets their service needs.
Which employees may be affected?	21
Who is responsible developing this policy, strategy or service reform?	Gregg Longmuir

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		
c) Involve a reduction or increase in workforce?	x		
d) Change employees' terms and conditions	x		
e) Change employees' working hours?	x		
f) Change employees' work location?		x	Staff will require to transfer to another building within City Centre complex
g) Change aspect of employees' physical work environment?		x	Office will be different set up – such as secure customer facing opportunities, larger staff break out area and overall more spacious environment
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?	Employees of different ages	Yes – there is facilities within the building that can assist staff access the new location – there are also staff within reception areas that can assist.	No impact	
	Employees with a disability	Yes – there are better facilities – larger office, larger breakout	No impact	Customers visiting the building will

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Please provide summary explanation(s) in the appropriate column(s).		area, better access/egress to and from the new building		have access to building
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Neutral
	Employees who are pregnant or subject to maternity arrangements		Review Risk Assessment for New Expectant Mother's for those employees currently pregnant. Communicate with staff currently on maternity leave to provide update.	
	Employees belonging to race, cultural and ethnic groups			Neutral
	Employees who have a religion or belief, or who do not	The change of location will be positive as there would be availability to provide multi faith staff with prayer room.		
	Female and Male employees			Neutral
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral
	Employees with caring responsibilities			Neutral
	Full Time Employees			Neutral
	Part Time Employees			Neutral
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	Employees of different ages	None		
	Employees with a disability	None		
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	None		



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<p>victimisation to any of the groups opposite?</p> <p>If so please provide a summary explanation of the impact along with any activity you will take to stop or minimise impact.</p>	Employees who are pregnant or subject to maternity arrangements		Risk Assessment for New and Expectant Mothers will be put in place to minimise risk.
	Employees belonging to race, cultural and ethnic groups	None	
	Employees who have a religion or belief, or who do not		Facility to provide multi faith prayer room
	Female and Male employees	None	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	None	
	Employees with caring responsibilities	None	
	Full Time Employees	None	
	Part Time Employees	None	
Question	Three needs of Equality Act 2010	Summary explanation	
<p>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.</p>	Eliminate unlawful discrimination, harassment and victimisation.	There are policies in place to eliminate any discrimination with the workforce and change of location will have no impact on this.	
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't	This change will provide a positive impact on staff and the business area allowing staff to be located within a building set up to receive deliveries and also a small number of customers. The team will be based with the CBS Service Desk/DMU teams thus allowing the opportunity to interact and learn more about the services within the business area and may provide opportunity for all staff for development purposes.	
	Foster good relations between people who share a protected characteristic and those who don't.		

4. Conclusion			
	Yes	No	Explanation
		x	No – there should be minimum impact in changing location.

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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.			
<ul style="list-style-type: none"> • 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 – will review Risk Assessments for pregnant employees.		
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.	No		
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: <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">Signature of HR Manager:</div> </div>			

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