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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	
Name of policy / project/ service reform?	Community Enforcement
Project duration	February 23 to June 23
What is the aim or purpose of the policy, strategy or service reform?	<p>Glasgow City Council set its budget on Thursday 16 February 2023 which identified a budget saving of £488k (budget outcome 23NRS54) - Reduced Community Enforcement Service. This will result in a reduction in staff by moving to one team on a 'four on four off' single shift pattern from the two-shift model which currently operates. The reduced Community Enforcement service will continue to be tasked by the supervisors and management in accordance with service priorities, with a focus on the city centre, supporting weeks of action, Multi Agency Tasking and Coordination approaches to events and issues across the city, capturing intelligence and following up on intelligence, such as dog fouling hot spot areas.</p> <p>As a consequence, ER/VR will be considered for individuals where their post is deleted, or is part of a planned reduction, and there is no suitable alternative role for them. The Council remains committed to no compulsory redundancies. The structure and shift patterns for those remaining will also change.</p>
Which employees may be affected?	<p>The proposal is to reduce the resource in the Community Enforcement team from 30.3 FTE to 14.5 FTE. A reduction of 15.8 FTE posts.</p> <p>The current resource levels are:</p> <p>CSG Grade 9 1 CSG Grade 5 6 CSG Grade 3 22.5 CSG Grade 3 Clerical, 0.8</p> <p>Total 30.3 FTE</p> <p>The proposed resource levels are:</p> <p>CSG Grade 9, 1 CSG Grade 5, 2</p>



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	CSG Grade 3, 11.5 CSG Grade 3 Clerical, 0 Total 14.5 FTE		
Who is responsible developing this policy, strategy or service reform?	Neighbour Regeneration and Sustainability - Senior Management Team		
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	It is proposed to reduce the Community Enforcement team from 30.3 FTE to 14.5 FTE a reduction on 15.8 FTE through not filling vacancies, redeployment and ER/VR and therefore the overall workforce of Neighbourhoods, Regeneration & Sustainability may reduce depending on how many leave through ER/VR.
d) Change employees' terms and conditions		x	<p>The current work pattern consists of two teams on a '4 on 4 off' shift pattern, alternating between 4 days early shift (07:30 to 18:30) and 4 days backshift (11:30 to 22:30). The revised work pattern is a '4 on 4 off' single shift (10:00 – 21:00)</p> <p>We recognise that change can be very unsettling for employees, and we are committed to the following people principles:</p> <p>We will consult with employees through the recognised Trade Unions.</p> <p>We will share information to provide employees with an</p>



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		<p>awareness of why change needs to happen, the knowledge of what is proposed, and an opportunity to ask questions, seek clarification and provide counter proposals for us to consider.</p> <p>We will follow a consistent framework for people change across NRS.</p> <p>We will consult with a view to reaching agreement. If agreement cannot be reached, we will explain why counter proposal(s) are not being accepted.</p> <p>We will use fair and transparent selection criteria.</p> <p>After collective consultation, we will consult with all affected employees on an individual basis.</p> <p>We will be open with employees on redeployment opportunities across NRS and the Council family.</p> <p>We will ensure employees successful in securing amended and/or new roles have a clear understanding of their role in any new structure, and that they are provided with the training and support necessary for the role.</p> <p>All roles in the proposed structure will be reviewed against current roles to identify - based on person specifications and role profile - whether or not roles are broadly similar. Where roles are believed to be broadly similar, this will be treated as re-designation.</p> <p>Employees in roles that have minor changes will remain in their current role and will be provided with a revised person specification.</p> <p>Employees in roles which are being reduced or deleted</p>
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			<p>because of the changes will have the opportunity to apply for any vacancies created as a result of the changes.</p> <p>Recruitment for new roles created as part of the change will be restricted initially to those whose posts have been deleted.</p> <p>ER/VR will be considered for individuals where their post is deleted, or is part of a planned reduction, and there is no suitable alternative role for them. ER/VR will not be considered for employees who have been re-designated to a new role that is considered a reasonable suitable alternative, i.e., has broadly the same responsibility. ER/VR will be discussed during individual consultations and the final decision will be considered by the NRS Workforce Planning Group.</p>
e) Change employees' working hours?		X	<p>The current work pattern consists of two teams on a '4 on 4 off' shift pattern, alternating between 4 days early shift (07:30 to 18:30) and 4 days backshift (11:30 to 22:30). The revised work pattern is a '4 on 4 off' single shift (10:00 – 21:00)</p>
f) Change employees' work location?		x	<p>If a suitable role is identified for those who's position is being deleted then this may involve a change of location. Individual consultations will take place and any change of location will be provided along with the training and support necessary for the role.</p>
g) Change aspect of employees' physical work environment?		x	As above
h) Introduces new or amends existing working practices for employees?		x	As above

3. Equality Act 2010 Screening Questions				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown
a) Will this policy, strategy or service	Employees of different			Neutral - The



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<p>reform impact on any employee groups shown opposite in different or particular ways?</p> <p>Please provide summary explanation(s) in the appropriate column(s).</p>	ages			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 undergoing 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			There are no



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	<p>pregnant or subject to maternity arrangements</p>			<p>employees on maternity leave however any who during the process may be affected by these changes would be met with on a one to one basis as appropriate and support arrangements discussed as necessary to minimise any potential impact. However, action has been taken to ensure employees on maternity, adoption or parental leave are included in all communications.</p>
	<p>Employees belonging to race, cultural and ethnic groups</p>			<p>Neutral - The proposal affects all "in scope" employees regardless of race, cultural and ethnic group.</p>
	<p>Employees who have a religion or belief, or who do not</p>			<p>Neutral - the proposal affects all "in scope" employees</p>

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				regardless of religion or belief.
	Female and Male employees			The current gender profile is 96% male and 4% female. The proposal will not change this demographic but will mean that male employees will be most affected. This, however, is due to the demographic of NRS and not gender specific.
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral - The proposal affects all "in scope" employees regardless of sexual orientation.



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	<p>Employees with caring responsibilities</p>			<p>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.</p>
	<p>Full Time Employees</p>	<p>Hours will not be affected unless requested by the employee. Work life balance requests and existing arrangements will be considered in accordance with GCC policy.</p>		
	<p>Part Time Employees</p>	<p>Hours will not be affected unless requested by the employee. Work life balance requests and existing arrangements will be considered in accordance with</p>		



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		GCC policy.	
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Question	Protected Characteristic	Potential Impact	Activity to stop or minimise impact
<p>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?</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 of different ages	No impact	
	Employees with a disability		
	Employees who intend, plan to undergo are undergoing or have undergone gender reassignment		
	Employees who are pregnant or subject to maternity arrangements		
	Employees belonging to race, cultural and ethnic groups		
	Employees who have a religion or belief, or who do not	Current gender demographic is 96% male and 4% female	This is due to the NRS demographic and not gender specific
	Female and Male employees		
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No impact.	No impact.
	Employees with caring responsibilities	No impact.	The Council has several policies in place which we shall utilise to support staff with this characteristic if required:
	Full Time Employees	No	
Part Time Employees	No		
Question	Three needs of Equality Act	Summary explanation	



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2010		
<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>	<p>Eliminate unlawful discrimination, harassment, and victimisation.</p>	<p>There is minimal impact, due to the measures put in place, as outlined above.</p> <p>All management & staff affected are included in our communications. There is no differential between those who share a relevant protected characteristic and those who do not. The evidence of this is included in the commentary above. We shall take the widest scope of communicating with all staff affected and this ensures that we meet the three identified needs of the Equality Act.</p>
	<p>Advance equality of opportunity between people who share a relevant protected characteristic and those who don't</p>	
	<p>Foster good relations between people who share a protected characteristic and those who don't.</p>	

4. Conclusion			
	Yes	No	Explanation
<p>a) Should you proceed to a full EEqIA for this policy or decision?</p> <p>Please provide a brief statement explaining why you have made this decision.</p>		X	<p>There is no requirement to proceed to a full EeqIA as the process at this stage.</p>
<p>• If you are proceeding to a full EEqIA please refer to the template EeqIA.</p>			
<p>• If you are not proceeding to a full EEqIA please answer the questions below:</p>			
<p>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.</p>	<p>No.</p>		
<p>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?</p>	<p>No.</p>		



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If yes, please provide a brief statement opposite.

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 EqIA screening document:

Signature of HR Manager:

Completed by: Paul McGaulley, Strategic HR Manager

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

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