



Glasgow
CITY COUNCIL

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Employment Equality Impact Assessment Screening Form

PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESSMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM	
1. Summary Information	Property and Land Strategy 2019 – 2029 – which integrates Neighbourhoods & Sustainability Depot Rationalisation Project
Name of policy / project/ service reform?	2019 – Mid April 2020
Project duration	Property and Land Services have ambitious plans for the city and have outlined their approach in the above strategy. The key strategic objectives are to ensure more efficient, sustainable, smaller and better quality estate, agile estate that meets the current and future service delivery needs and to achieve revenue cost reduction, increase income and generate capital receipts.
What is the aim or purpose of the policy, strategy or service reform?	Neighbourhoods and Sustainability as a Glasgow City Council Service, will focus to support the Property and Land Services Strategy while ensuring that service delivery within the Service is not unduly compromised. As part of the strategy, the depot rationalisation project places our Eastern Depot, currently based in Baltic Street, Glasgow, in scope for closure, with an estimated closure date of late March to mid April 2020. Neighbourhoods staff are based in a number of locations across the city, over a wide geographical spread. There are a total of 4 main depots in operation, Easter Queenslie, Shieldhall, Polmadie and Dawsholm, providing street sweeping and refuse services to the city of Glasgow. In addition, 4 satellite units/depots are also in operation, Eastern, Anderson, Western and St.Rollox. Eastern Depot, whilst standing alone is affiliated with the main Easter Queenslie Depot, as vehicles and Refuse Collection Vehicle Drivers used in the Eastern Depot cleansing operation are based at the main depot and travel each day to Eastern depot to collect employee resources to fulfil service provisions. Logistically, the closure of Eastern Depot means a locational transfer for 75 cleansing staff who currently work there, to their affiliated depot at Easter Queenslie. Given we have a current cleansing workforce across the city, of 1123 this equates to 6.7%. The total Neighbourhoods and Sustainability workforce is 3028 and this equates to 2.4%. Going forward the integration of the satellite depot to its affiliated depot, will bring together similar work and whilst the reporting base for staff will change, the provision of services provided and the location of this work provision, remains unchanged. Furthermore, the amalgamation of employee resources will negate the need for drivers to travel to the satellite base to uplift these resources and it is therefore expected that this may result in increased productivity and reduced costs, in terms of time, mileage and fuel costs, as an example.



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Which employees may be affected?	Neighbourhoods and Sustainability - Cleansing and management staff based at Eastern Depot		
Who is responsible developing this policy, strategy or service reform?	Neighbourhoods and Sustainability		
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 and Sustainability Cleansing structure will remain status quo however, a revision of the structure will be implemented to align existing Eastern resources to Easter Queenslie
c) Involve a reduction or increase in workforce?		x	The move from Eastern Depot to Easter Queenslie Depot will not in itself reduce or increase the overall workforce of Neighbourhoods and Sustainability. However, the overall headcount of Easter Queenslie Depot, will increase.
d) Change employees' terms and conditions	x		
e) Change employees' working hours?	x		
f) Change employees' work location?		x	Work location will be affected for around 75 staff who carry out road sweeping and refuse provisions at Eastern Depot, in their reporting base now being Easter Queenslie Depot. The depots closure is estimated to take place around late March to mid April 2020. This total figure includes operatives, drivers and management. The majority of staff will see no change to their operational work location as the service provisions continue to be carried out in situ.
g) Change aspect of employees' physical work environment?		x	As detailed at "f" however, the existing staff based at Easter Queenslie Depot 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	As detailed at "f" however, existing working practices for some staff, particularly those operatives carrying out refuse roles and their respective driver will change as they will now both be based at the same location.



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3. Equality Act 2010 Screening Questions			
Question	Protected Characteristic	Potential Impact	
	Positive	Negative	
Neutral/Unknown			
<p>a) Will this policy, strategy or service 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>	Employees of different ages		The proposal affects all "in-scope" employees regardless of age.
	Employees with a disability	3 staff have disclosed a disability. It is recognised that physical location moves may impact on staff with disabilities. This is considered positive as GCC is a Disability Confident employer.	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		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		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		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		The proposal affects all "in scope" employees regardless of religion or belief.
	Female and Male employees		The current gender profile is 100% males. The proposal will not change this demographic however this is due to the demographic of N & S and not gender.



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	Employees who are gay, lesbian, bisexual, heterosexual			The proposal affects all "in scope" employees regardless of sexual orientation.
	Employees with caring responsibilities			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 Established 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	Hours will not be affected unless requested by employee.		
	Part Time Employees	Hours will not be affected unless requested by employee.		
<p>Question</p> <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>	Protected Characteristic	Potential Impact	Activity to stop or minimise impact	
	Employees of different ages Employees with a disability	No negative impact identified Employees with a disability may be affected by a locational transfer, a requirement to engage with new people and a new building, which could affect those with mobility issues.	Easter Queenslie is currently an operational facility. Risk assessments for individual employees with a disability will be carried out 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 Property and Land Strategy and how this will impact on the N & S Estate with the closure of Eastern Depot. This will also include staff currently on long term sick or paternity leave and communications will also be shared with Easter Queenslie staff to keep them informed of any impact on their working environment. Staff communications will be ongoing to outline the	



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			<p>next actions for the removal of depot furniture and personal belongings and a minimum of 4 weeks' notice will be given to employees regarding the exact closure 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.</p>
	<p>Employees who intend, plan to undergo are undergoing or have undergone gender reassignment</p>	<p>No negative impact identified</p>	<p>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.</p>
	<p>Employees who are pregnant or subject to maternity arrangements</p>	<p>N/A</p>	
	<p>Employees belonging to race, cultural and ethnic groups</p>	<p>No negative impact identified</p>	<p>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</p>
	<p>Employees who have a religion or belief, or who do not</p>	<p>No negative impact identified</p>	
	<p>Female and Male employees</p>	<p>No negative impact identified, although only males are "in scope" not as a result of gender but N & S demographics.</p>	
	<p>Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership</p>	<p>No negative impact identified</p>	<p>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</p>
	<p>Employees with caring responsibilities</p>	<p>N/A</p>	
	<p>Full Time Employees</p>	<p>No negative impact identified</p>	<p>Whilst no overall negative impact has been identified employees will have the</p>



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<p>opportunity during the consultation process to raise any individual concerns which will be addressed on a case by case basis</p>		
<p>N/A</p>		
<p>Question</p>	<p>Summary explanation</p>	
<p>Part Time Employees</p>	<p>Three needs of Equality Act 2010</p>	
<p>Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity between people who share a relevant protected characteristic and those who don't</p>	<p>All Eastern Depot staff will be included in communications and Easter Queenslie staff will also be kept informed of progress. There is no differential between those who share a relevant protected characteristic and those who do not.</p>	
<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>There is minimal impact due to the measures we have put in place, as outlined above. In reference to 3a) 3 out of the 11 points are positive and 8 are neutral. Explanations are provided to explain the positive impacts which will assist achieve this need of the Equality Act.</p>	

4. Conclusion	Yes	No	Explanation
<p>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.</p>	<p align="center">x</p>		<p>75 employees from an overall workforce of 3028, therefore 2.4% of the workforce, will potentially have an impact. A further 172 employees or 5.6% currently based at Easter Queenslie Depot may also see minimal impact as a result of the increased workforce at this location however, the other 91% of the workforce won't be impacted. This will then only affect employees who fall into the categories to be impacted, therefore, the actual numbers affected will be very low. Based on the activities undertaken to minimise impact in addition to the low numbers involved, a full EEqIA is currently not required.</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</p>	<p>Yes – details of N & S actions for the implementation of the locational transfer of 75 employees are detailed above.</p>		



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<p>opposite.</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>If yes, please provide a brief statement opposite.</p>	<p>There is a "fluid" approach to the exact date of the depots closure. However, a guarantee has been given to employees, from Operations of at least a minimum period of 4 weeks notice, of any closure date. If there is anything further identified which impacts upon this screening a review will be completed.</p>
<p>d) Have you added Equality into the implementation plan for this policy, strategy or service reform?</p>	<p>Yes</p>
<p>5. Screening Sign off</p>	
<p>I confirm I have reviewed the guidance and agree with the information detailed on this EEqIA screening document:</p> <p>Signature of Strategic HR Manager: <i>[Handwritten Signature]</i></p>	

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

