



Glasgow
CITY COUNCIL

Employment Equality Impact Assessment Screening Form

PLEASE READ EMPLOYMENT EQUALITY IMPACT ASSESSMENTS GUIDANCE FOR SERVICE HR TEAMS WHEN COMPLETING THIS FORM			
1. Summary Information			
Name of policy / project/ service reform?	Project duration	Waste Strategy 2015 - 2020	
What is the aim or purpose of the policy, strategy or service reform?		2015 - 2020	To assess any potential impact of the midterm review of the 2010 – 2020 Waste Strategy. This strategy outlines the waste and recycling services that will be provided to all levels of society in conjunction with the introduction of the new Glasgow Recycling Renewable Energy Centre (GRREC) at Polmadie, which is scheduled to be operational from 2016.
Which employees may be affected?			The introduction of the GRREC will 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, 2 nd stage of the strategy.
Who is responsible developing this policy, strategy or service reform?			This means a locational transfer for the 8 staff who currently work at Cathkin Landfill Waste Disposal. 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.
2. Does this proposed change have a potential impact on employees?			LES – Cathkin Landfill Waste Disposal Staff (wider grouping subject to staged review as strategy develops) LES
a) Introduce a new policy or amends an existing policy affecting employees?		No	Yes
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
		If yes provide summary explanation	
		Cathkin Landfill Waste Disposal structure will be removed from the Service structure, with staff being aligned into other areas of the service. Potential increases in quantities recycled may necessitate changes in other areas of the structure however, this will only be identified as the strategy evolves. The closure of Cathkin Landfill will not in itself reduce the workforce; as the promotion of recycling facilities and the introduction of GRREC will see a shift in the overall workflows of the service and these staff will be relocated within the Service. The locational transfer of Cathkin Landfill staff may result in	

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				changes to employees terms and conditions although the initial position will be to retain, where possible, on a "like for like" basis.
e) Change employees' working hours?			x	As above
f) Change employees' work location?			x	Locations will be affected for the 8 staff currently employed at Cathkin Landfill. This impact will be realised upon the operation of the GRREC in 2016, although a specific date has not yet been established.
g) Change aspect of employees' physical work environment?		x		The nature of work performed will be retained within the Waste and Cleansing function, where possible.
h) Introduces new or amends existing working practices for employees?			x	The location change will potentially lead to a change in existing working practices for employees.

3. Equality Act 2010 Screening Questions		Protected Characteristic		Potential Impact	
Question		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 (ie Cathkin Landfill staff) regardless of age.	
	Employees with a disability			Neutral - As above regardless of disability.	
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Neutral - As above regardless of whether they intend, plan to undergo or have undergone gender re-assignment.	
	Employees who are pregnant or subject to maternity arrangements			Neutral - As above, however, all employees "in-scope" currently are male.	
	Employees belonging to race, cultural and ethnic groups			Neutral - As above, regardless of race, cultural and ethnic groups.	
	Employees who have a religion or belief, or who do not			Neutral - As above, regardless of religion or belief, or who do not.	
	Female and Male employees			Neutral - As above however, the gender profile within LES is 92% male, 8% female, with all employees at Cathkin Landfill being male. The proposal will	



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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>	<p>Part Time Employees</p> <p>Employees of different ages</p> <p>Employees with a disability</p> <p>Employees who intend, plan to undergo are under going or have</p>	<p>Potential for staff with long service, in one location, may be transferred to a new location. 3 staff have 19+ years service.</p> <p>Staff with a disability may be affected by a locational transfer and a requirement to work with new people. 3 of the 8 "in-scope" staff have identified themselves as not being disabled however, the remaining 5 have not disclosed this information.</p> <p>Staff in this category may have specific changing areas within their current facility. No "in-</p>	<p>The relocation of staff will be within the same Service function, where possible, thus reducing the impact, if any, in all of these categories.</p> <p>The service will, as with any staff member identifying as disabled, whether physical or mentally, actively engage with them to ensure appropriate and reasonable adjustments are in place, at any new location. Communication channels will remain open with relevant managers and "in-scope" staff throughout the duration of the strategy, as required. Any new location will be/already has been impact assessed for any issues. Risk assessments for any staff with a disability would be carried out per standard procedures.</p> <p>Discussions re available facilities would be discussed at alternative employment stage with "in-scope" staff. Attempts to identify a</p>	<p>not change this demographic but will mean that male employees will be the most affected. This is the demographic of the Service and not gender.</p> <p>Neutral – As above, regardless of whether gay, lesbian, bisexual, heterosexual.</p> <p>Neutral – As above however, no "in-scope" employees have identified caring responsibilities.</p> <p>Unknown – As above – hours will not be affected unless requested by staff. However, contractual overtime may be affected for "in-scope" staff subject to agreed location transfer and service requirements in this regard.</p> <p>N/A – No P/T Employees</p>



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	characteristic and those who don't.
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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>		x	<p>There is no requirement to proceed to a full EeqIA as whilst there is an impact on male staff, based at Cathkin Landfill Waste Disposal, this is only as a result of the current demographic of LES, being 92% male.</p> <p>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.</p> <p>The strategy may negatively impact on these "in-scope" staff after this time, when the alternative employment possibilities are discussed and it is identified whether contractual overtime is a pre-requisite of the new position to be undertaken by them.</p> <p>Additionally, any further operational changes in service, resulting in the introduction of the GRREC and its impact on other aspects of our business, may result in new "in-scope" staff being identified as the Waste Strategy progresses from 2015 – 2020.</p> <p>It is therefore recommended that a further review of the EeqIA screening is actioned after GRREC is operational in 2016, to identify whether any further and/or full EeqIA is required.</p>

- 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:



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<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>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.</p>	<p>Yes – Details are as indicated above</p> <p>Yes – It is anticipated that over the remaining 5 years of the Waste Strategy, but predominantly the introduction of the GRREC facility in 2016, may in due course impact of other aspects of our operation within the Service. This has not yet occurred and will not become known until after the above. As a result, there is a requirement to review whether a full EqIA will be required throughout the implementation of this ongoing strategy.</p>
<p>d) Have you added Equality into the implementation plan for this policy, strategy or service reform?</p>	<p>Yes</p>
<p style="text-align: center;">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 HR Manager: </p>	

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