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**Employment Equality Impact Assessment Screening Form**

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

**1. Summary Information**

Name of policy / project/ service reform?	Catering & FM – Change of Office Location
Project duration	June-Aug 2022 (8 weeks)
What is the aim or purpose of the policy, strategy or service reform?	<p>Due to the current License to Occupy contract at the Olympia Building, between GCC and Clyde Gateway expiring on 12<sup>th</sup> August 2022, Catering &amp; FM staff are relocating to alternative office accommodation at Rowan Park Business Centre.</p> <p>Catering &amp; FM currently have a mix of fixed-workers and staff who use hot desking space at the current location. This affects approx. 50 Catering &amp; FM employees, across a range of grades (clerical and admin roles, food safety and related project roles together with assistant area manager and area manager roles). The move date is between 12<sup>th</sup>-14<sup>th</sup> August 2022 - with staff attending the new office location from 15<sup>th</sup> August, 2022.</p> <p>Existing working practices, and related processes will move from Olympia Building, 2-16 Orr Street, Bridgeton, Glasgow, G40 2QH to Rowan Park Business Centre, Building No 2, 23 Ardlaw Street, Glasgow, G51 3RR.</p> <p>This new premise has desk facilities for 10 fixed employees as well 20 hot desks, private parking, and availability for breakout areas. There is also further availability to develop a meeting room and additional training room and storage space.</p> <p>Following the pandemic, some employees are currently working within the parameters of the hybrid working pilot - some home working and some office-based working.</p>
Which employees may be affected?	The affected staff are within clerical and admin roles; food safety and related project roles; together with assistant area manager and area manager roles. This is represented in the Service structure, by grade, as follows: – grades 3 – 6 (clerical and admin roles; food safety roles) and management – grades 5 – 7 (assistant area manager, area manager and related project roles) will be affected.



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	<p>Business critical works such as: Sage system access for the ordering of items out with PECOS; dealing with white mail relating to medical diets for children and accessing LAGAN system to deal with complaints; management approvals and receipting from white mail received, containing (overtime claims; holiday requests, printing of control document requests for sites without printing facilities) - all aforementioned documentation requires to be scanned and then distributed to the relevant services.</p> <p>SMT – grades 8 - 11 will have access to fixed desks specifically reserved for them, however initially without network access due to limited data points at Rowan Park. Access to servers will be available remotely as will a Wi-Fi connection be available in the building.</p>
Who is responsible developing this policy, strategy or service reform?	Catering & Facilities Management - Senior Management Team

<b>2. Does this proposed change have a potential impact on employees?</b>			
	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	Location will be affected for approx. 50 Catering & FM employees.
g) Change aspect of employees' physical work environment?		X	Rowan Park location is rented from Jobs and Business Glasgow and will comply with all the relevant GCC policies to ensure a safe working environment for our staff. This has been risk assessed by H&S.
h) Introduces new or amends existing working practices for employees?	X		

<b>3. Equality Act 2010 Screening Questions</b>				
Question	Protected Characteristic	Potential Impact		
		Positive	Negative	Neutral/Unknown



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<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			1-2-1 discussions have been held with all staff to ensure any necessary reasonable adjustments are made.
	Employees with a disability		<p>Any physical location moves may impact on employees with disabilities. However, we will engage with any disabled employees and relevant managers to ensure appropriate reasonable adjustments are in place. This will be identified through 1-2-1 meetings with employees.</p> <p>Specific workplace risk assessments have been identified for employees with a disability. Individual Risk Assessments will be carried out as required prior to occupation of Rowan Park by a H&amp;S representative.</p> <p>Personal emergency evacuation plans (PEEPS) have also been</p>	



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			considered and completed as required and will be reviewed by those who require this on a daily basis. This will provide a personal mobility risk assessment each morning and this can be discussed as required to ensure appropriate arrangements are in place to safeguard. There is flexibility built into the hybrid model that can support office based employees with a disability to fully engage in a hybrid working model.	
	Employees who intend / plan to undergo / are undergoing or have undergone gender reassignment			This is unknown; however, any reasonable adjustments will be made where necessary.
	Employees who are pregnant or subject to maternity arrangements		Employees who are on maternity leave may be affected by the locational change. However, action has been taken to ensure employees on maternity, adoption or parental leave are included in all communications.	
	Employees belonging to			This is unknown;



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	race, cultural and ethnic groups			however, any reasonable adjustments will be made where necessary.
	Employees who have a religion or belief, or who do not			This is unknown; however, any reasonable adjustments will be made where necessary.
	Female and Male employees			The current gender profile is 21% male, 79% female. The proposal will not change this demographic but will mean that female employees will be most affected. This, however, is due to the demographic of Catering & FM and not gender specific.
	Employees who are gay, lesbian, bisexual, heterosexual			This is unknown; however, any reasonable adjustments will be made where necessary.



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	Employees with caring responsibilities			A locational change could affect employees with caring responsibilities. However, consideration will be given to work life balance arrangements.
	Full Time Employees	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.		
	Part Time Employees	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.		
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</p>	Employees of different ages	Some employees with long service in one location will be transferred to a new location.	Reasonable adjustments will be considered, which will reduce the impact, if any, in all these categories.	
	Employees with a disability			
	Employees who intend, plan to undergo are undergoing or have undergone gender reassignment	Pregnant employees and those on maternity leave may be subject to a locational change before or after maternity leave. Pregnant	We have taken an approach to inform and cascade information to staff through a variety of communication methods, including engaging with staff who are long term absent, on maternity or paternity	
	Employees who are pregnant or subject to maternity arrangements			
	Employees belonging to race, cultural and ethnic groups			



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any activity you will take to stop or minimise impact.	Employees who have a religion or belief, or who do not	Workers Risk Assessment will be carried out as per normal practice.  Employees with a disability may be affected by a locational transfer and new building, affecting those with mobility issues.	leave. 1 to 1 discussion with managers, written communications, and briefings in relation to the change of location. All managers will ensure that communications are cascaded through team meetings and direct contact with all team members.  Rowan Park office has been fully impact assessed and no issues have been identified. Risk assessments for individual employees with a disability or those who are pregnant will be carried out per standard procedure. Adequate visual and audio fire alarm indicators are installed and no evac chair is required. Personal evacuation Plans in place as required.
	Female and Male employees	Current gender demographic is 21% male 79% female	The approach taken has been to engage through 1-2-1 discussions with individuals about the change of location and discuss any individual issues. Where appropriate reasonable adjustments have been made which will reduce the impact, if any, in this category.  We are operating to the council's Equal Opportunities policy and the Equality Act.
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No impact.	No impact.
	Employees with caring	Due to the high number of	The Council has several policies in place

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	responsibilities	female employees, it is likely that a high number of employees with caring responsibilities will be affected.	<p>which we shall utilise to support staff with this characteristic if required:</p> <p>All staff were given the opportunity to have 1 to1 meetings with their manager to raise and discuss anything related to the change of location and protected characteristics, including -</p> <p>Staff engagement: A written communication was initially issued to staff in June 2022 and continued throughout June and July.</p> <p>Drop-in sessions were arranged for staff at Rowan Park to view the premise.</p> <p>1-2-1's have been held by managers with their teams.</p> <p>Support for any necessary reasonable adjustments</p> <p>Comms issued Friday 12<sup>th</sup> August with new location details and door passcodes.</p> <p>Email issued 9<sup>th</sup> August regarding meeting room development and alternative arrangements at City Centre locations.</p> <p>Email issued 9<sup>th</sup> August with travel information regarding public transport details to Rowan Park.</p>
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			<p>Client Engagement Meetings Written communications</p> <p>TU Engagement Regular meetings are in place with all council affiliations, UNITE, GMB and UNION</p> <p>Colleagues Strategic Human Resources  Regular updates at People Stream meetings</p> <p>Health &amp; Safety Representative (Alison Shaw) completed risk assessment together with -</p> <p>Appointment of a Fire Warden(s) - completed Appointment of a First Aider(s) – under review per hybrid working arrangements and H&amp;S guidance</p>
	Full Time Employees	No	
	Part Time Employees	No	
Question	Three needs of Equality Act 2010	Summary explanation	
c) Please review how this policy, strategy or service reform may help us to achieve the three needs of the	Eliminate unlawful discrimination, harassment, and victimisation.	There is minimal impact, due to the measures put in place, as outlined above.  All 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	
	Advance equality of opportunity between people who share a relevant protected characteristic and those who don't		



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Equality Act as shown opposite and provide a summary explanation in the end column.	Foster good relations between people who share a protected characteristic and those who don't.	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.
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## 4. Conclusion

	Yes	No	Explanation
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.		X	There is no requirement to proceed to a full EqlA as the process at this stage has been to positively facilitate locational transfers.

• If you are proceeding to a full EEqIA please refer to the template EqlA.

• 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.	No.
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 EqlA screening document:

**Signature of HR Manager:**



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*Tom McLaren*

Completed by: Tom McLaren, Head of Service Improvement

Date: 9<sup>th</sup> September, 2022

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