



OFFICIAL 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? | Neighbourhood Regeneration and Sustainability |
| Project duration | Dec 2022 to Feb 2023 (10 weeks) |
| What is the aim or purpose of the policy, strategy or service reform? | <p>Relocation of NRS Service department from 229, 231 George St to Eastgate. To increase capacity levels within Eastgate.</p> <p>Due to the current hybrid working in place within our NRS Services. There has been an office review carried out for 229, 231 George Street and Eastgate on current level of capacity within the building. The data has shown, within both buildings. The capacity within each working day is from 5% to 25%.</p> <p>The strategy would be to move departments located with 229 & 231 George Street to Eastgate. Eastgate would then become a hybrid working office with a clear desk policy in place.</p> <p>NRS must increase capacity with Eastgate to be more energy efficient and increase the footprint within one building. To help within the strategy performance of saving within the NRS budget.</p> |
| Which employees may be affected? | <p>NRS Departments, this will have an impact within Eastgate, are as follows.</p> <p>Roads & Lighting, Contracts & RCU Staff - 59 staff members, 94 desk allocated. Reducing to 30 desks. 6 Hot desks</p> <p>Trading Standards - 23 staff members, 24 Desks allocated reducing to 16 desks Monday to Friday</p> <p>Environmental Health (Public Health & Business regulations) 128 staff members, 48 desk allocated present reducing to 26 desks. Monday to Friday.</p> |



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| | <p>George Street.</p> <p>Parks & Street Scene - 28 staff relocating to Eastgate. 28 Desk have been established within Level 1 for Tuesday & Wednesday. 12 fixed Desk Monday to Friday. Other 16 desk on Monday, Thursday & Friday will become hot desks.</p> <p>Waste Management - 21 Staff relocating to Eastgate. 15 Desk have been established within Level 1 of Eastgate. Monday to Friday and within this area. There are an additional 6 hot desks.</p> <p>Events - 8 Staff relocating to Eastgate. 6 fixed desks have been established within Level 1 of Eastgate Monday to Friday.</p> <p>All Departments have a mix of fixed-workers, field workers, hybrid working, hot desking space at both the current location. This affects employees of all range of grades. This will include departments within Eastgate having to review there working area to reevaluate the working areas for the department from George Street to be able to be relocated. Local agreements will be arranged with departments within Eastgate for additional staff that are required to come in additional day that excluded on allocated day. The move date is between 21st February to 3rd March 2023 - with staff attending the new office location from 3rd March 2023.</p> |
| Who is responsible developing this policy, strategy or service reform? | Neighbour Regeneration and Stainability - 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 | | |
| d) Change employees' terms and conditions | X | | |



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| e) Change employees' working hours? | X | | |
| f) Change employees' work location? | | X | Location will have an impact on 7 departments |
| g) Change aspect of employees' physical work environment? | | X | All located within NRS |
| 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? Please provide summary explanation(s) in the appropriate column(s). | Employees of different ages | | | Neutral - The 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 | | | Neutral - The proposal affects all "in scope" employees regardless of |



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| | reassignment | | | whether they intend, plan to undergo or have undergone gender re-assignment. |
| | Employees who are pregnant or subject to maternity arrangements | | | GCC has committed to the Principles of the Working Forward Campaign which supports pregnancy, maternity and paternity rights. 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 race, cultural and ethnic groups | | | Neutral - 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 | | | Neutral - he proposal affects all "in scope" employees |



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| | | | | regardless of religion or belief. |
| | Female and Male employees | | | The current gender profile is 60% male, 40% 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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| | Employees with caring responsibilities | | | 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. |
| | 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. | | |



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| Question | Protected Characteristic | Potential Impact | Activity to stop or minimise impact |
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| <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 | 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 Workers Risk Assessment will be carried out as per normal practice. | We have taken an approach to inform and cascade information to management through a variety of communication methods, including engaging with staff who are long term absent, on maternity or paternity leave. All managers will ensure that communications are cascaded through team meetings and direct contact with all team members. |
| | 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 | Employees with a disability may be affected by a locational transfer and new building, affecting those with mobility issues. | Eastgate 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. |
| Female and Male employees | Current gender demographic is 60% male 40% female | The approach taken has been to engage through 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. |

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| | Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership | No impact. | Neutral - The proposal affects all "in scope" employees regardless of sexual orientation. |
| | Employees with caring responsibilities | It is likely that a high number of employees with caring responsibilities will be affected. | <p>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>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>Management & staff engagement: Communication was initially issued to staff in December 2022 & February 2023</p> <p>Support for any necessary reasonable adjustments</p> <p>Appointment of a Fire Warden(s) - completed by department. Appointment of a First Aider(s) – under review per hybrid working arrangements and H&S guidance</p> |
| | Full Time Employees | No | |
| | Part Time Employees | No | |



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| Question | Three needs of Equality Act 2010 | Summary explanation |
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| 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. | Eliminate unlawful discrimination, harassment, and victimisation. | There is minimal impact, due to the measures put in place, as outlined above. 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. |
| | Advance equality of opportunity between people who share a relevant protected characteristic and those who don't | |
| | Foster good relations between people who share a protected characteristic and those who don't. | |

| 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 EqIA as the process at this stage has been to positively facilitate locational transfers. |
| <ul style="list-style-type: none"> If you are proceeding to a full EEqIA please refer to the template EqIA. 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. | | |



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| <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>No.</p> |
| <p>d) Have you added Equality into the implementation plan for this policy, strategy, or service reform?</p> | <p>Yes.</p> |

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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