



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	
Completion date	5 th May 2023
Name of policy / project/ service reform?	Pensioner Support Project –transfer Chief Executive to HSPC
Project duration	
What is the aim or purpose of the policy, strategy or service reform?	The project is a test of change and following a review, it is proposed that the continual successful delivery of the project sits naturally in HSPC Welfare Rights Section, where there is expertise and experience delivering a Welfare Rights Service.
Which employees may be affected?	All Pensioner Support Project Employees
Who is responsible developing this policy, strategy or service reform?	Head of Financial Inclusion & Transformation

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	Employees will move into HSPC. The staffing includes one permanent grade 6 Welfare Rights Officer (with a substantive grade 6 post in HSPC) one temporary grade 6 Development Officer (with a substantive grade 5 within Chief Execs, Improving the Cancer Journey Team). Following a review of the service as part of the test of change process the temporary Grade 4 admin resource will remain within current FITT service structure.
c) Involve a reduction or increase in workforce?		X	No reduction in workforce but structural change will result in the redeployment of one temporary admin resource
d) Change employees' terms and conditions	X		The move is within GCC with the same terms and conditions
e) Change employees' working hours?	X		The role and hours worked will remain the same for all staff currently employed within the Pensioner Support Project.
f) Change employees' work location?	X		The work location of 40 John Street, hours worked and hybrid working arrangements will remain the same for all staff currently employed within the Pensioner Support Project.
g) Change aspect of employees' physical work environment?	X		The physical work environment will be unchanged for all staff currently employed within the Pensioner Support

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Employment Equality Impact Assessment Screening Form

			Project.
h) Introduces new or amends existing working practices for employees?	X		The change of location is the amend for those affected, however, working practices are likely to remain the same as the work transfers to the HSCP.

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			Unknown Whilst no staff have disclosed a disability, GCC is a fully accredited Disability Confident employer. Management will engage with all employees affected to ensure appropriate reasonable adjustments are in place, where required. This will be identified through 1-2-1 meetings with employees
	Employees who intend, plan to undergo are under going or have undergone gender reassignment			Unknown – The proposal affects all "in scope" employees regardless of whether they intend, plan to undergo or have undergone gender reassignment. Management will engage with all affected



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Employment Equality Impact Assessment Screening Form

				employees to ensure appropriate supports are in place where required. This will be identified through 1-2-1 meetings with employees
	Employees who are pregnant or subject to maternity arrangements			Unknown – Whilst no employee has been identified within this characteristic, GCC has committed to the Principles of the Working Forward Campaign which supports pregnancy and maternity rights.
	Employees belonging to race, cultural and ethnic groups			Neutral – The proposal affects all “in scope” employees regardless of race or cultural and ethnic groups. GCC have an established a BME Employee Peer Support Network, and have a Cross Party BME Action Plan to increase BME workforce representation and ensure support for BME colleagues should they be affected
	Employees who have a religion or belief, or who do not			Neutral – The proposal affects all “in scope” employees regardless of religion or belief. However, any reasonable adjustments will be made where necessary.
	Female and Male employees			Neutral – The proposal affects all



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Employment Equality Impact Assessment Screening Form

				“in scope” employees regardless of gender. However, any reasonable adjustments will be made where necessary.
	Employees who are gay, lesbian, bisexual, heterosexual			Neutral – The proposal affects all “in scope” employees regardless of sexual orientation. – GCC has an established LGBTI+ Employee Peer Support Network (Prism) for LGBTI+ Employees
	Employees with caring responsibilities			Neutral - – The proposal affects all “in scope” employees regardless of caring responsibilities, GCC is a Carer Positive Employer, meaning that employees with caring responsibilities have support to assist them to balance their working life with their caring responsibilities.
	Full Time Employees	Hours will not be affected unless requested by the employee		
	Part Time Employees	Hours will not be affected unless		



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Employment Equality Impact Assessment Screening Form

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 negative impact identified	
	Employees with a disability	Whilst no employees have identified within the characteristic, if this is identified through 1-1 meetings with employees, we will engage with any disabled employees and relevant managers to ensure appropriate, reasonable adjustments are in place	This will be considered on a case by case basis and any impact on affected employees will be reviewed and appropriate risk assessments conducted (this could include physical aids, location review to identify issues, mental wellbeing) Plans will be agreed in advance and shared with affected employees,
	Employees who intend, plan to undergo are under going or have undergone gender reassignment	Whilst no employee have identified in this characteristic, changes to line management or location may impact on the employee due to their personal circumstances.	The will be considered on a case by case basis and any impact on affected employees will be reviewed and discussed as appropriate
	Employees who are pregnant or subject to maternity arrangements	No negative impact identified	This will be considered on a case by case basis with any required activity built into the communication plan.
	Employees belonging to race, cultural and ethnic groups	No negative impact identified	
	Employees who have a religion or belief, or who do not	No negative impact identified	
	Female and Male employees	No negative impact identified	
	Employees who are gay, lesbian, bisexual, heterosexual or in a Civil Partnership	No negative impact identified	
	Employees with caring responsibilities	No negative impact identified	
	Full Time Employees	No negative impact identified	



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Question	Part Time Employees Three needs of Equality Act 2010	No negative impact identified	Summary explanation
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. 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.		Explanations are provided to explain the impact of this change, the commitment to reasonable adjustments, if required and communication to employees affected

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 EEqIA as the process at this. No negative impacts have been identified and plans are in place to ensure that should this change, these can be considered before the point of transfer.
<ul style="list-style-type: none"> 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: 			
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.	Yes.		As detailed at question 3 b) activity has been built into project plans to identify employees who may become on maternity or adoption leave, those who intend, plan to undergo are undergoing or have undergone gender reassignment and employees who are disabled. This will ensure appropriate discussions take place to agree plans during the pre-transfer period.
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.			This is included in the first phase of Service Reform. As this progresses further screening will be undertaken to assess the impact on under-represented groups.

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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 EEqIA screening document:

Signature of HR Manager: *Eileen M. Gowar*

WHEN COMPLETE PLEASE EMAIL A COPY OF THIS FORM TO [CORPORATE HR EQUALITY & DIVERSITY](#)