

Introduction:

The EIA it is an effective way of improving decision making, policy development and service delivery by making sure that managers consider the needs of all service users, the community and employees. It is also designed to identify potential steps to promote equality and good relations and avoid unintentional discrimination. Please ensure you read the guidelines before completing this form.

Document Management

Service:	Human Resources
Business Unit:	Human Resources
Manager:	Heleana Aylett
Title:	Recruitment and Selection
Due Date:	June 2017
Date Published:	
Review Date:	

1. What is the overall purpose and aim of *the* policy/project/practice or service?

To ensure equality of opportunity and accessibility to job vacancies within the council for all job applicants throughout the recruitment and selection process

2. What are the main aspects of *the* policy/project/practice or service where consideration of equality impacts and issues need to be incorporated?

Wording of recruitment literature including Job Descriptions and adverts. Accessibility of interview location. Interview questions. Ensuring those that state they are disabled but meet the minimum criteria are given a guaranteed interview.

3. Relevance Assessment - which group(s) of people (if any), do you think will, or potentially can be, affected by this policy/project/practice or service? Please state your reasons.

All groups could potentially be affected by unfair recruitment and selection practices.

Please indicate if you think the impact is none, low, medium or high?

Age	Sex	Belief	Disability	Race	Sexual Orientation	Marriage/Civil partnership	Transgender	Maternity
M	m	m	m	m	m	l	m	m

Detailed Assessment

In relation to (protected group), what do you know about the people who use your service/s?

At times potentially all of the protected groups use this service either as a current employee or as a prospective employee.

What evidence do you have and how does this compare to the profile of residents?

Everyone fits into at least one of the protected groups eg male/female. Prospective applicants are not necessarily residents of the district and could potentially come from anywhere.

What negative/disproportionate impacts will this proposal have on protected group(s)?

Age:

Perception on how age can influence performance could be a barrier to recruitment or promotion. They have the potential to have a negative effect on both younger and older people. For example younger people may be perceived as not having enough experience compared to others and older people may be perceived as not being able to cope with new technology as well as younger people do.

Gender – including transgender and transsexual people

As with age it is the perception of someone that may be a barrier to recruitment or promotion of others. They may feel for example that women of a certain age will need time off for children or caring responsibilities which will impact on their flexibility. Female recruiting officers may feel that men would be reluctant to take instruction from a woman.

Disability:

There are commonly held perceptions about disabled people such as they may have higher levels of sickness than a non disabled person or that any legal requirement to make the necessary adjustments required either for the interview or to carry out the role are too difficult or too costly to implement.

Racial group:

Potentially the media choice for an advert may impact on certain racial groups. The assumptions and perceptions of an interviewing officer about racial groups may be a barrier to recruitment.

Religion/Belief

The assumptions and perceptions that are held by the interviewing officer about particular racial groups in terms of their behaviour and impact on others may be a barrier to recruitment. In particular they may be assumptions that certain religions will need time off for prayer which may impact on the working week.

Sexual Orientation

In terms of someone's sexuality although this may not be an issue at an external recruitment as it may not be known, it may be known at the point of possible promotion opportunities and there is potential for this to form part of a recruitment decision.

Marriage/civil partnership

There is less potential for this to be an issue as it's not an obvious issue at the recruitment stage. It may however become more of an issue at promotion opportunities. There could for example be a perception that a female recently married would be looking to start a family in the near future.

Maternity

There is potential for a recruiting officer to not want to consider an applicant who is either very obviously pregnant at the interview or currently on maternity leave.

In seeking to advance equality, promote good relations and improve access, what positive impacts could this proposal have on the protected group(s)?

Age:

All job descriptions and adverts should be free from any reference to age. If it is necessary then this needs to be objectively justified. These issues will be picked up by the HR team.

Gender:

All job descriptions and adverts should be free from any reference to gender. If it is necessary then this needs to be objectively justified. These issues will be picked up by the HR team.

Disability:

Job Adverts will be checked by HR to ensure that only where there are justifiable reasons for ability to be listed are they done so. For example the ability to pass the lifeguarding qualification.

The council signs up to the disability confident two tick and guarantees an interview to disabled applicants who meet the minimum criteria for a post.

Racial Group:

All job descriptions and adverts should be free from any reference to race. If it is necessary then this needs to be objectively justified. These issues will be picked up by the HR team.

Religion/Belief

All job descriptions and adverts should be free from any reference to religion or belief. These issues will be picked up by the HR team.

Sexual Orientation

All job descriptions and adverts should be free from any reference to sexual orientation. These issues will be picked up by the HR team.

Marriage/civil partnership

All adverts should be free from any reference to marriage or civil partnerships.

Maternity

All adverts should be free from any reference to maternity either current or potential in the future.

On the evidence you do have, if there is an adverse impact, what steps will be taken to remove/minimise it? Please complete the Action Plan.

There is potential for the negative impacts to amount to unlawful discrimination.

How will you know if the agreed actions have had the desired results? What monitoring and performance measures/indicators will be reported?

This will be monitored by the number of complaints received regarding the recruitment or selection process. All complaints will be thoroughly investigated.

Who has been consulted with on this EIA and what were the comments made?

This EIA has been written with regard to the policy on Recruitment and Selection which is covered in the appropriate Management Advice Note. (MAN)

When written there was full consultation with managers, senior managers and employee side on the MAN.

Any further comments:

Please see action plan

Action to be taken as a result of the Equality Impact Analysis

Details of Issue	Action to be undertaken	Date due
Perception and attitude of interviewing officer	Training in recruitment and selection for interviewing officers (brief bites)	Ongoing
Perception and attitude of interviewing officer	Advice from HR at all stages of the recruitment process	Ongoing
Ensuring correct selection for interview	Ensuring recruitment process and correct forms are used for selection for interview	Ongoing
Ensuring best candidate is selected	Ensuring recruitment grid is completed. No-one should recruit on their own. Always at least 2 people present.	Ongoing
Perception and attitude of interviewing officer	Promotion of Unconscious bias on line learning module	Ongoing