

**Equality Impact Assessment
Level One Assessment Form**

Service Area: Human Resources.

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
Recruitment and Selection Toolkit and Framework	
2. What are the aims or intended outcomes of the policy to be assessed.	
<p>The aims of the Framework and the Toolkit together are to:</p> <ul style="list-style-type: none"> • Ensure anyone involved in the recruitment and selection of employees to the Council is following good management practice and adhering to relevant legislation. • Promote a planned, consistent yet flexible approach to recruitment and selection, taking into account the needs of the Council, the needs of the service, the existing skills, competencies and knowledge available and the required skills, competencies and knowledge. • Give practical guidance to those involved in recruitment and selection, at all stages of the process. • Equip selection panels to assess, objectively and fairly, the skills, competencies and knowledge of candidates against those required for the job so that the most effective candidate for the post is selected. • Promote a positive image of the Council as an employer and in delivery of services. 	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
<p>PUBLIC</p> <p>No</p>	<p>STAFF</p> <p>No</p>

4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of

- a. Race No (see below)
- b. Religion No (see below)
- c. Gender No (see below)
- d. Disability No (see below)
- e. Sexual Orientation No (see below)
- f. Age No (see below)

The policy has been the subject of extensive consultation with key stakeholders e.g. Service Managers, Trades Unions, BME Forum, internal equality focus groups and has also been reviewed by an external diversity consultant

5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues

Extensive consultation has already taken place (see above).

However, the toolkit and framework will be reviewed after 12 months by HR to assess its operation and to conduct an equality relevance review and the views of key stakeholders sought again.

6. How will the views of these groups be obtained

Through the LNJCC group and staff consultation groups. This included in internal focus groups for race, religion, gender and sexual orientation and age, disability and caring status.

7. Please detail the outcomes of these consultations

No issues were raised. The comments received were incorporated where possible and where not an explanation was provided e.g. the BME Forum requested that the BME community be notified of vacancies so we fed back that we already circulated details of vacancies to community organisations such as mosques and we asked for further suggestions in relation to ways to publicise our vacancies.

8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's			
<p>There is some differential aspect in terms of that we guarantee all candidates with a disability an interview if they meet the essential criteria. This could potentially put candidates with a disability at an advantage over the other ETGs. However, this positive action is permitted by disability discrimination legislation and indeed is a requirement to achieve two tick status from the employment service as an organisation that is positive about disability.</p>			
9. Considering the evidence above what priority would you give this policy in relation to the Equality Target Groups. Please provide a rationale for your conclusions			
	High	Medium	Low
Disability	X		
Race	X		
Gender	X		
Sexual Orientation	X		
Age	X		
Religion or Belief	X		
<p>The Toolkit and Framework have a high priority for Equality Target Groups in ensuring fair access to employment opportunities. The documentation makes clear the statutory position and also the obligations for those involved in recruitment to ensure fair and transparent procedures are followed.</p>			
10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?			
<p>There is no adverse impact that we are aware of as a result of the toolkit and framework. However we will monitor (see below) to assess whether there is any inadvertent adverse impact.</p>			
11. What steps will you take to address any unjustified impact			

Implement an effective monitoring system that records and disaggregates applications for jobs, candidates shortlisted and appointments to establish whether there is any evidence of inadvertent bias in our processes.	
12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances	
HR Staff time to ensure ongoing effective monitoring – effective systems implemented to enable staff to monitor the information – potential financial cost if upgrade to HR/Payroll system necessary	
13. How will you monitor the effect of this function, policy etc on the equality target groups	
We will monitor workforce figures on a disaggregated basis and identify areas where those from the Equality Target Groups are under represented. Then appropriate action will be considered e.g. adverts saying “We welcome applications from <i>name of ETG(s)</i> as our current workforce is under represented in this area”, targeting publications favoured by ETGs, jobs fairs etc. Monitoring will be reported on quarterly to Council Management Team and the LNJCC.	
14. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included	
Yes	
15. Does this Policy need to be fully impact assessed? Please give reasons	
No – is a clear framework for all staff to follow – would require impact assessment if future data indicates a potential discrimination to ETGs	

Name: Bernadette Mullen
Signed

Service: HR
Dated: 31 March 08

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed

Date