

**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 of Ex Offenders Policy	
2. What are the aims or intended outcomes of the policy to be assessed.	
The aim of the policy is to promote equal opportunity and to welcome as part of our recruitment process, applications from those who may have a criminal record. The policy sets out a framework for how disclosures of criminal offences will be dealt with. It also details which posts may be subject to such disclosures.	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
PUBLIC No	STAFF No
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	
No	a. Race
No	b. Religion
No	c. Gender
	d. Disability

No

e. Sexual Orientation

No

f. Age

No

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

Consultation with unions and employees

6. How will the views of these groups be obtained

Through the LJNCC group and staff consultation groups

7. Please detail the outcomes of these consultations

No concerns put forward from unions as to the operation of the policy

8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's

Non Identified			
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
10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?			
N/A			
11. What steps will you take to address any unjustified impact			
Will monitor and review the application of the policy and deal with issues arising			

12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances	
HR staff resources required to monitor the application of the policy on an ongoing basis.	
13. How will you monitor the effect of this function, policy etc on the equality target groups	
As above	
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 the data indicates a potential discrimination to ETGs	

Name
Signed

Service
Dated

Service Manager Signature

Approved by Corporate Equalities Planning and Scrutiny Group

Signed

Date