

**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	STAFF
No	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
	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 LNJCC 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	
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<b>12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances</b>	
HR staff resources required to monitor the application of the policy on an ongoing basis.	
<b>13. How will you monitor the effect of this function, policy etc on the equality target groups</b>	
As above	
<b>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</b>	
yes	
<b>15. Does this Policy need to be fully impact assessed? Please give reasons</b>	
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**