

Equality impact assessment form

Directorate: Corporate Resources

Service area: Human Resources

Recruitment Policy

Date of assessment:

**Name of Director/Head of Service signing it off
Don McClure, Interim Director of Corporate
Services/Liz Moore, Head of HR**

**Decision of Cabinet, Personnel Committee or Chief
Officer Group**

October 2017



Derby City Council



Equality impact assessment – please read this section first before you do the assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people and **before** that decision is made.

So why do we need to do equality impact assessments? Although the law does not require us to do them now, the courts still place significant weight on the existence of some form of documentary evidence of compliance with the **Public Sector Equality Duty** when determining judicial review cases. This method helps us to make our decisions fairly, taking into account any equality implications, so yes we still need to do them.

The Public Sector Equality Duty is part of the Equality Act 2010 and this Duty requires us as a public body to have '**due regard**' to eliminating discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act. It requires us to advance equality of opportunity and foster good relations between people who share a '**relevant protected characteristic**' and people who don't.

Having 'due regard' means:

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people
- encouraging people with certain protected characteristics to participate in public life or in other activities where the participation is disproportionately low.

The protected characteristics are:

- age
- disability
- gender identity
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This completed form should be attached to any Chief Officer Group, Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- demonstrate that you have been fair and open and considered equality when working on re-structuring
- make sure you pay due regard to the requirements of the Public Sector Equality Duty.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. You also need to decide how and who you will consult with to help inform the equality impact assessment. Our Lead on Equality and Diversity can help with useful contacts – we have a team of people who are used to doing these assessments and can help with information on barriers facing particular groups and remedies to overcome these barriers.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community. Against every negative impact you will need to complete the mitigation section to explain how you will lessen the impact.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and **send it to our Lead on Equality and Diversity for checking and to publish on our website**. It is a public document so must not contain any jargon and be easy to understand.

Remember, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

Equality groups and protected characteristics

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees and job applicants...

- Age equality – the effects on younger and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender identity – the effects on trans people
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non-belief equality – the effects on religious and cultural communities, customers and employees
- Sex equality – the effects on both men and women and boys and girls
- Sexual Orientation equality – the effects on lesbians, gay men and bisexual people

Contact for help

Ann Webster – Lead on Equality and Diversity

ann.webster@derby.gov.uk

Tel 01332 643722 Minicom 01332 640666 Mobile 07812301144

The form

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions, procurement methods, disabled facilities grants, on street parking bays

If in doubt – it’s better and safer to do an Equality Impact Assessment than not to bother! You never know when we may get a legal challenge and someone applies for Judicial Review.

What’s the name of the policy you are assessing?

Recruitment Policy

The assessment team

Team leader’s name and job title –

Other team members

Name	Job title	Organisation	Area of expertise
Andrea Cauldwell	Recruitment Manager	Derby City Council	Recruitment
Ann Webster	Lead on Equality and Diversity	Derby City Council	Equalities

Step 1 – setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side tracked.

1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.

Derby City Council is one of the largest employers in the City, currently employing approximately 7600 employees in a range of disciplines. There are approximately 500 new appointments made annually across the authority.

Recruitment is a major activity for Human Resources and the Recruitment Team and this policy will support the work that they and our recruiting managers do. We also have recruitment and selection guidelines on our intranet pages - iDerby - that support recruitment processes.

The policy is designed to support recruiting managers in providing a fair, consistent, effective and efficient approach to the recruitment and selection of employees and aims to reflect the diversity of the community in our workforce and the community as a whole.

The policy also supports promoting the Council as an employer of choice; this will enable us to recruit and retain a quality workforce with the required skills and attributes to deliver high quality customer service to the people of Derby.

The policy should also provide guidance to all employees who are responsible for supporting recruitment and selection which should ensure compliance with the Equality Act 2010 for all activity in connection with employment at the Council and specifically in relation to:

- Adverts
- Shortlisting
- Interviews
- Senior Recruitment

2 Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?

All recruiting managers and relevant personnel providing advice and carry out associated administration and processes.

3 Who are the main customers, users, partners, employees or groups affected by this proposal?

All individuals who apply for a position within the Council, including internal employees.

All recruiting managers or officers who are responsible for any element of the recruitment and selection process.

We are passionate about having a workforce that reflects the community we serve so that we can provide a better service to our customers and this Recruitment Policy supports this.

The policy supports our overall Equality, Dignity and Respect Policy and employment is a key element of this.

Our Recruitment Policy also allows for targeted recruitment amongst under-represented equality groups.

Step 2 – collecting information and assessing impact

4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.

Head of HR
 Head of Legal
 Lead on Equality and Diversity
 Policy Working Group
 The Policy will be presented to our Personnel Committee for approval on 12 April 2018 and the CJC for final sign off.

5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each protected characteristic group whether this is a negative or a positive impact. If it's negative, fill in the mitigation section as well to explain how you are going to lessen the impact.

Age

What do you already know?	Positive impact	Negative impact	Mitigation
Well before the Equality Act we introduced age into our then Equality Policy. Feedback from some of our older applicants told us that they were encouraged by our Policy and felt confident they would be treated fairly and not judged on by their age	Yes		
As part of our statutory equality responsibilities under the Public Sector	Yes		

What do you already know?	Positive impact	Negative impact	Mitigation
Equality Duty we monitor our job applicants and those shortlisted and appointed by age Equality Employment Statistics			
All recruiting managers have to have mandatory training in recruitment and selection, including Equality.	Yes		

Disability

What do you already know?	Positive impact	Negative impact	Mitigation
We know that many disabled people apply for jobs with us because of our option of a 'Guaranteed Interview'. We are also a Disability Confident Leader and this branding encourages disabled people to apply for jobs with us.	Yes		
We make reasonable adjustments to the recruitment process such as accepting job applications in other formats if that's the easiest way for some disabled people. We make reasonable adjustments at interviews and in the new job if they are successful.	Yes		
As part of our statutory equality responsibilities under the Public Sector	Yes		

What do you already know?	Positive impact	Negative impact	Mitigation
Equality Duty we monitor our applicants and those shortlisted and appointed by disability Equality Employment Statistics			
All recruiting managers have to have mandatory training in recruitment and selection, including Equality.	Yes		
We will be attending the Disability Direct' Do What You Want' event in June to encourage disabled people to apply for jobs with us and take up apprenticeships. Our Equality, Dignity and Respect public poster displayed in reception and the banner we take to events deliberately includes images of disabled people to demonstrate our commitment to disabled employees and job applicants	Yes		
New disabled employees can join our Disabled Employees Network for support	Yes		
We recognise that carers of disabled people have particular requirements and we do all that we can to support them take up job opportunities with us.	Yes		

Gender identity- trans

What do you already know?	Positive impact	Negative impact	Mitigation
Gender identity is a key strand in our Equality, Dignity and Respect Policy and we do monitor the number of Trans people who apply for jobs for us and who are shortlisted and successful. Due to the small numbers we have to be very careful not to identify anybody	Yes		
We have a mandatory Equality course that covers trans issues that recruiting managers will have completed.	Yes		

Marriage and Civil Partnership

What do you already know?	Positive impact	Negative impact	Mitigation
Our overall Equality, Dignity and Respect Policy covers marriage and civil partnership and this Recruitment Policy supports this.	Yes		

Pregnancy and maternity

What do you already know?	Positive impact	Negative impact	Mitigation
Our overall Equality, Dignity and Respect Policy covers pregnancy and maternity and this Recruitment Policy supports this.	Yes		

What do you already know?	Positive impact	Negative impact	Mitigation
We take seriously any complaints of pregnancy and maternity discrimination by our job applicants, both internal and external	Yes		
Our Equality, Dignity and Respect public poster displayed in reception and the banner we take to events deliberately includes a photograph of a pregnant employee to demonstrate our commitment to pregnant women at work	Yes		

Race

What do you already know?	Positive impact	Negative impact	Mitigation
We work closely with our Race Equality Hub and Black Employees Support Network to work on our equality initiatives to support minority ethnic job applicants and employees	Yes		
As part of our statutory equality responsibilities under the Public Sector Equality Duty we monitor our applicants and those shortlisted and appointed by race Equality Employment Statistics	Yes		
New employees can join our Black Employee's Support Network for support	Yes		

What do you already know?	Positive impact	Negative impact	Mitigation
Where English is the second language of a job applicant and English is not required for the job we will provide an interpreter for the interview.	Yes		

Religion or belief or none

What do you already know?	Positive impact	Negative impact	Mitigation
We respect people's religions and beliefs and so will make provision for any religious observance when scheduling interviews. For example during Ramadan. We also have a dedicated Prayer/Contemplation Room for people to use.	Yes		
As part of our statutory equality responsibilities under the Public Sector Equality Duty we monitor our applicants and those shortlisted and appointed by religion and belief Equality Employment Statistics	Yes		

Sex

What do you already know?	Positive impact	Negative impact	Mitigation
As part of our statutory equality responsibilities under the Public Sector Equality Duty we monitor our applicants and those shortlisted and appointed	Yes		

What do you already know?	Positive impact	Negative impact	Mitigation
by sex Equality Employment Statistics			
We have recently published our Gender Pay Cap Report which shows a very positive result It shows the mean gap at £0.37 pence an hour between male and female staff and the median gap at -£0.02. There are no differentials at any of the pay quartiles.	Yes		

Sexual orientation

What do you already know?	Positive impact	Negative impact	Mitigation
As part of our statutory equality responsibilities under the Public Sector Equality Duty we monitor our applicants and those shortlisted and appointed by sexual orientation Equality Employment Statistics	Yes		
Recruiting managers will have completed the mandatory Sexual Orientation on-line training course designed in partnership with Stonewall.	Yes		
New employees can join our LGBT Employee Network for support	Yes		
Our Equality, Dignity and Respect public poster displayed in reception and the banner we take to	Yes		

What do you already know?	Positive impact	Negative impact	Mitigation
events deliberately includes the rainbow to demonstrate our commitment to LGBT employees and job applicants			

Important - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. You can get lots of information on reports done from organisations' websites such as the Equality and Human Rights Commission, Stonewall, Press for Change, Joseph Rowntree Trust and so on. Please don't put down that the impact affects 'everyone the same' – it never does!

6 From the information you have collected, how are you going to lessen any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

Our Recruitment Policy supports our Equality, Dignity and Respect Policy. We use the valuable contributions from our employee networks, Race Equality Hub, Disability Equality Hub, 50+ Forum, Voices in Action and Learning Differences Partnership Board to help us get our policies and processes right – this Recruitment Policy has been designed to reflect comments we have received previously about recruitment at our meetings.

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1	Yes	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
-----------	-----	---

Outcome 2	Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3	Continue the policy despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none"> • sufficient plans to stop or minimise the negative impact • mitigating actions for any remaining negative impacts • plans to monitor the actual impact.
Outcome 4	Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

We have agreed Outcome 1

Why did you come to this decision?

We have not identified any negative impact in our Recruitment Policy.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality Action Plan to lessen the effect of the negative impact. This is really important and may face a legal challenge in the future.

If you have decided on **Outcome 4** then if the proposal continues, without any mitigating actions, it may be likely that we will face a legal challenge and possibly a Judicial Review on the process - it is really important that the equality impact assessment is done thoroughly, as this is what the Judge will consider.

Step 4 – equality action plan – setting targets and monitoring

8 Fill in this table with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.

Equality Action Plan –setting targets and monitoring

Age

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
We will present our annual Equality Employment Statistics to the 50+ Forum	The Forum will be able to comment on our recruitment statistics	Equality and Diversity Team by September 2018	Through the 50+ Work Programme

Disability

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
We will present our annual Equality Employment Statistics to the Disability Equality Hub and Disabled Employees Network	The groups will be able to comment on our recruitment statistics	Equality and Diversity Team by September 2018	Through the Disability Equality Hub Work Programme
Take the recruitment and apprentice stand to the 'Do What You Want' event in June.	It will show our commitment to employing disabled people	Recruitment and Equality and Diversity teams by June 2018	Through feedback and the number of people attending the stand we can understand who are interested in working for us.

Gender identity - trans

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
We will present our annual Equality Employment Statistics to the LGBT Employee Network and Derbyshire LGBT +	The groups will be able to comment on our recruitment statistics	Equality and Diversity Team by September 2018	Through the LGBT Employee Network and Derbyshire LGBT + Work Programme

Marriage and Civil Partnership

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements

Pregnancy and maternity

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Our Equality, Dignity and Respect public poster displayed in reception and the banner we take to events deliberately includes a photograph of a pregnant employee	This gives a positive message that pregnant women will be treated fairly at work and as a job applicant	Already done	Completed

Race

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
We will present our annual Equality Employment Statistics to Race Equality Hub and Black Employees Support Network.	The groups will be able to comment on our recruitment statistics	Equality and Diversity Team by September 2018	Through the Race Equality Hub and Black Employee Support Network Work Programme

Religion or belief or none

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
We will present our annual Equality Employment Statistics to Race Equality Hub and Black Employees Support Network.	The groups will be able to comment on our recruitment statistics	Equality and Diversity Team by September 2018	Through the Race Equality Hub and Black Employees Support Network Work programme

Sex

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
We will present our annual Equality Employment Statistics to the women's organisations we work with such as International	The groups will be able to comment on our recruitment statistics and Gender Pay Gap	Equality and Diversity Team by September 2018	Through the Gender Equality Hub Work Programme

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
Women's Day Derby			
We are organising an Inspirational Women's event with women in the community	It will encourage more women to work and progress a career with us	Equality and Diversity Team by June 2018	Through the Gender Equality Hub Work Programme

Sexual orientation

What are we going to do to advance equality	What difference will it make	When will we do it and who will lead	Monitoring arrangements
We will present our annual Equality Employment Statistics to the LGBT Employee Network and Derbyshire LGBT +	The groups will be able to comment on our recruitment statistics	Equality and Diversity Team by September 2018	Through the LGBT Employee Network and Derbyshire LGBT + Work Programme

We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 643722
Minicom: 01332 640666

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: **01332 643722** Tel. tekstowy: 01332 640666

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ **01332 643722** ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: 01332 643722 Minicom 01332 640666

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم **01332 643722** منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council