



North West Leicestershire District Council

Recruitment and Selection Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT

Name of the policy or service being assessed: Recruitment & Selection

Service Area: HR

Date Impact Assessment completed: 4/12/08

Is this a policy or service? Policy Service Procedure

Is this a new or existing policy or function? New Existing

Names and roles of the people carrying out the Impact Assessment:

1. *Mike Murphy*
2. *Amanda Shakespeare-Ensor*
3. *Emma Peachey*

Head of Service: Mike Murphy

Signature



Date: 23 March 2009

PART 1: AIMS AND IMPLEMENTATION OF THE POLICY

Identifying the aims of the policy

What is the policy? What is the aim, objective, or purpose of the policy?

To recruit a quality workforce from all sections of the community to carry out the work of the council

Rationale behind the policy and its delivery

Staff turnover and vacancies is a fact of life. There needs to be a standard procedure to be followed in recruitment and selection to ensure that all suitable candidates have equality of opportunity to apply and obtain a job with the council and that the procedure is not biased towards certain sections of the community or friends and relatives of those already employed.

Who is affected by the policy? Who is intended to benefit from it and how?

Who are the main stakeholders in relation to this policy?

What outcomes would other stakeholders want from this policy?

Are there any groups, who might be expected to benefit from the intended outcomes but which do not?

All managers and employees of the Council. All job seekers who wish to work for the council. Job seekers will come from all geographical areas.

Customers? (indirectly)

Policy Priorities:

(How does the policy fit in with the council's wider aims? Include Corporate and Local Strategic Partnership Priorities)

How does the policy relate to other policies and practices within the council?

What factors/forces could contribute/detract from the outcomes?

Cuts across all priorities as without suitable staff in place the council would not be able to deliver any of its priorities.

People Management strategy.

How the policy is implemented

Is the service/policy provided solely by one service or in conjunction with another service or through a Partnership?
If external partners are involved - what are the measures in place to ensure that they comply with the Council's Equal Opportunities policy?

HR provides the service in conjunction with recruiting managers from across all directorates. HR will carry out the administrative functions in relation to the advertising and interview process and will offer support and advice. The final decision is with the panel actually carrying out interviews, which may not involve HR.

Training is provided.

Users and beneficiaries are:

(Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to reflect the Community).

Managers, Staff, the working population. Relevant to workforce representing the Community

Action needed:

(Include short-term measures to be taken to provide a baseline where no or little information is available)

Monitoring form to be expanded to cover those groups currently not included.

PART 2: ASSESSMENT OF IMPACT

	From the evidence available Identify how the groups are reflected in the take up of the service	From the evidence does the policy have an actual or potential negative impact	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity
Race	Racial groups of applicants and starters are monitored	All recruitment material is in English. There is, however, a need to speak English in order to be able to take up employment	N/A
Gender	Gender groups of applicants and starters are monitored	No	N/A
Disability	Disability of applicants and starters are monitored	No	N/A
Age	Targeted at the working population, so excludes people under 16 and over 64	Targeted at the working population, so excludes people under 16 and over 64	No obligation to recruit people who are 64+
Religion/Belief	Not known	No	N/A
Sexual Orientation	Not known	No	N/A
Other groups	None identified	No	No

PART 3: PROCESS OF POLICY OR SERVICE DELIVERY AND MONITORING

Operation Times

When is the service provided - are there seasonal issues; are there barriers to the service based on the time and delivery of the service which may affect the target groups?

Recruitment takes place as required and according to financial considerations.

Methods of communication to the public (external) and internally

What methods do you use to communicate this service? Include review and assessment of methods, media, translations, interpretation etc, bearing in mind the extent to which these media forms are accessible to all sections of the community

Externally:

Advertising on NWLDC website, Jobs Go Public Website. Details of posts are emailed to other areas, including Job Centre Plus

Internally:

Posts are advertised internally on Grapevine and hard copies of adverts are placed on noticeboards and sent to other sections. People At Risk or looking for ill health redeployment are sent copies of all jobs.

Future Monitoring and Consultation

How and when will the policy be monitored?

Identify areas for future consultation and any barriers to participation in consultation with proposals to overcome these.

Expansion of equal opportunities monitoring form

PART 4: MEASURES TO REDUCE DISPROPORTIONATE OR ADVERSE IMPACT – POSITIVE IMPACT

Specify measures that can be taken to remove or minimise the disproportionate impact or adverse effect identified at the end of Part 3. If none were identified in Part 3, identify how disproportionate impact or adverse effect could be avoided in the future. (Consider measures to reduce any adverse impact and better achieve the promotion of equality of opportunity).

RACE: N/A

GENDER: N/A

DISABILITY: N/A

AGE: N/A

RELIGION/BELIEF: N/A

SEXUAL ORIENTATION: N/A

PART 5 – ACTION PLAN

Recommendation	Key activity	Responsible Officer	Milestones	Progress	Date of completion
Broaden categories on Equal Opportunities monitoring form		M Murphy			April 2009
Relevant adjustments to policies and procedures will be made as appropriate and necessary, to accommodate language, disability, sexual orientation and religious requirements		M Murphy A Shakespeare-Ensor E Peachey			Ongoing