

## Equality Impact Assessment

<b>Title of the policy/report /strategy/service</b>	<b>Policy on eligibility for DBS (Disclosure and Barring Service) checks</b>
<b>Date</b>	5 <sup>th</sup> May 2016
<b>Lead Officer</b>	Elaine Griffin – HR Business Partner
<b>Who else is involved in undertaking this assessment?</b>	Claire Perry – HR Business Partner

### Step 1 – Overview of policy/function being assessed

<b>A. Outline: What is the purpose of this policy? (specify aims and objectives)</b>
The purpose of the policy is to set out the circumstances under which DBS checks can be requested and to what level in order to support Harborough District Council (HDC) in making safer recruitment decisions and preventing unsuitable people from working with vulnerable groups, including children.
<b>B. What specific groups are the policy designed to affect/impact?</b>
This policy applies to all HDC candidates, workers and volunteers whether temporary or permanent. Eligibility for DBS checks relates to the nature of the work rather than the worker.
<b>C. Which groups have been consulted as part of the creation or review of the policy?</b>
Unison, Human Resources, Service Managers

### Step 2 – What we already know and where there are gaps

<b>A. List any existing information/data you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.</b>
<p><b>Data/information such as:</b></p> <ul style="list-style-type: none"> <li>▪ Consultation</li> <li>▪ Previous Equality Impact Assessments</li> <li>▪ Demographic information</li> <li>▪ Anecdotal and other evidence</li> </ul>
<p>Equality data is not collected in relation to those individuals who are subject to DBS checks. However, the level of check is set out by the DBS and relates to the nature of the work rather than the person and the decision is usually made prior to a person being attached to the post / work. 52 individuals are currently subject to DBS checks equating to 28.11% of all staff as at March 2016.</p>
<b>B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)</b>
No equality data is available in relation to DBS checks.

### Step 3 – Do we need to seek the views of others? If so, who?

<b>A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.</b>
As the level of DBS check relates to the nature of the work rather than people, no further views are considered necessary.

## Step 4 – Assessing the impacts

	<b>In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)</b>
<b>A. Age</b>	The policy is neutral. Age does not impact on the outcome. Eligibility for DBS checks relates to the nature of the work rather than the person carrying out the role.
<b>B. Disability</b> (physical, visual, hearing, learning disabilities, mental health)	The policy is neutral. Disability does not impact on the outcome. Eligibility for DBS checks relates to the nature of the work rather than the person carrying out the role. Hard copies of the policy are available from the HR team.
<b>C. Gender / Sex</b>	The policy is neutral. Gender does not impact on the outcome. Eligibility for DBS checks relates to the nature of the work rather than the person carrying out the role.
<b>D. Religious Belief</b>	The policy is neutral. Religious belief does not impact on the outcome. Eligibility for DBS checks relates to the nature of the work rather than the person carrying out the role.
<b>E. Racial Group</b>	The policy is neutral. Ethnicity does not impact on the outcome. Eligibility for DBS checks relates to the nature of the work rather than the person carrying out the role.
<b>F. Sexual Orientation</b>	The policy is neutral. Sexual orientation does not impact on the outcome. Eligibility for DBS checks relates to the nature of the work rather than the person carrying out the role.
<b>G. Transgender</b>	The policy is neutral. Transgender status does not impact on the outcome. Eligibility for DBS checks relates to the nature of the work rather than the person carrying out the role.
<b>H. Other protected groups</b> (pregnancy & maternity, marriage & civil partnership)	The policy is neutral. Protected characteristics do not impact on the outcome. Eligibility for DBS checks relates to the nature of the work rather than the person carrying out the role.
<b>I. Other socially excluded groups</b> (low literacy, priority neighbourhoods, socio-economic, etc)	The policy is neutral. The socio-economic status of individuals does not impact on the outcome. Eligibility for DBS checks relates to the nature of the work rather than the person carrying out the role. No data is kept regarding the socio-economic status of individuals.
<b>J. All</b>	The HR department consider that the policy is easy to follow and fair. Followed correctly, the policy and procedure should not treat any individual less favourably than another.

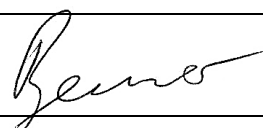
## Step 5 – Action Plan

<b>Please include any identified concerns/actions/issues in this action plan:</b> <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
<b>Question Number</b> (Ref)	<b>Action</b>	<b>Responsible Officer</b>	<b>Target Date</b>
2B	HR to liaise with the Equality & Diversity Officer regarding the value of gathering equality and diversity data regarding affected postholders.	Elaine Griffin	31 <sup>st</sup> March 2017
2B	HR to ask all managers to review DBS eligibility to ensure the correct levels of check are requested.	Elaine Griffin	31 <sup>st</sup> March 2017

**Step 6 – Who needs to know the outcomes of this assessment and how will they be informed**

	<b>Who needs to know</b> (Please tick)	<b>How they will be informed</b> (we have a legal duty to publish EIA's)
<b>Employees</b>	✓	The Equality Impact Assessment (EIA) and the policy will be published on the intranet.
<b>Service users</b>	✓	The EIA will be published on the internet.
<b>Partners and stakeholders</b>	✓	The EIA will be published on the internet.
<b>Others inc. candidates</b>	✓	The EIA will be published on the internet.
<b>To ensure ease of access, what other communication needs/concerns are there?</b>	✓	Hard copies of the EIA and policy will be available from the Human Resources Department.

**Step 7 – Conclusion (to be completed and signed by the Service Manager)**

<b>Please delete as appropriate</b>
<b>I agree with this assessment / action plan</b>
<b><del>If disagree, state action/s required, reasons and details of who is to carry them out with timescales:</del></b>
<b>Signed (Service Manager):</b> 
<b>Date:</b> 5 <sup>th</sup> May 2016

**Please send completed & signed assessment to the Equality and Diversity Officer.**