

Equality Impact Assessment

Title of the policy/report /strategy/service	Recruitment and Selection Policy
Date	7 th April 2016
Lead Officer	Elaine Griffin – HR Business Partner
Who else is involved in undertaking this assessment?	Claire Perry – HR Business Partner

Step 1 – Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
The purpose of the Recruitment and Selection Policy is to enable Harborough District Council to recruit and select the best candidates for roles in a timely manner through a fair, transparent and consistent process in which roles, responsibilities and expectations are clear. It also clarifies additional responsibilities in respect of safer recruitment. The policy is designed around the principles of fairness and consistency and is specifically designed to prevent discrimination on the grounds of protected characteristics, to reduce bias and to ensure candidates are judged on merit.
B. What specific groups are the policy designed to affect/impact?
The policy impacts on external candidates, potential candidates and internal, existing staff applying for posts within Harborough District Council.
C. Which groups have been consulted as part of the creation or review of the policy?
Unison, Human Resources, Service Managers

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

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.
<p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
<p>Equality information is collected from candidates at the point of application and the outcome of their application is monitored by the HR team. From April 2014 to March 2015 (inclusive) 465 people (both internal and external) applied for vacancies. 170 were shortlisted and 38 were appointed. 30.11% of applicants were male with 23.68% of appointments being men. 6.67% of applicants and 5.26% of appointed candidates declared that they had a disability. 16.34% of applicants and 15.79% of appointed candidates were black or minority ethnicity. 1.94% of candidates were LGBT but none of these candidates were appointed. 47.10% of applicants and 52.63% of appointed candidates were Christian, 26.67% and 21.05% respectively had no religion or belief and 16.77% and 21.05% respectively had an “other” religion or belief.</p>
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)

The proportion of women applying for posts (67.74%) and being appointed (76.32%) at Harborough District Council is not representative of the district's population (49.60% according to the 2011 census). However, it is broadly representative of the workforce (66.1% in March 2015) and other Local Authorities.

There was consistency between the proportion of disabled candidates applying and being appointed. However, this figure was lower than both HDC's employees (16.03% in March 2015) and the district's population (14.55%). This has been identified as an issue by the Equality & Diversity Officer and steps have been taken to reduce and monitor the difference between candidate and employee data in respect of disability.

The proportion of BME candidates remains stable throughout the selection process and is significantly higher than both the existing staff population and the district population. The low proportion of LGBT applicants and appointees is not representative of the existing staff population (5.89% in March 2015) which is in line with conservative estimates of the LGBT population within the district (at least 6%).

Proportions relating to religion remained relatively stable throughout the selection process. The percentage of appointees who stated they were Christian (52.63%) was broadly representative of the existing staff population (55.12% in March 2015) although this is lower than the 2011 district population (65.47%). There was a high percentage of appointees with an "other" religion or belief in comparison with the existing staff population (7.87% March 2015) which, in turn, is higher than the district figure of 3.07% in 2011.

Age was not monitored in 2014/15 but this was introduced during 2015/16.

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

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.

HR will continue to liaise with the Equality and Diversity Officer in respect of recruitment equality statistics to identify any issues and work to resolve any underlying causes.

Step 4 – Assessing the impacts

	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)
A. Age	The policy is neutral. Age does not impact on the outcome of the recruitment and selection process. In order to prevent bias age / D.O.B. is not included on the application form. Recruiting managers are trained in recruitment and selection with specific reference to avoiding age discrimination and the use of fair and consistent selection techniques.
B. Disability (physical, visual, hearing, learning disabilities, mental health)	The policy is neutral. Disability does not impact on the outcome of the recruitment and selection process. In order to prevent bias shortlisting managers are not informed of disability status or Two Ticks information. Recruiting managers are trained in recruitment and selection with specific reference to disability and reasonable adjustments and the use of fair and consistent selection techniques. Hard copies of the policy are available from the HR team and applications are accepted both electronically and hard copy. Reasonable adjustments are considered by recruiting managers with the

	support of the HR team.
C. Gender / Sex	The policy is neutral. Gender does not impact on the outcome of the recruitment and selection process. Recruiting managers are trained in recruitment and selection with specific reference to gender and the use of fair and consistent selection techniques.
D. Religious Belief	The policy is neutral. Religion or belief does not impact on the outcome of the recruitment and selection process. Recruiting managers are not aware of candidates' equality data and are trained in recruitment and selection and the use of fair and consistent selection techniques.
E. Racial Group	The policy is neutral. Ethnic origin does not impact on the outcome of the recruitment and selection process. Recruiting managers are not aware of candidates' equality data and are trained in recruitment and selection and the use of fair and consistent selection techniques.
F. Sexual Orientation	The policy is neutral. Sexual orientation does not impact on the outcome of the recruitment and selection process. Recruiting managers are not aware of candidates' equality data and are trained in recruitment and selection and the use of fair and consistent selection techniques.
G. Transgender	The policy is neutral. Transgender status does not impact on the outcome of the recruitment and selection process. Recruiting managers are not aware of candidates' equality data and are trained in recruitment and selection and the use of fair and consistent selection techniques.
H. Other protected groups (pregnancy & maternity, marriage & civil partnership)	The policy is neutral. Protected characteristics do not impact on the outcome of the recruitment and selection process. Recruiting managers are not aware of candidates' equality data and are trained in recruitment and selection and the use of fair and consistent selection techniques.
I. Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	No employee data is kept regarding socio-economic status of employees / candidates but as HDC's commitment to equality is observed during the recruitment and selection process all candidates are treated fairly and consistently.
J. All	The HR department consider that the policy is easy to follow and fair to the candidates. Followed correctly, the policy and procedure should not treat any candidate less favourably than another.

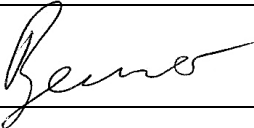
Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan: <i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
2	A trial will commence to determine the effectiveness of monitoring equality data regarding the use of policies and outcomes.	Elaine Griffin	31 st March 2017
2	Liaison with E&D Officer re the low percentage of applications from disabled candidates following the production of 2014-15 figures	Elaine Griffin	31 st July 2016
2	Liaison with E&D Officer re the low percentage of applications and successful applications from LGBT candidates following the production of 2014-15 figures	Elaine Griffin	31 st July 2016

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

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

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

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