

HDC Due Regard (Equality Analysis)

Due Regard (Equality Analysis) is an on-going proactive process which requires us to consider the effect our decisions are likely to have on local communities, service users and employees, particularly those most vulnerable and at risk of disadvantage.

This template has been designed to assist in the collation of information and evidence required to support the 'Due Regard' process when introducing new policies/procedures/functions and services or reviewing existing ones.

Name of policy/procedure/function/service being analysed: Recruitment and Selection Policy

Department and section: Human Resources

Name of lead officer: Ailie Rowlands / Elaine Griffin

Other people involved (assisting or reviewing – including any service users or stakeholder groups etc.): Rebecca Jenner

Date assessment completed: November 2021

Step 1: Defining the policy/procedure/function/service

Is this a new, amended, or reviewed policy? What are the aims, objectives and purpose and how will they be achieved? What are the main activities and which communities are likely to be affected by these activities? What are the expected outcomes?

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.

The policy impacts on external candidates, potential candidates and internal, existing staff applying for posts within Harborough District Council.

Step 2: Data collection & evidence

What relevant evidence, research, data, and other information do you have and is there any further research, data, or evidence you need to fill any gaps in your understanding of the potential or known effects of the policy on different communities? Include quantitative data as well as qualitative intelligence such as community input and advice.

The breakdown of our current workforce can be found in our latest [workforce comparison report](#). This document also contains information regarding the equality monitoring statistics of our recruitment process and our workforce equality related objectives .

Recruitment Equality Statistics 2019/20

During the period 1st April 2019 to 31st March 2020, 232 people applied for jobs with Harborough District Council. Of these, 74 people were shortlisted and 24 offered posts. From information completed at the time of recruitment:

Gender – 79% of new starters were female and 21% male. 100% stated that the gender they identify with is the same as that assigned at birth.

Age – No new starters were aged 18-24years, 8% were aged 25-29years, 58% aged 30-44years, 29% aged 45-59years, and 4% were aged 60 or over.

Ethnic origin – 92% of new starters were White, 8% Asian, Black, Mixed or Other ethnic group.

Disability – 79% of new starters declared that they did not have a health problem or disability which has lasted, or is expected to last, at least 12 months and 4% said that they did. 17% did not wish to declare.

Religion or Belief – 42% of new starters were Christian, 8% were Buddhist, Hindu, Jewish, Muslim, Sikh or 'other', 42% had no religion and 8% did not declare.

Sexual Orientation – 96% of new starters declared that they were heterosexual/straight and 4% Lesbian, Gay or Bi-sexual.

This compares to Census 2011 Harborough District population data statistics below:

Gender – 50.4% of the population were female and 49.6% male. Gender identity was not asked as part of the Census, but estimates are that 0.25% of the population are transgender this would equate to 214 people.

Age – 6.3% of the population were aged 18-24years, 4.3% were aged 25-29years, 19.7% aged 30-44years, 22.4% aged 45-59years, and 7.1% were aged between 60 and 65.

Ethnic origin – 95.2% of the population were White, 4.88% Asian, Black, Mixed or Other ethnic group.

Disability – 85.5% of the population declared that they did not have a health problem or disability which has lasted, or is expected to last, at least 12 months, 14.6% said that they did and that their day to day activities are limited a little and 5.9% said that they did and their day to day activities were limited a lot.

Religion or Belief – 65.5% of the population stated that they were Christian, 3.1% were Buddhist, Hindu, Jewish, Muslim, Sikh or 'other', 24.6% had no religion and 6.9% did not state their religion or belief.

Sexual Orientation – Sexual orientation was not asked as part of the Census 2011 questionnaire. Government estimates suggest that 94% of the population will be heterosexual/straight and 6% of the population will be Lesbian, Gay, Bisexual or other sexuality this would equate to 5123 residents.

Outcome of actions from Workforce Comparison 2019

Objective 1. Undertake further analysis in relation to gender balance of employees

Measure of success: Differential between the number of female and male employees is reduced Version 3

Outcome: Not Achieved. Despite the work which has been completed with regards to vacancies, the figure for male employees this year is 3% lower than last year

Objective 2. Continue to monitor quarterly equality recruitment data

Measure of success: Characteristics of new employees appointed by the council are representative of the characteristics of applicants who apply

Outcome: Achieved.

Conclusions

Despite the work being undertaken throughout the Council it appears, from this year’s results, that we remain under representative of the District with regards to male employees. There has also been a reduction in employees from ethnic groups other than white and in staff who declared that their day-to-day activities are limited because of a health problem or disability. We would like to understand if this noticeable reduction is linked to our lower response rate this year or because of other more concerning factors. Encouragingly, data from recruitment equality monitoring is showing that people who were appointed to posts within the Council over the last year were again representative of the population. Analysis of our next employee survey will be very important. It will help to inform us if the 2020 response was an anomaly, due perhaps to circumstances around the pandemic, or an indication that we are not where we want to be with regards to inclusion within our workforce. Whilst we prepare for the next survey, we will continue to work on staff engagement with the aim of ensuring that everyone feels valued and that their working environment is a safe and inclusive space for them.

Recommendations for further actions from Workforce Comparison Report 2021

Objective 1: Further analysis of the employee survey to be completed and cross referenced with data from leaver surveys

Led by: R Jenner, Human Resources Manager **By when:** December 2021

Measure of success: Feedback from leavers surveys

Support required: Assistance from equality and diversity officer and service managers to encourage staff to complete leaver’s surveys and to identify any potential concerns

Objective 2: Continue to monitor quarterly equality recruitment data

Led by: J Clarke, Equality and Diversity Officer **By when:** December 2021

Measure of success: Characteristics of new employees appointed by the council are representative of the characteristics of applicants who apply

Support required: Assistance from the human resources team to provide data and service managers to identify potential issues

These further actions will form part of our Equality Plan 2021/24 and will be led by our Equality and Diversity Officer and our Human Resources Department. Progress will be monitored on a yearly basis and published as part of subsequent years’ workforce comparison reports.

Step 3: Consultation and involvement

Have you consulted and if so, outline what you did and who you consulted with and why?

Unison, Human Resources Team, Equality and Diversity Officer

Step 4: Potential impact

Considering the evidence from the data collection and feedback from consultation, which communities will be affected and what barriers may these individuals or groups face in relation to Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, current and ex-armed forces personnel (Veterans), deprived or disadvantaged communities and also the potential impact on Community Cohesion. Remember people have multiple characteristics so the impact of a policy on a particular community may impact people within the community differently. Where possible include numbers likely to be affected.

We believe that there are distinct benefits to maintaining a diverse workforce and it is important that people of all characteristics are represented within our organisation. The aim of this policy is to ensure that the law is applied with regards to recruitment and selection, and if an employee has a particular need due to a relevant protected characteristic, then adjustments will be made accordingly to ensure that the process can be followed appropriately.

To help to prevent bias in recruitment and selection, applicants' personal equality monitoring data is removed from application forms before being seen by recruiting managers. This includes information relating to disability confident, armed forces or care leaver status.

Recruiting managers are trained in recruitment and selection with specific reference to using fair and consistent selection techniques and avoiding any form of discrimination. They are also trained and receive information relating to disability and how to make reasonable adjustments. We have also identified and amended the application process that reasonable adjustments may be required when the need for a driving license is a requirement of the role. This will help people with different characteristics who are not able to drive be that due to age, cost, health reasons etc. All staff at the council are expected to complete mandatory equality and diversity training every 3 years.

Copies of the policy are available in an accessible format online and in a printed version from the Human Resources team. To ensure that applying for roles at the Council is accessible, applications are accepted both electronically and in paper format. Reasonable adjustments are considered by recruiting managers with the support of the Human Resources team and people who have a disability are guaranteed an interview if they meet the essential criteria for a post.

We have an updated Guaranteed Interview Scheme which now also includes support for ex Armed Forces personnel and Care Leavers.

Harborough District Council's commitment to equality is observed throughout the recruitment and selection policy and procedure our aim is that staff are treated fairly and consistently regardless of their status.

Step 5: Mitigating and assessing the impact

If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons. If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. If you have identified adverse impact or discrimination that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people. Consider what barriers you can remove, whether reasonable adjustments may be necessary and how any unmet needs have identified can be addressed.

We do not feel that there is any actual or potential adverse impacts of this policy, but we will use any information from feedback or monitoring to address any concerns which may arise. We also have a robust appeals and grievance structure which should help to highlight any potential disadvantage and bring it to our attention if necessary. We look at our data annually and set equality objectives based on our analysis to try and ensure that any discrepancies are identified at an early stage.

Step 6: Making a decision

Summarise your findings and give an overview of whether the policy will meet Harborough District Council’s responsibilities in relation to equality, diversity, and human rights. Does it contribute to the achievement of the three aims of the Public Sector Equality Duty – eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations?

We have tried to ensure that the policy is easy to follow, fair and consistent with the aim that if followed correctly no employee will be treated more or less favourably than another unless there is justification for doing so. Therefore, we feel that this policy will help us to show due regard.

Step 7: Monitoring, evaluation & review of your policy/procedure/service change

What monitoring systems will you put in place to promote equality of opportunity, monitor impact and effectiveness, and make positive improvements? How frequently will monitoring take place and who will be responsible?

The Human Resources team will monitor policy use against the equality data held obtained from applications and analyse statistics throughout the recruitment and selection process.

Equality Improvement Plan

Equality Objective :

Action: The Human Resources team will continue to provide, monitor and analyse equality from applicants in conjunction with the Equality and Diversity Officer to identify any issues and work to resolve any underlying causes.

Officer Responsible: Elaine Griffin

By when: November 2023

Equality Objective :

Action:

Officer Responsible:

By when:

Signed off by: Rebecca Jenner – HR Manager



Date: 10th January 2022

Once signed off, please forward a copy for publication to Julie Clarke, Equality and Diversity Officer
e-mail: j.clarke@harborough.gov.uk , telephone: 01858 821070.