

EQUALITY IMPACT ASSESSMENT

THE STAGE ONE ASSESSMENT FORM - the initial screening process

SERVICE, POLICY OR FUNCTION BEING ASSESSED: Human Resources
DESCRIPTION OF SERVICE, POLICY OR FUNCTION: (e.g. main purpose, users or beneficiaries etc) Recruitment and Selection including advertising; job requirements; monitoring of applicants; shortlisting; Interview process; selection
Please indicate if it is an existing area of service or a new area/project:

Target Equality Group <i>(see guidance note 2 for details)</i>	Does it have a Positive Impact If yes, please explain how <i>(see guidance note 6 for details)</i>	Does it have a Neutral Impact If yes, please explain how <i>(see guidance note 9 for details)</i>	Does it have a Negative Impact If yes please explain how, indicate if it is legal and whether or not it is intended. <i>(see guidance note 7 for details)</i>	If it has a negative impact, is the level of this impact high or low? <i>(see guidance note 10 for details)</i>
Age		<ul style="list-style-type: none"> Advertising is accessible-All posts advertised in JOB Centre and on line. Often also in local newspaper. Care is taken to ensure that wording does not indirectly exclude or deter applicants from any particular age range 	It is vital that adverts continue to be scrutinised to ensure ongoing avoidance of any implied exclusion of a particular age group	The impact is low as the process of checking and scrutinising adverts is comprehensive and if it should happen it would relate to a single vacancy only.

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		<ul style="list-style-type: none"> • Job requirements are provided on person specifications and job profiles for all posts. Both documents are linked and care is taken to ensure there is no requirement for experience or qualification that is not justified. • Date of Birth has been removed from application forms but is collected on separate monitoring forms, which are held in HR. • Short listing is systematic and recorded and relates to the defined job requirements • An HR Representative participates in most interviews and there is always a Panel of at least 2. Interview questions and answers are recorded 	<p>There are still some pre-2006 profiles that refer to number of year's service required. It is essential that we continue our programme to replace these and ensure non are used in error in a recruitment exercise</p> <p>While all Interviewers have received Equalities awareness training, not all have had specific training in equalities issues in relation to recruitment and selection</p>	<p>Again, it is unlikely that any profiles, which imply indirect discrimination, could slip through. If that should happen the impact is likely to be small</p> <p>As HR staff attend almost all interviews this is very unlikely</p>

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Belief or faith		<ul style="list-style-type: none"> • Advertising is accessible-All posts advertised in JOB Centre and on line. Often also in local newspaper • Job requirements are provided on person specifications and job profiles for all posts. Both documents are linked and care is taken to ensure there is no requirement for experience or qualification that is not justified • All applicants are monitored with information collected regarding belief/faith • Short listing is systematic and recorded and relates to the defined job requirements • An HR Representative participates in most interviews and there is always a Panel of at least 2. Interview questions and answers are recorded 	<p>While all Interviewers have received Equalities awareness training, not all have had specific training in equalities issues in relation to recruitment and selection</p>	

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Disability	<p>Application forms ask whether applicants require any special arrangements are required to enable them to attend an interview and this is asked again to shortlisted applicants.</p>	<ul style="list-style-type: none"> • Advertising is accessible-All posts advertised in JOB Centre and on line. Often also in local newspaper • Job requirements are provided on person specifications and job profiles for all posts. Both documents are linked and care is taken to ensure there is no direct or indirect discrimination • All applicants are monitored with information collected regarding equalities • Short listing is systematic and recorded and relates to the defined job requirements • An HR Representative participates in most interviews and there is always a Panel of at least 2. Interview questions and answers are recorded 		

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Sexual Orientation		<ul style="list-style-type: none"> • Advertising is accessible-All posts advertised in JOB Centre and on line. Often also in local newspaper • Job requirements are provided on person specifications and job profiles for all posts. Both documents are linked and care is taken to ensure there is no direct or indirect discrimination • Short listing is systematic and recorded and relates to the defined job requirements • An HR Representative participates in most interviews and there is always a Panel of at least 2. Interview questions and answers are recorded 	<p>We do not collect information from applicants regarding sexual orientation on our monitoring forms at present.</p>	<p>Clearly without monitoring information we are unable to demonstrate that discrimination isn't taking place in this respect</p>

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Gender	<p>The Council have a generous flexible working hours scheme and run the Busy Bees Childcare Voucher scheme for staff</p>	<ul style="list-style-type: none"> • Advertising is accessible-All posts advertised in JOB Centre and on line. Often also in local newspaper • Job requirements are provided on person specifications and job profiles for all posts. Both documents are linked and care is taken to ensure there is no direct or indirect discrimination • All applicants are monitored with information collected regarding equalities • Short listing is systematic and recorded and relates to the defined job requirements • An HR Representative participates in most interviews and there is always a Panel of at least 2. Interview questions and answers are recorded 		

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Race	<p>The Council place a generic advert with neighbouring Suffolk Authorities in the Ethnic Britain annual publication</p>	<ul style="list-style-type: none"> • Advertising is accessible-All posts advertised in JOB Centre and on line. Often also in local newspaper • Job requirements are provided on person specifications and job profiles for all posts. Both documents are linked and care is taken to ensure there is no direct or indirect discrimination • All applicants are monitored with information collected regarding equalities • Short listing is systematic and recorded and relates to the defined job requirements • An HR Representative participates in most interviews and there is always a Panel of at least 2. Interview questions and answers are recorded 	<p>Employees from ethnic minority groups are under represented in the workforce in proportion to the percentage of ethnic minority people within the Council population</p>	

PLEASE ANSWER THE FOLLOWING QUESTIONS IF ANY AREAS HAVE BEEN IDENTIFIED WITH LOW LEVEL NEGATIVE IMPACT

IS THE IMPACT LIKELY TO CHANGE OVER TIME?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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IF YES, HOW WILL THE IMPACT CHANGE?

WHAT CAN YOU DO TO MINIMISE OR REMOVE ANY *UNINTENDED* NEGATIVE IMPACT?

We will extend our monitoring forms to include information regarding sexual orientation so that this can be monitored.
Provide Equalities Awareness and anti-discrimination training relating to recruitment and selection for all Staff that may Interviewers. There would be a cost to this but it could be met from the current Corporate Training Budget
We can explore how to extend our recruitment advertising to reach ethnic minority groups within the Babergh travel-to-work area.
Ensure that the current system for checking adverts continues to be followed
Ensuring that the current programme for updating and reviewing job profiles continues

HOW COULD YOU MONITOR THIS WORK?

Any training undertaken would be evaluated
We monitor in terms of equalities all of our applicants which would give an indication of any positive or negative changes

IF YOU HAVE IDENTIFIED ANY AREAS WHERE THE LEVEL OF NEGATIVE IMPACT IS HIGH PLEASE REFER TO YOUR HEAD OF SERVICE PRIOR TO COMPLETING A STAGE TWO ASSESSMENT FORM

Signed:Jeanette Bray.....Service Manager undertaking the Assessment.

Date: 22nd September 2008