



## Stage 1: Scope of the Equality Assessment

**\*\* NB. It is important that your Equality Champion (See Corporate, Equality and Safeguarding on WySpace for a current list) is aware that the EA is being undertaken, and is kept updated throughout the entire process \*\***

EAs are designed to be proportionate and relevant and thus the time spent completing the EA and the depth to which the questions are answered need to reflect the size and importance of what is being assessed

Your Equality Champion can help with completing the EA if necessary, or guidance can be found in the Documents section of the Equality and Safeguarding page on WySpace (via the Corporate tab)

1. What is being assessed? (Title or description of the policy, strategy, service, function (this includes reports to Cabinet as appropriate)).

And who implements this policy, strategy, service or function?

A revised Recruitment Policy and Toolkit

HR produces this policy for use by managers and employees

2. What is the purpose? (A short statement about its aim or objectives)

The aim of this policy is to provide a flexible systematic recruitment and selection framework in which roles and responsibilities are clearly defined to ensure that the recruitment and selection process is carried out in a fair, professional and lawful manner

3. Who is affected? (The people it covers)

All employees and managers of the Council, as well as internal and external applicants/ candidates

4. Are there any other organisations involved in delivery? (Other agencies, Voluntary sector) If so, please list them.

TMP are our advertising agency and they also host/ provide our recruitment website

5. What are the external drivers for change? (i.e. Legal, National Policy, Partnership, etc)

The main driver has been to review HR policies and procedures to better support managers with a toolkit and template documents. The Recruitment Policy has also been updated to include custom and practice not previously detailed as a procedure with the policy.

This policy will be reviewed every three years or sooner if significant legislative changes occur before then



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6. Does / could the service, the way you implement it, or the potential change directly affect any of the protected characteristic groups (public, Members or staff)? See Appendix 2 of the Equality Framework.

The recruitment process directly affects all staff as well as members of the public applying for Council vacancies

7. Does / will it affect how other services are provided?

All managers need to follow the recruitment process when they have a job vacancy. All employees need to be aware of the recruitment process when applying for vacancies within the Council

8. Is there information e.g. survey data or complaints that suggest that it will / is affecting particular groups of people who share a protected characteristic? If so, how?

WDC's Workforce Report annually sets out an overall breakdown of people applying for posts of all grades, being short-listed for interview and being appointed to posts. The progress of under-represented groups is monitored at each stage of the recruitment & selection process.

The 2014-15 Workforce Report sets out that the Council continues to recruit in balance with the wider community, although we have an aging workforce with only 3% of staff being under the age of 25. However, disabled and black and ethnic minority staff are under-represented from grade 7 and above. The 2014-15 Workforce Report details that the district councils who completed the national Local Government Workforce Survey had no people from BEM backgrounds in their top 5% of earners.

9. Does it have employment implications? (e.g. Recruitment policy)

Appointments to job vacancies are made following a competitive recruitment exercise. All selection and appointment decisions to be based on fair and equitable criteria as set out in the person specification

If you have answered 'yes' to one or more of questions 6,7,8 or 9 you will probably need to carry out a full Equality Assessment immediately.

10. Using the assessment in Questions 6-9 above, should a full assessment be carried out at this time?

YES ✓ NO

11. If you have said NO what is the justification for your decision? (Please provide details. e.g. a top level assessment may need to be carried out now to meet Cabinet requirements but enough information for a full assessment isn't available at this time). If so a due date for the completion of the full EA **MUST** be provided



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If the answer to Q10 is 'yes' continue with stages 2-4. Head of Service sign off will be required after Stage 4 only and a **Word electronic copy** should be returned to the Equality Officer for publication.

If the answer to Q10 is 'no' the EIA will need to go through the **challenge process** to ensure that no further stages are required either at this time or ever, and needs to be sent to Claire Hook, Equality Officer for discussion and possible further explanation at [claire\\_hook@wycombe.gov.uk](mailto:claire_hook@wycombe.gov.uk). Then, if following the challenge process

a) it is agreed with the Equality Officer that no further Stages need to be completed the Head of Service needs to sign off the assessment (below) and return a Word electronic copy it to the Equality Officer for publication.

OR

b) it is agreed with the Equality Officer that Stages 2-4 need to be completed there is no need for Head of Service sign off until Stages 2-4 have been completed at which point a **Word electronic copy** should be returned to the Equality Officer for publication.

12. Who undertook this assessment?

Name: Liz Glenister

Job Title: HR Advisor

Phone: 01494 421 137

Email: [liz.glenister@wycombe.gov.uk](mailto:liz.glenister@wycombe.gov.uk)

This impact assessment was approved by the following Head of Service:

Name:

Service:

Date:

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area and has been completed in line with the current programme.



**Stage 2: Information Gathering**

1. Under the Equality Act we need to comply with certain General duties, These ask; **What will the review or change to the Service / policy etc. currently being assessed do to:**

eliminate unlawful discrimination, harassment and victimisation for any / all of the protected characteristics. (See Appendix 2 of the Equality Framework) Also bear in mind the impact on the needs of refugees and migrants where relevant.

One of the main principles of the Recruitment & Selection Policy is that no individuals will be discriminated against in the application of this policy and procedure on any grounds including grounds of the protected characteristics. Compliance with this will be through the recording and annual monitoring of recruitment which has taken place (see no. 2 below).

advance equality of opportunity for any / all of the protected characteristics

It will raise awareness of the requirement for all employees to comply with the Council's Equal Opportunities policy and to promote equality of opportunity within their own spheres of responsibility

foster good relations for any / all of the protected characteristics

As above

2. Have you carried out work to identify the profile of your users or do you have information that describes the profile? (Please state the main sources of information you have used to map and understand the individuals and their needs, and what this has told you about them).

The Workforce Report is published annually and provides statistics for the protected characteristics of staff. Currently the following protected characteristics are monitored in relation to job applicants – ethnic origin, gender, date of birth (age) and disability.

3. Please describe the groups and / or mechanisms you use to engage with service users, as well as a summary of the consultation findings if applicable. (Also include any relevant consultations undertaken by other organisations involved in delivery (Stage 1 Q4)).

The draft Policy and Toolkit was provided to the trade union for comments etc prior to publication of the final versions.

3a. Is this on-going? (if not please give reasons why)

No – as the changes to the policy were documentation of existing custom and practice rather than new or amended practices. The policy has been updated to cover roles and responsibilities and to detail the recruitment and selection stages (from reviewing the job description/ person specification and seeking authorisation to recruit, through to making a job offer and the induction/ probation of the new starter).

4. Have you done any work to understand the impacts of your service / policy / review on these user groups? This may include any consultation / research / studies you have used.

(If 'yes' what has this told you)?



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Need to ensure that the policy is accessible to all employees (via WySpace or hard copy if no access to WySpace)

5. Is there any further consultation or research planned?

Yes                      No ✓

**If 'yes', remember to include this as an action in Stage 4**

6. If there are gaps in your knowledge are there any experts / relevant groups that can be contacted to get further views or evidence on these issues?

Yes                      No ✓

6a. If Yes, please list them and explain how you will obtain their views:

**Remember to include contacting them, and (if relevant), the use of their views to determine actions in Stage 4**

7. Do you need to carry out further research?

Yes                      No ✓

7a. If yes give details (remembering to include this as an action in Stage 4)



**Stage 3: Making a Judgement (Analysis)**

1. Please state what you have done **to date** to take into account the needs / promote service for each of the relevant protected characteristics with respect to this policy / procedure / function / review. (Include here past actions that have benefitted specific groups. E.g. in the past you may have undertaken work to benefit a particular group who may, therefore, be excluded from this new piece of work, and this needs explaining. This section is therefore not always applicable).

Age, Disability, Gender, Gender reassignment, Religion / Belief, Sexual orientation, marriage / civil partnership, Pregnancy / maternity (See Appendix 2 of the Equality Framework)

Neutral – recruitment & selection is based upon job related criteria

A number of steps have been put in place to ensure all protected characteristics are treated fairly and consistently under the recruitment & selection process.

- All managers recently received refresher training on recruitment and selection with an emphasis on assessing people on skills and potential rather than background and addressing any unconscious bias.
- 2 types of criteria are set out in the person specification. Essential criteria and desirable criteria. Desirable criteria has been reintroduced to the template person specification to encourage manager with the minimum criteria so that managers are flexible and open minded about qualifying criteria.
- A statement of encouragement is added to adverts where groups are underrepresented.
- Managers are reminded that they can take advise from the recruitment agency on advert placement.

2. From the information above and the description of your service state the likely positive and negative impacts for each protected characteristic. (This relates to the **proposal currently being assessed**)

Age, Disability, Gender, Gender reassignment, Religion / Belief, Sexual orientation, marriage / civil partnership, Pregnancy / maternity (see Appendix 2 of the Equality Framework)

Neutral – recruitment & selection is based upon job related criteria

**Again remember to include any actions in Stage 4 as necessary.**

3. Which negative impacts are:

- a) Unavoidable? Please explain your answers and ensure an action is included in Stage 4 to mitigate these wherever possible



**Stage 4: Monitoring (Publication and Review)**

1. Please state the actions you will take to promote equality or to address any adverse impact highlighted in the Stages above

**Equality Improvement Plan (EIP)**

<b>Equality Target (see note below)</b>	<b>Equality Action (see note below)</b>	<b>Intended outcome (see note below)</b>	<b>Deadline for completion this MUST be included – on-going is not acceptable</b>	<b>WDC officer responsible</b>	<b>Job Title</b>	<b>Review date (see note below)</b>
Increase knowledge and awareness of the policy	Promote the Recruitment & Selection Policy to all employees	Promote the Policy on WySpace (intranet)	July 2016	HR		3 months
Increase accessibility of policy	Ensure that employees who do not routinely use a PC for work are given access to the policy	Line managers to ensure a hard copy is made available to those staff who do not have access to a pc	July 2016	Line managers		3 months



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### **Equality Target**

Intended outcome relates to how the results of the action will be used. (for eg. If you have an action to consult please provide an intended outcome that shows what you will use the information gained for, and how this will make a real-life equality improvement for people).

### **Equality Action**

Many actions may work towards one target. (e.g. i) devise pre-evaluation process, ii) devise post-evaluation process, iii) implement evaluation, iv) collate findings & make recommendations)

What actions are you taking towards this target and how will success against the action be monitored?





**Intended outcome**

Relates to how the results of the action will be used (e.g. for an action to consult provide an intended outcome showing what you will use info. for and how this will make a real-life equality improvement for people).

This should link to:

- any information you still need to obtain - Stage 2
- any impacts you are attempting to mitigate, or achieve - Stage 3
- how it contributes to the Equality Act General Duties - Stage 3

**Review date**

Date when we can review expected progress as a result of changes made (e.g., dependant on the nature of the action this may be 3 ,6 , 9 or even 12 months after the action has been completed)

NB you will be required to provide quarterly updates on these actions to your Equality Champion until they are completed.



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I have read the Equality Assessment and am satisfied all available evidence has been accurately assessed for its impact on the protected characteristics. Mitigations, where appropriate, have been identified and actioned accordingly I confirm all actions are agreed and this is EA approved for publication

Head of Service signature: .....

Service Area:

Date:

An **electronic Word version** should now be sent to the Equalities Officer for publication.

Date received by Equalities Officer: .....

NB Heads of Service are responsible for ensuring that the EIA accurately reflects the service area.