

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy:	Recruitment Policy and Procedure
Lead Officer (responsible for assessment):	Nicole Pema, HR Manager
Department:	HR
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date Initial Screening Completed:	January 2021

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

East Cambridgeshire District Council is committed to delivering high quality services and recognises that the success of these services is greatly dependent upon the quality of the people that the Council employs.

This policy provides clear, step-by-step guidelines for recruitment and selection that can be applied consistently across the Council and aims to ensure that the recruitment process is carried out in a fair, professional and lawful manner.

The objectives of the policy are to:

- Demonstrate that recruitment has been conducted fairly through a consistent and uniform approach for all.
- Achieve equality of opportunity for all applicants.
- Ensure that roles and responsibilities at all stages of the process are clearly defined.
- Attract the widest number of applicants and select the best candidate for the job.
- Ensure that candidates are measured against pre-determined, specific and relevant job requirements.
- Enable applicants, whatever the outcome, to feel that they have had a positive experience.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

The main stakeholders in the policy are current and prospective Council staff (from different groups within the community).

(c) Is this assessment informed by any information or background data? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

The Policy is informed by relevant legislation, including:

- Data Protection Act 2018
- Immigration Act 2016
- Enterprise and Regulatory Reform Act 2013
- Legal Aid, Sentencing and Punishment of Offenders Act 2012
- Protection of Freedoms Act 2012
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Immigration, Asylum and Nationality Act 2006
- Employment Equality Act 1998
- Rehabilitation of Offenders Act 1974
- Children & Young Persons Act 1933 & 1963
- Employment of Women, Young Persons & Children Act 1920
- Employment Relations Act 1999 (Blacklists) Regulations 2010
- Working Time Regulations 1998
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

Ethnicity

Age

Sex

Religion or Belief

Disability

Sexual Orientation

Gender Reassignment

Marriage & Civil Partnership

Pregnancy & Maternity

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

Potential equality issues (positive, negative and neutral):

- The policy has been drawn up with reference to equalities legislation and best practice.
- It ensures that all candidates are treated fairly and equitably.
- The recruitment application form is designed to be split into 2 sections – (1) job details and (2) sensitive information. Only the job details section is provided to the short-listing panel. This is to ensure the panel see only material relevant to the job application and not irrelevant personal details.
- The policy includes information about the Rehabilitation of Offenders Act, and when criminal convictions become ‘spent’. Prospective employees do not have to reveal their spent convictions or cautions to an employer unless the occupation is covered by the Exceptions Order, for example where the individual will be working with children. Unless the job is one on the list of excluded job categories under the Act, the employer must, in effect, treat the job applicant for all purposes as if his or her conviction never

happened. It is unlawful for an employer to refuse to appoint a job applicant on account of a spent conviction where the job is not one contained in the list of job categories exempted from the Act.

- The policy supports the collection of diversity monitoring from candidates who have applied for vacancies within the Council.
- The policy ensures that consideration is given to whether any adjustments need to be made to accommodate disabled applicants at interview.
- The policy is available in different formats through the Councils translation service.

There is no evidence to suggest that the policy could discriminate unlawfully, directly or indirectly, against different groups.

(e) Does the policy affect service users or the wider community?

NO

(f) Does the policy have a significant effect on how services are delivered?

NO

(g) Will it have a significant effect on how other organisations operate?

NO

(h) Does it involve a significant commitment of resources?

NO

(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?

NO

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

Signatures:

Completing Officer: Nicole Pema **Date:** January 2021

Service Lead Officer: Nicole Pema **Date:** January 2021