

**Equality Impact Assessment
Initial Screening Form**

Please refer to the guidance notes "How to carry out an Equality Impact Assessment"

Document Reference:	Document Title: Recruitment and Selection Policy
Assessment Date: 25 March 2008	Document Type: HR Agreement
Responsible Director: Seamus Elliott	Lead Manager:

Step 1: Identify main aims of policy

Describe the main aim, objectives and intended outcomes of the proposed project/policy

<p>Aim: To achieve best practice within the recruitment and selection process</p>
<p>Objectives: To be able to promote non-discriminatory recruitment activities. To facilitate the appointment of the best person for the job based on individual merit. To help the Trust to recruit a diverse workforce reflective of the communities we serve. To ensure recruitment and selection activities are fair, open and cost effective.</p>
<p>Intended Outcomes: To ensure the Trust will meet legislative requirements</p>



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Step 2: Collect and Analyse Information

Has any previous work or research been done on equality issues in the area of the proposed project/policy? If so, what were they?

No

You should ask relevant questions in relation to all the strands equality & diversity, but information gathered should be relevant to your needs that will inform your decisions around the topic you are reviewing. If you identify a need for information that is not available you should consider and plan with the relevant others how this information could be obtained.¹

Gender including transgender	Do you have enough information?	Yes	No
	What else do you need to know? Data to identify whether there is a fair representation at all levels within the Trust and reasons		
Race	Do you have enough information?	Yes	No
	What else do you need to know? Monitoring data – to measure whether local community requirements are met by EEAST		
Disability	Do you have enough information?	Yes	No
	What else do you need to know? Monitoring data to measure whether local community requirements are met by EEAST		
Sexual Orientation	Do you have enough information?	Yes	No
	What else do you need to know? Monitoring data to measure whether local community requirements are met by EEAST		
Age	Do you have enough information?	Yes	No
	What else do you need to know? Data to identify representation at all levels within the Trust and determine outcome of applications		
Religion & Belief	Do you have enough information?	Yes	No
	What else do you need to know? Monitoring data to measure whether local community requirements are met by EEAST		

¹ Refer your need for information and proposal to the Equality & Diversity Steering Group using a copy of this page with your information before proceeding to ensure all similar requests can be coordinated



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Step 3: Identify the level of impact

To help you think about this, you should complete the High, Medium, Low table and give reasons/comments for where:

- (a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy/project/procedure could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full Equality Impact Assessment should be completed.**

Equality target group	a. Positive impact			b. Negative impact			c. If NONE how did you evidence this?
	Low	None	High	Low	None	High	
Gender (including transgender)		Yes			Yes		Insufficient data
Race		Yes			Yes		As above
Disability		Yes			Yes		As above
Sexual orientation		Yes			Yes		As above
Age		Yes			Yes		As above
Belief and Religion		Yes			Yes		As above

Step 3^a: Decide if policy is equality relevant

Does the proposed project/policy have an explicit focus on inequalities, human rights and diversity? If so, how?

Yes, it aims to ensure the process reflects the local communities and strives to benefit from a diverse workforce

Is there a risk that the proposed project/policy may unintentionally mask or cause a negative impact on equality and diversity?

Yes

Is there a risk of adverse impact? If yes, please list the specific risks. If no, please explain the basis of your judgement.

Risk that recruitment activity (ie advertising) does not penetrate equality target groups



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Step 3^b: Record findings and produce action plan

If there are any potential or actual risks, what action will be undertaken to mitigate the specified risks, or to minimise the adverse impact. Within what timescales will this be done, what are the implications on resources and who will be responsible?

Findings	Proposed action	Timescale	Implications on resources	Responsible lead
Insufficient monitoring data to determine whether there is under representation from equality target groups	Obtain more detailed analysis of diversity data	October 2008		Head of Diversity
Insufficient evidence to identify whether vacancies reach equality target groups	Target high priority areas. Build networking arrangements within community and ensure agencies apply diversity proofing to their processes	October 2008		
Evidence that recruiting managers are kept up to date of current legislation and community needs	Deliver training and briefings to all levels of management and audit	October 2008		

Please state how the policy, procedure or process will be monitored for inequalities that may arise after the implementation:

Policy will be reviewed annually by the Policy Review Group, or earlier if required



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Summary:

On the basis of the information/evidence/consideration so far, do you believe that the proposed project/policy will have a positive or adverse impact on equality or diversity? (please circle one)

Positive Impact		Adverse Impact	
Yes			No

Basis for your judgement:
On completion of the action plan and with reference to the Positive Recruitment Action Plan this policy will ultimately have a positive impact as it will raise awareness amongst management, the need to communicate and network with local community high priority areas within the equality target groups.

Has a significant adverse impact been identified that requires a Full Equality Impact Assessment?

YES	2	
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Name of the project/policy lead completing this assessment:

Name: Deborah Stockdale	Job Title: Senior HR Manager
Signature: D Stockdale	Date: 25 March 2008

Please email this completed draft document to the Equality & Diversity Lead for quality assurance purposes and record monitoring.
This form must accompany all policies and procedures when sent to Trust Board Committee or Group for approval

² Please ensure that the arrangements for monitoring the implementation and outcomes are stated in the executive summary



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Executive Summary Page for Equality Impact Assessment:

Document Reference:	Document Title: Recruitment and Selection Policy
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Assessment Date: 25 March 2008	Document Type: HR Agreement
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Responsible Director: Seamus Elliott	Lead Manager:
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<p>Conclusion of Equality Impact Assessment: The Policy is equality relevant and due to insufficient evidence and monitoring data the policy will need a full impact assessment</p>	
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<p>Recommendations for Action Plan: Complete action plan within timeframe and link this with the Positive Recruitment Action Plan.</p>	
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<p>Risks Identified: Risk that the policy will directly or indirect discriminate against equality target groups.</p>	
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Approved by a member of the executive team:
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YES	
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Name: Seamus Elliott	Position: Director of HR and OD
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<p>Signature: </p>	Date: 6 May 2008
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This whole document should be stored with the master document and a final approved copy must be sent to the Equality & Diversity Lead at Bedford Office
