

Scottish Borders Council

Stage 3 Equality Impact Assessment - Sign Off

3.1	Title of Proposal:	Recruitment and Selection Policy
3.2	Service Area: Department:	Human Resources
3.3	Description:	<p>This Policy aims to ensure equality of opportunities and access in the recruitment and selection process. This Policy also covers recruitment in terms of protecting vulnerable groups, employing migrant workers and temporary appointments, acting up arrangements and secondments.</p> <p>This Policy is highly relevant in terms of SBC's commitment to advancing equality and eliminating discrimination. It aims to create the conditions in which members of staff and applicants proposal within the Council are treated fairly regardless of protected characteristic. This should ensure that high standards of professional recruitment and selection practices are promoted and maintained throughout the organisation, and that selection is fair, objective and based solely on merit. It also includes positive action initiatives, whereby SBC can encourage and assist disadvantaged groups to achieve positions.</p>

3.4	Impact Assessment				
Equality Characteristic	Impact			Description	Mitigation & Recommendations
	No Impact	Positive Impact	Negative Impact		
Age (Older or younger people or a specific age grouping)		✓		<p>The quantitative evidence shows that the applications broadly reflect national employment rates. For example, the lowest amount of applications was received from those aged 60 and above, which reflects the fact that people in those age groups are more likely to be retired or long-term sick. It is noted that there was a higher success rate for older age groups. This may be due to the fact that younger age groups (those aged 16 to 29) may not be as likely to have the essential experience which is objectively described in the job description and personal specification.</p> <p>The objective approach outlined in this Policy should also mitigate the risk that unconscious bias could occur in the process. Those involved in short listing will not have sight of the age of applicants, and the Policy also states that those involved in the implementation of this Policy should receive Equality and Diversity training.</p>	None.

<p>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p>		✓		<p>The recruitment data shows that 7.2% of applicants declared a disability at application. This can be compared with the national indicators which show that 10% of people in work have a disability. Similar proportions of applicants with a disability were scheduled for interview compared with applicants who stated that they did not have a disability. While it is noted that the overall appointments (3.76%) is lower than the national indicators, it is submitted that this does not indicate a negative impact given the fact that there is a stigma to disclosing disability. SBC will continue to encourage appointed staff to disclose a disability at Staff Induction, and at other stages throughout their employment.</p> <p>SBC have been awarded the “Two Ticks” Positive About Disability status which guarantees interviews for candidates who meet the essential criteria. This positive action initiative should assist the Council in the elimination of discrimination. Additionally, the objective approach adopted within this Policy should ensure that the risk of discrimination is minimised as the focus is on the job, not the person.</p>	None.
<p>Gender (Males, Females, Transgender or Transsexual people)</p>		✓		<p>The recruitment data shows more female than male applicants, and shows that 70% of staff appointed were female. It is noted that 72.52% of existing SBC staff female, and that the recruitment data broadly correlates with the existing staff equality data.</p> <p>It cannot be concluded that this Policy or process has and negative impact on men; further analysis needs to be carried out on the types of jobs which were advertised. For example, if the majority of roles were administrative, or advertised as being on a part-time basis, it may be the case that these would attract more female applicants than men. SBC will look at this in more detail in their statutory equality reports which are due to be published in April 2017.</p>	None.

<p>Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)</p>		✓		<p>The data shows that SBC are attracting a more diverse range of applicants than the local average – 3.63% of applicants were black or minority ethnic compared with 1.29% of residents with in the council area.</p> <p>Appointments of black or minority ethnic applicants broadly reflects the percentage of applicants – 3.2% of black or ethnic minority applications were appointed. This is significantly higher than the existing rate of SBC staff who are black or ethnic minority (0.38%)</p>	None.
<p>People with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)</p>		✓		<p>The equality evidence shows that some people with religious or other beliefs face discrimination, including within the recruitment process. This policy should reduce the risk of discrimination happening given its emphasis on fairness and objectivity.</p>	None.
<p>Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</p>		✓		<p>It is submitted that a similar impact will follow with regards to sexual orientation. Provided that the guidance contained within the policy is followed, decision making will be objectively based on the person who is best suited for the job regardless of protected characteristic. Additionally, equality and diversity training should cover the risk of unconscious bias occurring in the recruitment selection process.</p>	None.
<p>Carers (those who have caring responsibilities for someone with an equality Characteristic)</p>		✓		<p>As noted in the Equality Evidence, further analysis should be carried out to enquire into issues of potential occupational segregation. Nevertheless, it is not anticipated that this policy has had or will have a negative impact on carers given that it implements good practice and has been designed to be fair to applicants.</p>	None.

	Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)	✓			Consideration of poverty in this circumstance is not relevant as this category is more focused on SBC as a service provider as opposed to as an employer.	None
	Employees (those employed by the Council including full time, part time and temporary)	✓			The impact on staff in general has been discussed above.	None.

3.5	Relevance to the Equality Duty in Summary:	
	What impact will your proposal have on the following :	
	Equality Duty	Reasoning:
	Elimination of discrimination (both direct & indirect), victimisation and harassment?	A fair, objective and transparent Recruitment Policy is essential in the elimination of discrimination and it is anticipated that the overall impact will assist SBC in the elimination of discrimination.
	Promotion of equality of opportunity?	Similarly, this Policy should ultimately promote equality of opportunity as it highlight SBC's commitment to equality of opportunity and instruct decision-makers to take this into account throughout the process.
Foster good relations?	While not directly relevant to this part of the Equality Duty, the approach contained within this Policy may lead to greater diversity in the workforce which could in turn foster good relations.	

3.6	Recommendations & Mitigation		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
	Sex	Conduct further analysis about the types of jobs advertised to enquire into potential issues of gender segregation.	Yes
	All	Encourage applicants to disclose information regarding all protected characteristics and explain why this is being requested.	Yes
	All	Review recruitment documentation, such as online information and/or letters with application packs to ensure that SBC's commitment to equality is highlighted.	Yes
	Disability	After employment and/or at Staff Induction, encourage staff to disclose medical conditions which may amount to disability, and explain to them the support they can expect to receive.	Yes

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Chief Officer HR	Date:	30 th November 2016

EIA Completed By			
Name	Clare Fraser Lorna Aitken Ian Angus Iain Davidson Erick Ullrich Simone Doyle	Service Area.	– External Equality & Diversity Consultant – HR Advisory Team Leader – Human Resources Shared Services Manager – Employee Relations Manager - Organisational Development Manager - Equality & Diversity Officer (Human Resources)
		Dates:	Initiated: 5 th April 2016 Interim: 27 th July 2016 & 24 th August 2016 Finalised: 30 th November 2016

