

**Equality Impact Assessment (EIA) Stage 1**

<b>Policy or service being assessed: Recruitment and Selection Policy</b>
<b>Lead Person: Kerry Smith, Associate Director of Workforce</b>
<b>Person(s) responsible for carrying out the assessment (if not the Lead Person).</b>
<b>Lisa Bennett, Workforce Business Partner</b>

	Yes	No
<b>1. Is this a new or existing policy or service?</b>	✓	
<b>2. What is the expected outcome of the service / policy? (e.g. aims, objectives and purposes of the service / policy, standards for practice).</b>	<p>The policy is designed to support managers in providing a fair, consistent and effective and efficient approach to the recruitment and selection of all employees and to help managers deal with recruitment and selection effectively and consistently.</p> <p>The policy also supports the Trust to positively promote the organisation as an employer of choice and provider of Mental Health, Social Care and Learning Disability Services; this will enable the Trust to recruit and retain a high quality workforce with the required skills and attributes to deliver high quality innovative care.</p> <p>The policy should also provide guidance to all employees that are responsible for supporting recruitment and selection processes which should ensure Trust compliance with the Equality Act 2010, in the course of all activity in connection with employment at the Trust and, specifically in relation to all Trust recruitment and selection processes, including:</p> <ul style="list-style-type: none"> <li>• Adverts</li> <li>• Pre-application filtering</li> <li>• Application questions</li> <li>• Shortlisting</li> <li>• Interviews</li> <li>• Stakeholder panels</li> </ul>	
<b>3. Does this policy / service link to others? If yes please state link below:</b>	<p>Yes;</p> <ul style="list-style-type: none"> <li>• 3.12 Equality of Opportunity in Employment Policy</li> <li>• 3.21 Disclosure and Barring Service Policy</li> <li>• 3.44 The Management of Probationary Periods Policy</li> <li>• 3.29 Induction Policy</li> <li>• 3.08 New Starters Relocation Policy</li> </ul>	
<b>4. Who is intended to benefit from the policy / service? In what way?</b>	<p>All individuals who apply for a position within the Trust, including existing employees. The policy ensures that there is a fair, open and consistent process for all applicants and candidates.</p> <p>All individuals who are responsible for any element of the recruitment and selection process will benefit from the guidance provided by the policy.</p>	
<b>5. How is the policy / service to be put into practice? Who is responsible?</b>	<p>Managers are responsible for recruitment and selection of staff; however, they are supported to administer the recruitment and selection process by the Recruitment Team and also advised by HR as required.</p>	

<p><b>6. How and where is information about the policy / service publicised? Example on the Trust Staff Information desk.</b></p>	<p>The Trust intranet (SID). Training on the recruitment and selection policy/process is also provided by the HR Team as part of the Trust's People Management Programme.</p>	
<p><b>7. What regular consultation do you carry out with different communities and groups re the policy / service?</b></p>	<p>Relevant staff side representatives were consulted regarding the development/amendments to this Policy through a Policy Working Group and the Trust's Joint Negotiation and Consultation Committee.</p> <p>The Policy was also approved by the Trust's People Culture and Development Committee and ratified by the Trust Board.</p> <p>The Trust's Service User and Carer Council was also consulted with regards to 'Service User Involvement' in the recruitment and selection process and agreed the exact wording contained within the policy.</p>	
<p><b>8. Are there concerns that the policy / service could have an adverse impact because of:</b></p>	<p><u>Yes/No</u></p>	<p>If YES, please state evidence (either presumed or otherwise)</p>
<ul style="list-style-type: none"> <li>• <b>Age</b> (eg consider impact on younger people/ older people)</li> </ul>	<p>Yes</p>	<p>Positive action could take place in order to address identified gaps or shortfalls in the Trust's workforce profile compared with local/national profiles for the different 'protected characteristic' groups. This might include targeted advertising, specific encouragement to certain under-represented groups to apply to positions and,</p> <p>Extract From Equal Opportunity in Employment Policy on Positive action:-</p> <p><i>As under previous law, the Act allows for positive action, under which employers are able to remove barriers that might prevent certain people being employed by, or progressing within, their organisation. In addition to allowing positive action, the Act allows employers to favour a candidate from an under-represented minority in cases where two candidates for a job or for promotion are equally well qualified.</i></p> <p><i>This provision is contained in section 159 of the Act, headed 'positive action: recruitment and promotion'. This provision became law on 6 April 2011. It is not a requirement to apply this positive action when faced with two equal applicants, but employers are allowed to do so. In March 2011 the Government Equalities Office published guidance on positive action.</i></p>
<ul style="list-style-type: none"> <li>• <b>Disability</b> (remember to consider physical, mental and sensory impairments)</li> </ul>	<p>Yes</p>	
<ul style="list-style-type: none"> <li>• <b>Sex/Gender</b> (any particular impact on males, females, also consider impact on those responsible for childcare)</li> </ul>	<p>Yes</p>	
<ul style="list-style-type: none"> <li>• <b>Gender reassignment</b> (ie impact on people who identify as trans or non-binary)</li> </ul>	<p>Yes</p>	
<ul style="list-style-type: none"> <li>• <b>Race / ethnicity / ethnic communities / cultural groups</b></li> </ul>	<p>Yes</p>	
<ul style="list-style-type: none"> <li>• <b>Pregnancy and maternity</b> (ie impact during pregnancy and the 12 months after; including for heterosexual and same sex couples)</li> </ul>	<p>Yes</p>	
<ul style="list-style-type: none"> <li>• <b>Sexual Orientation</b> (impact on people who identify as lesbian, gay or bi – whether stated as 'out' or not)</li> </ul>	<p>Yes</p>	
<ul style="list-style-type: none"> <li>• <b>Marriage and/or Civil Partnership</b> (including heterosexual and same sex marriage)</li> </ul>	<p>Yes</p>	
<ul style="list-style-type: none"> <li>• <b>Religion and/or Belief</b></li> </ul>	<p>Yes</p>	

<p><b>9. Do the differences amount to discrimination and the potential for adverse impact in this policy?</b></p>	<p>Yes – see note above. In the specific circumstances described (ie where two candidates are equally well qualified for the role) positive discrimination could take place for the reasons of addressing a known imbalance in an under-represented minority ‘protected characteristic’ group.</p>
<p><b>10. If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason</b>  <i>i.e. discrimination can sometimes be justifiable sometimes when a service is being provided for a particular target group e.g. Asian women’s breast screening, Gay men’s sexual health clinic, gender specific services /environments</i></p> <p><b>If YES, please give reasons</b></p>	<p>Yes. Positive action as outlined above is justified in terms of:-</p> <ul style="list-style-type: none"> <li>• developing greater equality and inclusion for under-represented minority protected characteristic group applicants eg encouraging applications from the BME/LGBT community or those with a disability (including application of the ‘Positive About Disability’ Two Ticks standard – see below)</li> <li>• working to overcome barriers and bias (conscious or unconscious) that may be preventing under-represented groups from reaching interview/appointment</li> <li>• also, in rare cases, where there is a need to appoint an individual from a specific protected characteristic for reasons of privacy and dignity (for example a gender specific environment/role) or due to the specific nature of a role where this can be justified (ie where there is a genuine occupational requirement (GER).</li> </ul> <p>Except for the above circumstances, the policy specifically protects individuals from discrimination against any of the protected characteristics as defined in the Equality Act (2010).</p> <p><b>Positive About Disability ‘Two Ticks’ Standard</b>  As part of the Trust’s commitment to being ‘Positive about Disability’ (Two Ticks Symbol), all applicants with a disability who meet the minimum requirements of the job, as set out in the person specification, will be guaranteed an interview. Where appropriate, reasonable adjustments will be made to the recruitment process and/or to the position applied for; to better support greater equality and inclusion in the workplace.</p>
<p><b>11. Do you think this policy / service specifically contributes to promoting equality and diversity in North Staffordshire? If so, in what way? Please note any examples of good practice</b></p>	<p>Yes for the reasons detailed above. Evidence suggests that organisations that are diverse and inclusive perform better across many varied performance measures. This ultimately means better healthcare and/or employment experiences and outcomes for the people of North Staffordshire.</p>
<p><b>12. What approaches will you take to get feedback on your assessment?</b></p>	<p>The assessment will be sent to the Trust Diversity &amp; Inclusion Manager for further review.</p>
<p><b>13. Will the assessment link to other mainstream service planning or review</b></p>	<p>Yes. Should there be a need to recruit specific groups in order to promote greater equality, diversity and inclusion</p>

processes?	and/or meet service needs eg links with Trust equality objectives to be representative of the local BME and LGBT communities by 2020 and also of people with lived experience of mental health conditions.
14. Should there now be a Full Impact Assessment and if so, what are the reasons for this?	No
15. Date on which full assessment to be completed by.	N/A
16. What further data or information do you need to carry out a full assessment?	N/A
17. Do you need any additional assistance to help you carry out the full assessment?	N/A
18. Date of assessment:	Updated 16/09/2016 following amendment to policy
Other points to consider at review	N/A

Signed (Lead Assessor) Lisa Bennett

Date Updated 16/09/2016 following amendment to policy

**COMPLETED FORMS – Please forward to the Diversity & Inclusion Lead at [Diversity@northstaffs.nhs.uk](mailto:Diversity@northstaffs.nhs.uk)**

**GETTING FEEDBACK AND ADVICE**

Feedback should now be sought from the Patient and Public Involvement / Equality and Inclusion Lead.

<b>What feedback / guidance was provided?</b>
Some additions/ amendments made above from s8-13. Let me know if these are ok please, Lisa.

Counter signed:



Lesley Faux, Diversity & Inclusion Lead

Date: 23/09/2016