

Appendix 1

Surrey County Council Equality Impact Assessment – Initial Screening Form



Please read the EIA toolkit for guidance before completing this form

Service: COR	Policy area: Recruitment and Induction	Name of officer: Jackie Roberts			
1. Is this a major policy: i.e. high profile / will affect many people / will have a severe effect on some people?	Yes		No	X	
	High risk. Complete a full EIA			Go to section 2	
2. Is the policy likely to have an impact on a specific group of people? (People from the E&D strands)	Yes		No	X	
	High risk. Complete a full EIA			Go to section 3	
3. For policies that have a low risk of impact on the E&D strands and where possible improvements have been identified complete section 5 below and sections 3 and 4 of the full EIA.					
4. For policies that have a low risk of impact on the E&D strands and require no action to be taken complete section 5 below.					
5. If this policy is low risk please give or attach evidence to indicate how you have reached this conclusion:					

Equality and Diversity strands that the policy is to be assessed against:	Age		Race		Disability		Gender		Belief / Faith		Sexual Orientation		Other equality issue(s)		HR Issues Only	
	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-
Could the CONDUCT have a negative or positive impact? (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				

Head of Service Signed: _____ Date: _____

Appendix 2

Surrey County Council Equality Impact Assessment Template

1. Context of the Service or Policy

Policy area being assessed: Recruitment and Induction

Assessor: Jackie Roberts Date 18 March 2009

What are the aims of the service or policy? If this assessment is part of a project it is important to focus on the service or policy the project aims to review/improve

(NB this should set out the aims and objectives of the policy or service)

This policy area includes the following policies:

Safer recruitment
Recruitment and selection
Employment of overseas nationals
Equal opportunity in employment
Employing young people
Relocation assistance
Housing opportunities
Modification order
County induction

The aims of this policy area are to ensure that SCC is consistent in its approach to recruitment and selection; that managers who carry out selection are adequately trained and have clear guidance on relevant employment law and council policies; that decisions relating to selection and appointment are on merit and made in accordance with all policies, including equal opportunity, safeguarding and equal pay.

Who are the beneficiaries /users of this service or policy?

(NB this should address needs of client groups and a review of barriers to policy or services)

- SCC staff
- Potential job seekers
- Council Departments
- Trade Unions
- Surrey residents

What is the existing situation in relation to minority, disadvantaged and excluded groups in which this service/policy operates? (including age, belief/faith, disability, Gender/transgender, sexual orientation, race and other general equality strands or issues that might make people vulnerable. NB this will require declaring what information is currently captured with respect to equality & diversity Monitoring) of this service or policy. It is also important to show the relevance of capturing this data.)

The Employment duty under the Race Relations Act 1976 (Statutory Duties) Order 2003 states that:

It shall be the duty of such a person to monitor, by reference to the racial groups to which they belong, the numbers of:

- Staff in post.
- Applicants for employment, training and promotion from each such group, and where that person has 150 or more full-time staff, the numbers of staff from each such group who:
 - Receive training.
 - Benefit or suffer detriment as a result of its performance assessment procedures.
 - Are involved in grievance procedures.
 - Are the subject of disciplinary procedures.
 - Cease employment with that person.

The disability discrimination Act 2004 makes it unlawful to discriminate by

- Treating a disabled person less favourably for a reason relation to his disability without justification
- Failing to comply with the duty to make reasonable adjustments, in circumstances in which the disabled person is put at a disadvantage, without justification

The council took account of the following data and research prior to conducting the assessment of the impact of the above policies

- Council workforce monitoring data
- The council's Equal Opportunities Monitoring data from recruitment and selection
- Census data 2001
- Council Comparison data
- Pre- Consultation meetings
- Published Research

Surrey County Council recruits all its temporary and permanent employees directly or through a third party arrangement with a recruitment agency.

Surrey Profile

Age	Under 25	30%
	25-44	28%
	45 Plus	42%
Disability	Non Disabled	86%
	Disabled	14%
Gender	Male	49%
	Female	51%
Race	White	91%
	Non White	9%
Religion	Christian	75%
	Buddhist	0.32%
	Hindu	1%
	Jewish	0.30%
	Muslim	1%
	Sikh	0.19%
	No Religion	15%
	Not Stated	7%
	Other	
Sexual Orientation	Not available	

Council Profile Jan 2009

Age	Under 25	4.77%
	25-44	45.31%
	45 Plus	49.93%
Disability	Non Disabled	97.41%
	Disabled	2.59%
Gender	Male	53.24%
	Female	46.76%
Race	White	97.95%
	Non White	2.05%
Religion	Christian	65.49%
	Buddhist	0.93%
	Hindu	0.93%
	Jewish	0.19%
	Muslim	0.93%
	Sikh	0.23%
	No Religion	23.55%
	Not Stated	7.45%
	Other	
Sexual Orientation	Heterosexual	87.51%
	Bisexual	1.30%
	Gay men	0.52%
	Gay Women	0.45%
	Would rather not say	10.22%

2008/09 Recruitment Appointments

Gender	Male	23%
	Female	77%
Race	White	36%
	Non White	64%
Age, Disability, Sexual Orientation and Religion & Belief	Raw data available but analysis not completed at the time of completing EIA	

2. Given what you already know, what is the potential for this service/policy to have a negative or differential impact on minority, disadvantaged, vulnerable and excluded groups or on race relations and community cohesion?

Please summarise the negative impact identified due to age, belief/faith, disability, Gender/transgender, sexual orientation, race and other or general equality issues

The purpose of this policy area is to ensure that, as far as possible, those involved in recruitment and selection decisions are aware of the impact of their methods, processes, procedures and decisions on all minority groups.

In practice, however, a number of third parties e.g. recruitment and temporary staff agencies, advertising agencies and service suppliers have a major role in the recruitment process. Although procurement contracts make clear the council's requirements and duties and incorporate rights to audit equality matters, there is potential for the council to be adversely affected by the actions of others in this area.

There are a limited number of specific areas in the policies that could, however, have a negative impact:

Group	Yes	No	Comments
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Age	✓		<ul style="list-style-type: none"> E-recruitment – while this has benefits for some groups older people with limited IT knowledge may be impacted negatively.
Disability	✓		<ul style="list-style-type: none"> Contracts of employment – the requirement to issue written statements of particulars. These are currently only available in English or Easy read E-recruitment – while this has benefits for some groups e.g. those with disabilities, it may have a negative effect on others with different abilities
Gender	✓		<ul style="list-style-type: none"> Traditional patterns of employing one gender over another in certain job types such as women in cleaning and caring jobs Safeguarding – Men are more likely than women to have criminal records in their youth which might impact on recruitment into safeguarding roles
Race			<ul style="list-style-type: none"> Safer Recruitment – the requirement to meet all conditions necessary to safeguard vulnerable service users might have a differential impact on certain minority groups who a CRB process might take longer therefore affect their offer Assumptions are often made about people with un-usual names and their nationality and ability to fit into the culture of the organisation Assumptions can be made about overseas qualifications and their merit
Sexual Orientation		✓	
Religion/belief		✓	

3. Given what you already know, what is the potential for this service/policy to have a positive impact, such as tackling discrimination, promoting equality of opportunity and / or promoting good community relations, for minority, disadvantaged and excluded groups?

Please summarise the positive impact identified due to age, belief/faith, disability, Gender/transgender, sexual orientation, race and other or general equality issues.

NB this would include positive initiatives delivery by the service or through the policy for any/all of these equality groups. What have been the outcomes or changes?

The purpose of this policy area is to ensure that anti-discriminatory practices are embedded in the recruitment process from start to finish. Guidance ensures that such issues are at the forefront of the minds of all those involved in recruitment and selection. It is important that these policies are backed up by relevant and regular training and re-training.

Group	Yes	No	Comments
Age	✓		<ul style="list-style-type: none"> • The equal opportunities statement will encourage diverse applicants •
Disability	✓		<ul style="list-style-type: none"> • The Two tick guaranteed interview scheme will promote positive treatment of people with disabilities • The equal opportunities statement will encourage diverse applicants •
Gender	✓		<ul style="list-style-type: none"> • The equal opportunities statement will encourage diverse applicants
Race	✓		<ul style="list-style-type: none"> • The equal opportunities statement will encourage diverse applicants • Relocation assistance might attract people from London that have a lower representation in Surrey County Council
Sexual Orientation	✓		<ul style="list-style-type: none"> • The equal opportunities statement will encourage diverse applicants
Religion/belief	✓		<ul style="list-style-type: none"> • The equal opportunities statement will encourage diverse applicants

4. Give details of involvement, consultation and or research undertaken for each relevant equality and diversity grouping, upon which this policy/service has had an impact either internally or externally.

What is the research telling you in relation to age, belief/faith, disability, race gender/transgender, sexual orientation and other equality issues?

Guidance has been sought, at various times, from relevant expert organisations including the Equality and Human Rights Commission and its forebears (EOC, DRC, CRE) and the Department for Business, Enterprise and Regulatory Reform (BERR) and its predecessor departments. Websites were accessed and enquiries made by telephone and e-mail for any insights into aspects of law and policy that had proved discriminatory in the wider employment market. No issues remain from these enquiries, although it has been indicated that the council should make more use of positive action in certain areas and to raise managers awareness of what it actually means.

The following consultation has been completed:

30 September - Half day HR intranet restructure workshop - HR policies
1 October - Meeting with the TU's on Fairness & Dignity policy
6 October - Benchmarking on Policies with Brighton & Hove Council
7 October - SCC and VT4S Working Together
10 October - Personnel & Appointment Committee (PAC) special meeting
21 October - Special audit of policies
28 October - Policy Streamlining internal team meeting
4 November - SCC and VT4S Working Together
13 November - SCCTU / HRLT consultation
17 November - Review of HR policies - internal meeting
18 November - Review of References Policy
20 November - Team meeting to discuss progress on HR policies
27 November - SCCTU / CCMT consultation
1 December - Meeting with Surrey Police Authority to discuss HR policies
1 December - Conference Call with "Jamkit" Policy Team
13 January - SCC and VT4S Working Together
15 January - SCCTU / HRLT consultation
27 January - Special consultation meeting with SCCTU on policies (1)
30 January - Special consultation meeting with SCCTU on policies (2)
10 February - SCC and VT4S Working Together
12 February - Special consultation meeting with SCCTU on policies (3)
12 February - SCCTU / CCMT consultation
19 March - SCCTU / CCMT consultation
23 March - Personnel & Appointment Committee meeting to agree the simplified and streamlined policies on the Council's s-net.

In addition there have been regular discussions and updates at weekly meetings of HRLT

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5. Given your answers to the previous questions, how will your service or policy be revised to mitigate, reduce or eliminate negative impacts and enhance positive impacts for the relevant equality groups?

(NB this is in effect the Recommendations to improve this policy)

The policies in this area are subject to ongoing review to ensure that they continue to be legally compliant. Care will be needed to ensure that steps taken to provide compliance do not impact negatively on any diversity strand and that, where possible, they enhance positive impacts.

	Recommendations
1.	Allocate resources to analyse data which will feedback into the EIA process and ensure reporting to all HR staff to inform future decisions and policy development.
2.	Agree appropriate contract terms and audit third parties involved in recruitment and selection and make them aware of SCC Equality policy statements
3.	Put arrangements in place to ensure that applicants requiring forms in other formats such as audio can make requests
4.	Selection tests chosen should be Equality assured to limit influence of cultural bias where possible
5.	Strengthen the collection and analyse monitoring data and establish appropriate action plans for all stages of the recruitment process for relevant diversity strands
6.	Survey un-successful applicants to check perceptions of Surrey and what SCC can learn from the whole process of recruitment and selection
7,	Developments in e-recruitment will need to be monitored to ensure positive impacts are maximised and negative impacts minimised.

6. Actions needed to implement the EIA recommendations:

Action Plan

Issue	Action	Expected outcome	Who	Deadline for action
Ensure on-going compliance with the changes to the law	Monitor compliance and the impact on diversity strands	SCC remains fully compliant with the law eliminating incidences of discrimination where they are likely to occur	Pay and policy team	Ongoing
E-recruitment	Monitor the development of the system	Fully equipped to collect data required for Equality	E-recruitment project team	June 2009
Third party involvement	Contract terms and audit	Compliance with council policies	Procurement	Ongoing
Provide effective and regular training		All staff trained before they undertake recruitment	Learning and development	Ongoing
Positive Action	Raise managers awareness of the 2 tick symbol and guaranteed interview scheme in Managers guide to recruitment	More consideration is given to disabled applicants	Learning and Development	Ongoing

NB these actions should have SMART Targets
Please continue and attach a separate sheet if necessary
NB these actions should be reported to the Departmental Equality and Diversity Implementation Group (DIG) and incorporated into the Equality and Diversity Action Plan, Service Plans and/or personal objectives of key staff.

7. If no actions are to be taken with respect to the recommendations please give reasons below:

Action Plan review date	30 June 2009
Name of person responsible for review	Matthew Baker
Name of person who carried out the assessment	Jackie Roberts
Name of Head of Service	Carmel Millar
Signature of Head of Service	
Date Completed	26 th March 2009
Date sent for publication	26 th March 2009

1. Signed off electronic version to be kept in your team for monitoring and audit purposes
2. Send an electronic copy to the SCC 'Web Operations Team' for publication on the SCC website
3. Send Action Plan to DIG for review at its next meeting.