

Chesterfield Borough Council

Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: HR

Section: HR

Lead Officer: Ashish Kaushik

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: Criminal Records Checking Policy

Is the policy, project, service, function or strategy:

Existing ☐

Changed ☐

New/Proposed **New**

Q1 - What is the aim of your policy or new service?

This policy has been produced to provide guidance to managers regarding criminal records checks and to ensure that the correct procedures are followed when undertaking these checks for current and prospective employees. The availability of a standalone policy is best practice and is also a requirement of the Disclosure and Barring Service (DBS). The policy aims to prevent excessive or under- checking of job roles.

Q2 - Who is the policy or service going to benefit?

The Council is committed to ensuring the wellbeing and safety of all clients. The policy seeks to ensure that employees or prospective candidates within identified posts are vetted at the appropriate level. These checks serve to help identify those people who may be unsuitable for certain roles, especially those that involve children or vulnerable adults.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc.

Please tick the appropriate columns for each group.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people.			✓
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.			✓
Gender – men, women and transgender.			✓
Marital status including civil partnership.			✓
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			✓
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			✓
Ethnic Groups			✓
Religions and Beliefs including those with no religion and/or beliefs.			✓
Other groups e.g. those experiencing deprivation and/or health inequalities.			✓

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes ☐
No ☒

Q5 - Reasons for this decision:

This policy will apply to all those seeking paid work or volunteering opportunities with the council.

The council has a commitment to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. The council will therefore consider ex-offenders for employment on their individual merits.

The council's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Please e-mail this form to the Policy Service before moving this work forward so that we can confirm that either a full EIA is not needed or offer you further advice and support should a full EIA be necessary.