

Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

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| <i>Title of the policy, project, service, function or strategy:</i> | |
| <i>Service Area:</i> | Digital, HR and Customer Services |
| <i>Section:</i> | HR |
| <i>Lead Officer:</i> | Kate Harley |
| <i>Date of assessment:</i> | 04/21 |
| <i>Is the policy, project, service, function or strategy:</i> | |
| <i>Existing</i> | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| <i>Changed</i> | <input type="checkbox"/> |
| <i>New / Proposed</i> | <input type="checkbox"/> |

Section 1 – Clear aims and objectives

1. What is the aim of the policy, project, service, function or strategy?

1. The purpose of this recruitment and selection policy is to ensure we recruit:
- The best possible candidates, on the basis of their relevant merits, to support the delivery of our corporate strategy;
 - In an equal and inclusive way that is consistent with employment legislation and good practice;
 - Through a process that supports the Council's values;
 - Positively promoting Chesterfield Borough Council as an employer of choice;
 - In a value-for-money way.

2. Who is intended to benefit from the policy and how?

The policy will benefit members of the public and existing Council employees who are applying for job vacancies and Council managers who are recruiting to vacant posts to ensure we use a business focused approach to recruitment, using a range of selection methods to identify the best person for the job, in the most time and cost efficient way, without compromising fairness, confidentiality or the Council's commitment to having a diverse workforce.

3. What outcomes do you want to achieve?

Recruiting and selecting the best people is of paramount importance to the continued success of Chesterfield Borough Council. We want to constantly improve our performance as an organisation, to ensure we are doing all we can to protect and promote the interests of the communities we serve. To do this, we recognise we need to recruit from the widest possible talent pool and ensure we have the right balance of skills from our diverse communities.

4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Barriers can exist at every stage of the recruitment and selection process. We are committed to the Equality Act and employing people with a disability. Reasonable adjustments will be made to the recruitment and selection procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace, including premises & equipment, duties, practices or policies, where required. The Equality Act 2010 prohibits discrimination against people with the protected characteristics that are specified in section 4 of the Act.

5. Any other relevant background information

The Recruitment and selection policy follows best practice and guidance from ACAS and CIPD, it also complies with the following Acts:

- Immigration, Asylum and Nationality Act 2006
- Equality Act 2010
- Data Protection Act 2018
- General Data Protection Regulation (2016/679 EU)
- Rehabilitation of Offenders Act 1974

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

The Council's Equalities Monitoring form forms part of the standard application form. Where an applicant has completed the required

information, these details will be recorded and are available for analysis. In accordance with legislation, the policy ensures that equalities monitoring information is not used when deciding who to take further into the application process.

The workforce profile can be used to identify imbalances in the workforce.

Section 3 – Additional engagement activities

7. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?

| Date | Activity | Main findings |
|-----------|---|--|
| 29/04/21 | Consultation with trade unions | Meeting to discuss, amend and agree policy |
| 29/04/21 | Consultation with corporate leadership team | Meeting to discuss, amend and agree policy |
| June 2021 | Submitted to Employment and General Committee | Meeting to discuss, amend and agree policy |

Section 4 – What is the impact?

8. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.*

| | Positive impact | Negative impact | No disproportionate impact |
|---|--|--|----------------------------|
| Age | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disability and long term conditions | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Gender and gender reassignment | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> |
| Marriage and civil partnership | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pregnant women and people on parental leave | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sexual orientation | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ethnicity | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Religion and belief | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9. Details of anticipated positive impacts.

- a) This policy is anticipated to have a range of positive impacts on a number of protected groups, in addition to a number of specific impacts detailed below. The following positive impacts to the overall community are anticipated to be:
- The aim of the policy is to select the best person for the role - All selection decisions will be justifiable and based on the fair, objective and consistent assessment of candidates against the skills, knowledge and experience required for the job.
 - Each opportunity to recruit is assessed with a view to promoting CBC employment initiatives and addressing any imbalances in the composition of the workforce.
 - The policy strengthens the Council's commitment to providing accessible information eg. through the use of plain language, alternative formats, translated material etc.
 - The policy ensures that the grade for any role is assessed using the Council's job evaluation process which is free from bias.

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| | <ul style="list-style-type: none"> • Consistent questions are asked during interviews to ensure a fair process. • All recruiting managers will receive mandatory training in the new recruitment and selection policy including applying the competency framework. • Application forms will be anonymised to remove bias on any grounds |
| | <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion |
| b) | Increased opportunities for employment for people with disabilities, and redressing imbalances in the workforce. |
| | <input type="checkbox"/> Age <input checked="" type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion |
| c) | The policy strengthens the Council's commitment to providing accessible information eg. through the use of plain language, alternative formats, translated material etc |
| | <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input checked="" type="checkbox"/> Ethnicity <input type="checkbox"/> Religion |
| d) | Ensuring that the process and requirement to disclose criminal convictions is appropriate and fair, and that applicants are aware of any requirement |

| 10. Details of anticipated <u>negative</u> impacts. | |
|---|--|
| a) | <p><i>Negative impact:</i> Candidates with disabilities may have specific access needs, in terms of information and the interview process.</p> <p><i>Mitigating action:</i> The policy ensures the Council's continued participation in the Disability Confident scheme which demonstrates our commitment to employing disabled people - disabled applicants are guaranteed an interview if they meet the essential criteria of the role. The policy ensures that candidates are asked if they require any reasonable adjustments to meet their access needs, and appropriate provision is then made. The policy strengthens the Council's commitment to providing accessible information eg. through the use of plain language, alternative formats, translated material etc.</p> |

| | | | | | | | | |
|----|------------------------------|--|--|-----------------------------------|------------------------------------|---|------------------------------------|-----------------------------------|
| | <input type="checkbox"/> Age | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Gender | <input type="checkbox"/> Marriage | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Religion |
| b) | <i>Negative impact:</i> | | An unbalanced panel may make biased decisions | | | | | |
| | <i>Mitigating action:</i> | | The policy requires that interview panels are gender balanced wherever possible. The policy ensures that the grade for any role is assessed using the Council's job evaluation process. Before filling a role, managers are asked to consider a variety of contract arrangements which are available, for example, part-time, variable hours, etc. | | | | | |
| | <input type="checkbox"/> Age | <input type="checkbox"/> Disability | <input checked="" type="checkbox"/> Gender | <input type="checkbox"/> Marriage | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Religion |
| c) | <i>Negative impact:</i> | | Carers may be more likely to require flexible working arrangements | | | | | |
| | <i>Mitigating action:</i> | | Before advertising a role managers should consider various contract arrangements which are available, for example, part-time, variable hours, etc. | | | | | |
| | <input type="checkbox"/> Age | <input type="checkbox"/> Disability | <input type="checkbox"/> Gender | <input type="checkbox"/> Marriage | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Religion |

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| 11. Have all negative impacts identified in the table above been mitigated against with appropriate action? | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | <i>If no, please explain why:</i> |

Section 5 – Recommendations and monitoring

12. How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

The EIA has supported in developing the policy

13. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

Equality monitoring of the workforce will continue

Section 6 – Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

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| Reviewed by Head of Service/Service Manager | Name: | KATE HARLEY |
| | Date: | 30/04/21 |
| Reviewed by Policy Service | Name: | ALLISON POTTER |
| | Date: | 19/05/21 |
| Final version of the EIA sent to Policy Service | <input checked="" type="checkbox"/> <input type="checkbox"/> | |
| Decision information sent to Policy Service | <input type="checkbox"/> | |