

Psychometric Policy
18.01.2016

Equality Impact Assessment

Psychometric Policy

Contact: Andrea Malam, Recruitment Specialist, HR
Direct
Updated: 18.01.2016

1. What type of proposal / decision is being assessed?

New policy

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The purpose of the policy is to outline the process and practices that we operate in DCC with regards to psychometric testing/assessment. Psychometric testing is used to aid the recruitment process and the results can be used to ensure that the right person is recruited in the job.

3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

(Please refer to section 1 in the toolkit for guidance)

The information was taken from a guidance document from the company that we were trained by (CEB). The policy content was agreed by trained users. The policy was taken through the consultation process at CJM with the Trade Unions.

5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

(Please refer to section 1 in the toolkit for a description of the protected characteristics)

The policy may have a positive impact on disabled people because we ask them if they require any reasonable adjustments before the assessments take place and if they are invited to an assessment centre we can make the necessary adjustments beforehand. The application form also includes the two ticks scheme where by if a person ticks the GIS box then they are guaranteed an interview if they meet the essential criteria.

We also have online and paperbased application forms making it accessible for all applicants to apply.

6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

It may have a negative impact on race, whereby we administer our assessments in English. The company we use to provide our assessments do have a wide range of assessments available in the majority of languages this would be difficult to interpret by HR depending on the language selected.

7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.

No	We will continue to provide assessments through the company that we are registered with and continue to provide them through the medium of English unless another language is requested and that adjustment will be made.
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

No	This policy has a neutral impact on all other protected characteristics and where it does have a negative impact we will provide a reasonable adjustment where applicable.
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Action(s)	Owner	By when?
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9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	18.01.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.2016