

Recruitment and Selection Policy and  
Procedure  
21 March 2013

Equality Impact Assessment

# Recruitment and Selection Policy and Procedure

**Contact:** Gemma Hillier, Employee Relations  
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**Updated:** 21 March 2013

**1. What type of proposal is being assessed?**

A new or revised policy

**2. Please describe the purpose of this proposal**

The proposal has been written to identify the changes that have been made to our current Recruitment and Selection Policy and Procedure in order to comply with legislation changes and best practice.

**3. Does this proposal require a full equality impact assessment?**  
*(Please refer to section 1 in the toolkit above for guidance)*

Yes	This proposal will impact all employees and prespective employees of Denbighshire County Council
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**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)*

This is a proposal to change the current Recruitment and Selection policy and procedure to comply with changes in legisaltion and best practice. The policy and procedure has been in consultation since August 2012 with the Council's Senior Leadership Team and recognised Trade Union. The responses from the consultation have been included as part of the Equality Impact Assessment. I have also used the Corporate Equality Impact Assessment toolkit to test my belief that the implementation of the updated policy and procedure will not have a detrimental impact on any employee or prespective employee of the Council because of a protected characteristic. By ensuring appropriate research and formal consultations, I am confident that I have all that is reasonable to ensure that the implementation of the updated policy and procedure will not have a negative impact on any protected characteristics.

**5. Will this proposal have a positive impact on any of the protected characteristics?**

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

No job applicant or employee receives less favourable treatment than another during any stage of the Recruitment and Selection process.

No applicant or employee is placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect on his or her characteristics and which cannot be shown to be justifiable.

Where appropriate and where permissible under legislation, employees of under-represented groups are provided with support, encouragement and training opportunities aimed at helping to achieve equal opportunities and a balanced workforce within the Council.

Under the Guaranteed Interview Scheme (GIS), vacancy adverts will display the 'Two Ticks' symbol which is linked to the following statement:

"Denbighshire County Council guarantees to interview disabled people who meet the essential criteria for the post. All disabled applicants who meet the essential job requirements will be guaranteed an interview'.

We will consider all reasonable adjustments to the selection process, the working environment and the job.

Existing employees will have an equal opportunity to apply for advertised job vacancies which may also present promotion opportunities.

Analysis will be made of the composition of the workforce through monitoring to review the effectiveness of the recruitment and selection policy as appropriate. Any patterns of inequality of opportunity or practice found to exist will be investigated and any remedial action taken, both to correct the situation and to prevent any re-occurrence.

This policy will be displayed on our website for members of the public to access.

## **6. Will this proposal have a disproportionate negative impact on any of the protected characteristics?**

Managers will need to ensure that all interview locations have access to all candidates including those with protected characteristics.

Managers will need to ensure that if a candidate has notified the Council on reasonable adjustments to be made to attend the interviews, this will need to be actioned. For example hearing loops, wheelchair access, additional time for tests.

When Assessment centres need to be used, managers will need to ensure that the appropriate equipment is used and is suitable for all applicants.

The policy and procedure will be available on the internet and intranet, however other alternative formats can be requested.

The council will need to ensure that at least one member of the recruitment panel has attended equality training as per policy.

HR will need to provide refresher training for managers and training for new managers on how to use the policy and procedure.

We will need to identify mechanisms that would support female progression.

Need to ensure that if external consultants are used during the process that all protected characteristics are considered.

Recruiting managers will need to consider the impact on the protected characteristics when justifying recruitment.

HR will need to monitor the impact and effectiveness of new policy once implemented.

**7. Has the proposal been amended to eliminate or reduce any potential negative impact?**

No	The policy and procedure have been updated to ensure that the Council are compliant with the Equality Act 2010.
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

Yes	Please see section 6
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Action(s)	Owner	Date
Recruitment training	Human Resources	01.05.2013
Monitor implementation of policy and procedure	Human Resources	01.05.2013

**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 will be reviewed at the appropriate stage.

Review Date:	01.11.2013
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Name of Lead Officer for Equality Impact Assessment	Date
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**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**

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