

Initial Equalities Screening Record Form

Date of Screening: May 2013	Directorate: Corporate Services	Section: HR		
1. Activity to be assessed	Recruitment, and relocation (to include attracting applicants; planning and selecting for interview; interviewing applicants; relocation and mortgage subsidy)			
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input checked="" type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change			
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing			
4. Officer responsible for the screening	Pat Butler			
5. Who are the members of the screening team?	Pat Butler, Anna Whitworth, Janet Berry			
6. What is the purpose of the activity?	To attract and select the most appropriate candidates for BFC job vacancies, fairly and efficiently, and with due regard for both employment legislation and operational needs.			
7. Who is the activity designed to benefit/target?	Employees and potential employees.			
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.		
8. Disability Equality	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y ✓</td> <td style="width: 50%; text-align: center;">N</td> </tr> </table>	Y ✓	N	The Council operates the ✓✓ system which gives any disabled person applying for a post who meets the essential criteria an automatic interview – this is intended to counter preconceptions about disability by giving the individual the opportunity to explain their abilities and needs at interview. Adaptations to the job will be considered to accommodate a suitable disabled applicant. Applicants are routinely asked if they need any special arrangements at interview (eg if they have mobility issues).
Y ✓	N			
		What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data		
		Workforce monitoring data looks at the number of disabled employees interviewed and recruited. This is typically quite a low percentage but on investigation, many disabled applicants do not progress only because they do not meet essential person specification requirements. Training on recruitment reminds managers of the requirements of the ✓✓ system and the need to make reasonable adjustments.		

9. Racial equality	Y	N ✓	There is no reason why someone should be disadvantaged due to their ethnicity, actual or perceived.	Training on recruitment emphasises the need to select based on objective judgements and the person specification, and not to stereotype. Workforce monitoring looks at the ethnicity of applicants, interviewees and successful applicants.
10. Gender equality	Y	N ✓	No reason why anyone should be disadvantaged due to their gender. Women are statistically more likely to seek non-traditional working patterns so the organisation's willingness to consider part time, flexi time etc will assist women in particular.	Training on recruitment emphasises the need to select based on objective judgements and the person specification, and not to stereotype. Workforce monitoring looks at the gender of applicants, interviewees and successful applicants.
11. Sexual orientation equality	Y	N ✓	No reason why sexual orientation, actual or perceived, should disadvantage any applicant.	Training on recruitment emphasises the need to select based on objective judgements and the person specification, and not to stereotype. Workforce monitoring looks at the orientation of applicants, interviewees and successful applicants.
12. Gender re-assignment	Y ✓	N	There should be no disadvantage to someone who has undergone gender reassignment. However, if the individual was still going through the process and anticipated having significant time off for surgeries etc this might influence the manager. HR would be reminded this was a protected characteristic.	Training clearly emphasises that gender reassignment is a protected characteristic. Questions are not asked about gender reassignment and therefore workforce monitoring is not possible.
13. Age equality	Y	N ✓	Age should not be a factor in recruitment unless it relates to a legal requirement of the job (eg HGV licences only issued to those over 25) There is no upper age limit for recruitment and the lower age limit is only dictated by legislation on recruiting those of school age. Apprenticeship schemes aid younger applicants and are age specific.	Age is monitored as part of workforce monitoring statistics and no trends of significant concern have been identified. Training identifies age as a protected characteristic.
14. Religion and belief equality	Y	N ✓	There should be no disadvantage to someone related to their religion or belief. If there is an issue about the days of the week their religion allows them to work, rotas would accommodate this if service provision was not adversely affected; in many cases flexitime and leave can be used around times of religious observance. On one	This is monitored as part of workforce monitoring statistics and no trends of significant concern have been identified. Training identifies religion/belief as a protected characteristic.

			occasion an employee was allowed to relocate slightly outside the usual radius from Bracknell so that he could be located in a community with a mosque.	
15. Pregnancy and maternity equality	Y ✓	N	The potential for discrimination against someone who is a young parent or currently pregnant does exist, but managers are clearly advised that this is a protected characteristic. Questions about family circumstances are not asked – if the job requires, eg, evening working, all applicants would be asked about this (not just those perceived to have caring responsibilities).	Questions are not asked of applicants about their parental status or whether they are pregnant and therefore direct monitoring of this is not possible. Training highlights this is a protected characteristic.
16. Marriage and civil partnership equality	Y	N ✓	There is no reason for this to be a factor. Application forms do not show marital status.	Questions are not asked of applicants about their marital/partnership status and so direct monitoring of this is not possible. Training highlights this is a protected characteristic.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	<p>Emphasis on recruiting to the requirements of a properly written, non-discriminatory person specification should guard against stereotyping bias on a range of issues, whether protected characteristics or not.</p> <p>It can be difficult for the long term unemployed to demonstrate the kind of workplace experience that may be required for some posts.</p> <p>Ex-offenders whose offence is of a type and severity that presents a risk to children or adults would not be recruited, as the safeguarding needs of the children or adults at risk overrides the need of the ex-offender to find work.</p>			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	Two tick system promotes interview opportunity to disabled applicants over and above other applicants, to redress perceived imbalance of opportunity for the disabled.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	There may be unconscious bias towards people who are perceived to be at high risk of needing significant time off work because of health issues, upcoming surgery, pregnancy or maternity but managers are advised/trained that this cannot be allowed to influence their selection decisions.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y	N✓	Not if procedures are followed and training/HR advice is heeded.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?				

22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y	N✓		
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
Action	Timescale	Person Responsible	Milestone/Success Criteria	
24. Which service, business or work plan will these actions be included in?				
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Monitoring information is collected separately from the main application so that the information cannot influence the recruiter. Non essential information on age and marital status, which traditionally used to appear on application forms, has been removed. Equalities issues are included in all recruitment training.			
26. Chief Officers signature.	T Madden			