



## Appendix 2

### Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Recruitment and Selection Procedure		
Directorate	Change & Governance		
Service	HR Strategy and Planning Team		
Responsible Officer	Kat Lambert		
EqIA Author	Kat Lambert		
Date proposal started	01/08/2016	Proposal commencement date (due or actual)	01/11/2016

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	No	n/a
	Procedure	Yes	New
	Internal service	Yes	N/A
	External service	No	N/A
	Other - give details	N/A	N/A

2	What are the intended outcomes, reasons for change, who will it affect? (The business case)
	<p>The Recruitment and Selection procedure is a key element of our employment practices and it is vital that it meets the needs of employees, managers and the general public. To provide a Recruitment and Selection procedure which is free from any form of illegal discrimination is a key aim of Human Resources (HR).</p> <p>The new procedure will set out the overarching principles directing recruitment and selection within Walsall. The detailed processes will be provided by the Recruitment and Selection Toolkit, which is already in place.</p>

3	Summarise your evidence, engagement and consultation.

The procedure was circulated to HR Managers and Directorate Support Team for early comments from 24 August to 26 September 2016.

Consultation with Assistant Directors, Heads of Service, HR and Trade Unions ran from 12 September to 26 September 2016.

Legal Services were included as part of the wider council management consultation.

Following consultation, the draft procedures were amended and were considered by CMT on 29 September 2016.

The procedure went to Personnel Committee for approval on 11 October 2016

The launch will be communicated in Core Brief and Weekly Bulletin, and the procedure will be uploaded onto the Intranet (on the HR pages) and Inside Walsall.

As of 31 March 2016 the total number of Walsall Council employees (excluding Schools) was 3635. In total there were 160 (4.4%) employees who declared they had a disability, as defined by the Equality Act 2010, some of these may require communication in a different format.

<b>4 How may the proposal affect each protected characteristic or group?</b>	
<b>Characteristic</b>	<b>Affect</b>
<b>Age</b>	No impact foreseen.
<b>Disability</b>	Potential impact on employees who require reasonable adjustments for communication and for those who do not understand the procedure e.g. employees with learning disabilities.
<b>Gender reassignment</b>	No impact foreseen.
<b>Marriage and civil partnership</b>	No impact foreseen.
<b>Pregnancy and maternity</b>	Potential impact for people who are on maternity or paternity leave and are not updated about the revised policy/ procedure.
<b>Race</b>	Potential impact on those employees whose first language is not English as they may not understand the procedure
<b>Religion or belief</b>	No impact foreseen.
<b>Sex</b>	No impact foreseen.
<b>Sexual orientation</b>	No impact foreseen.
<b>Other (give detail)</b>	N/A
<b>Further information</b>	N/A

<b>5</b>	<b>Does your proposal link with other proposals to have a cumulative affect on particular equality groups? If yes, give details</b>	(Delete one)  <b>No</b>
	N/A	

<b>6</b>	<b>Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)</b>	
	A	No major change required
	<b>B</b>	<b>Adjustments needed to remove barriers or to better promote equality</b>
	C	Continue despite possible adverse impact
	D	Stop and rethink your proposal

### Action and monitoring plan

Date	Responsibility	Action
Day of launch	Directorate Support Team	Alternative formats (audio and Easy Read) for disabled employees of the new policy will be made available on request.
Day of launch	Directorate Support Team	The policy will be made available in other languages on request for employees whose first language is not English.
As appropriate	Relevant managers	Information and update will be circulated to all employees on maternity/paternity leave and long term absence.
As appropriate	Strategy and Planning Team	Review for any unforeseen impact.