



Equality Impact Assessment - Stage 1 Screening Process Guidelines and Template

Screening is useful in determining whether a full assessments of impact are required and to determine the relevance of a policy or practice to the general equality duty. The regulations make it clear the screening is not to be considered as assessment of impact. Reference to Protected Characteristics Table 2

You will be best placed to use the evidence you have in order to Identify what implications there may be, but you may find the following questions helpful as part of a screening exercise. This is not an exhaustive list.

You should consider what prompts are most appropriate to identify relevance within their particular context.

- Does the policy affect service users, employees or the wider community, and therefore potentially have an effect in terms of equality? Remember that the relevance of a policy will depend not only on the number of people affected, but also the significance of the effect on them.
- Is it a major policy, significantly affecting how functions are delivered?
- Will it have a significant effect on how other organisations operate (for example, a national strategy, an inspection framework or criteria for funding)
- Does it relate to functions that previous involvement activities have identified as being important to particular protected groups?
- Does it relate to and area where your organisation has set equality outcomes?
- Does it relate to an area where there are known inequalities? (For example, disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools etc.)?
- Does it relate to a policy where there is significant potential for reducing inequalities or improving outcomes?

A screening exercise is not to be treated as an assessment of impact and therefore you do not need to publish screening exercises. However if you decide not to progress to a Stage 2 Impact Assessment, you will have to be able to explain your decision. To do this, it is helpful to keep a full record of how you reached your decision. Please Complete Tables 1 and 2 below.

Table 1: Defining the Policy

Title of Policy:	Recruitment and Selection Policy and Procedure
Service:	Resources and Governance
Team:	HR Services
<p>What is the purpose of the proposed policy or changes to established policy?</p> <p>The aims of the Recruitment & Selection Policy are:</p> <p>To ensure that through effective recruitment and selection the Council is ensuring it upholds its commitment to providing a quality service whilst safeguarding and promoting the welfare of vulnerable people.</p> <p>To ensure the council's commitment to applying its Equal Opportunities Policy at all stages of the recruitment and selection process.</p> <p>Ensure that no applicant is disadvantaged by their disability by ensuring that reasonable adjustments to the recruitment process are made.</p> <p>Ensuring not only disabled applicants but candidates who have previously been in care of Clackmannanshire Council who meet the essential requirements of the job as set out in the job description and person specification will be guaranteed an interview.</p> <p>Ensure in line with the Equality Act 2019 that no potential or existing employees will be discriminated against because of a "protected characteristic". Noted the protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</p> <p>Provide a framework which managers can follow to ensure they recruit and select individuals in a fair and consistent manner in line with legislative requirements.</p> <p>Clear policies, rules and procedures will inform all managers to ensure they manage the recruitment and selection of applications fairly and consistently.</p>	

Who is affected by the policy or who is intended to benefit from the proposed policy and how?

This policy is applied to all potential and existing employees and those individuals employed to deliver services on behalf of Clackmannanshire Council either directly or indirectly.

It provides a framework to ensure the fair and consistent treatment of all existing employees as well as potential employees.

How have you, or will you, put the policy into practice? Who will be responsible for delivering it?

A policy group comprising union representatives, management and HR considers all new policies or updates to existing policies with a view to reaching wherever possible a consensus on the new policy/changes to existing policy. HR will have ownership of the policy but managers will be responsible for delivering and ensuring consistency of approach in partnership with the HR Business Partner.

Table 2: Does the policy have an impact on any protected characteristic?

Equality Impact Screening: Is a Stage 2 Impact Assessment required? NO		
Protected Characteristic	Delete as Required	Description (If" yes" please provide details and proceed to the full assessment)
Age	No	
Disability	No	<p>It should be noted that where disabled candidates meet the essential requirements of the jobs as set out in the job description and person specification they will be guaranteed an interview.</p> <p>In addition it should always be noted that reasonable adjustments will be put in place for individuals in line with the Equality Act 2010 to attend interview and if selected where appropriate.</p>
Gender Reassignment	No	
Pregnancy and Maternity	No	
Race	No	
Religion and Belief	No	
Sex	No	
Sexual Orientation	No	

To ensure that the policy remains focused and is not affected by changing circumstances, we will keep it under review against its original aims. Monitoring and evaluation processes will be established to periodically assess the impact of the policy on the diverse needs of the target audience. This should reveal any unexpected adverse effect or unintentional discrimination.

The key to evaluating the policy is good management information which may be collected as part of the ongoing monitoring process or conducted as a separate exercise.

If the answer is "yes" to any of the above return to the EQIA Guidelines and a Stage 2 template. If not, sign off below and forward to the Strategy and Quality Development Team Leader.

This policy/function will have no impact on people from any of the Protected characteristics	
Name (Head of Service):	
Date:	03/04/2018