

HR / Corporate Policy Equality Impact Analysis:	
Policy / Project / Function:	Recruitment and Selection Policy
Date of Analysis:	December 2016
Completed by: (Name and Department)	HR Team
What are the aims and intended effects of this policy, project or function?	This Policy is designed to support managers in providing a fair, consistent and effective approach to the recruitment of all employees and to help managers deal with recruitment and selection effectively and consistently
Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?	N/A
Please list any other policies that are related to or referred to as part of this analysis	<ul style="list-style-type: none"> • Recruitment and Retention Premia • Starting Salaries Policy • Temporary Promotion Policy • Secondment Policy • Recruitment of Ex-Offenders Policy • Redeployment Policy • Travel and Expenses Policy • Relocation Policy • Disciplinary Policy
Who will the policy, project or function affect?	Employees
What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?	<p>Consultation has taken place both locally and nationally with Trade Unions and staff</p> <ul style="list-style-type: none"> • SLT • CCG Employees • SPF Sub group • SPF • Governing Body (approval)
Promoting Inclusivity and Hull CCG's Equality Objectives.	The policy provides a framework for fair recruitment processes which should contribute

<p>How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation?</p> <p>How does the policy promote our equality objectives:</p> <ol style="list-style-type: none"> 1. Ensure patients and public have improved access to information and minimise communications barriers 2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job 3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve 4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs 	<p>to the aim of eliminating discrimination</p>
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Equality Data	
<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1: Recruitment data, e.g. applications compared to the population profile, application success rates 2: Complaints by groups who share / represent protected characteristics 4: Grievances or decisions upheld and dismissed by protected characteristic group 5: Insight gained through engagement 	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</p>

Assessing Impact

Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?
 (Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> ¹ exists (see footnote below – seek further advice in this case)
Gender	✓			<p>The policy is written in line with current legislation and best practice to ensure a fair and consistent process is followed throughout the CCG when dealing with recruitment, selection and pre-employment checks.</p> <p>Analysis of employee data indicates that more women than men are employed in the CCG (almost 64% are female) yet in the local population the gender split is almost equal. It should be noted that of the males employed 95% are employed in band 7 or above. A significant proportion of the workforce was recruited as a result of a transfer exercise and ring fencing. This will have naturally limited</p>

1. ¹ The action is proportionate to the legitimate aims of the organisation (please seek further advice)

				<p>the field of candidates from the previous employer and therefore affected the resulting workforce profile. However, whilst the recruitment process is gender blind there are measures the CCG can consider alongside the recruitment policy (relating to para 6 advertising a vacancy) to encourage applications and facilitate a potential positive impact - see action plan. However, the CCG will not support positive discrimination</p>
Age	✓			The policy applies to all staff regardless of age
Race / ethnicity / nationality	✓			<p>The policy is written in line with current legislation and best practice to ensure a fair and consistent process is followed throughout the CCG when dealing with recruitment, selection and pre-employment checks. Analysis of employee data indicates that the percentage of white employees is reflective of the local population. However, the proportion of BME staff is lower than that of the local population it serves. It should be noted that a significant proportion of the workforce was recruited as a result of a transfer exercise and ring fencing. This will</p>

			<p>have naturally limited the field of candidates from the previous employer and therefore affected the resulting workforce profile. . However, whilst the recruitment process is gender blind there are measures the CCG can consider alongside the recruitment policy (relating to para 6 advertising a vacancy) to encourage applications this and facilitate a potential positive impact - see action plan. However, the CCG will not support positive discrimination. Applicants require competencies which include the ability to read and understand English or to request the information in another format available to them</p>
<p>Disability</p>		<p>✓</p>	<p>The policy is written in line with current legislation and best practice to ensure a fair and consistent process is followed throughout the CCG when dealing with recruitment, selection and pre-employment checks.</p> <p>Analysis of employee data indicates that a very small number of staff in the CCG have</p>

				<p>declared a disability yet 19.7% of the CCG population are living with a limiting long term illness or disability. It should be noted that a significant proportion of the workforce was recruited as a result of a transfer exercise and ring fencing. This will have naturally limited the field of candidates from the previous employer and therefore affected the resulting workforce profile. In addition some employees may be reluctant to declare a disability which would affect the workforce profile or may define themselves differently within the ONS survey definition. However the CCG is working positively to encourage applications from disabled people:</p> <p>Positive Actions:</p> <ul style="list-style-type: none"> • The CCG operates a Guaranteed Interview Scheme whereby applicants who meet all of the essential criteria are guaranteed an interview. • The policy is explicit that
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				reasonable adjustments will be made where necessary.
Religion or Belief	✓			The policy applies to all staff regardless of religion or belief
Sexual Orientation	✓			The policy applies to all staff regardless of sexual orientation
Pregnancy and Maternity	✓			The policy applies to all staff regardless of paternity/maternity
Transgender / Gender reassignment	✓			The policy applies to all staff regardless of transgender / gender reassignment
Marriage or civil partnership	✓			The policy applies to all staff regardless of marriage or civil partnership

Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy.	The CCGs internal 'portal' and external website signpost individuals to alternative formats such as large print, braille or another language.	CCG Communications	Oct 2014 continued updating of the facility is ongoing	Next policy review
Analysis of data indicates that more women than men are	<ul style="list-style-type: none"> raising awareness of vacancies within the local 	HR Lead	Ongoing	Annually

<p>employed in the CCG (almost 64% are female) yet in the local population the gender split is almost equal. The policy does not create a negative impact but can be used to support a potential positive impact.</p>	<p>community;</p> <ul style="list-style-type: none"> ensure male applicants are supported in applications to vacancies on lower bands encourage and mentor female staff to support movement to vacancies in higher bands Effective monitoring of recruitment. Work with trade union representatives to share information and advice. 			
<p>Analysis of employee data indicates that the proportion of BME staff is lower than that of the local population it serves</p>	<ul style="list-style-type: none"> raising awareness of vacancies within the local community; 	<p>HR Lead</p>	<p>Ongoing</p>	<p>Annually</p>

Sign-off	
All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs	
I agree with this assessment / action plan	
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:	

A handwritten signature in black ink, appearing to be 'M. J. ...', enclosed within a rectangular box.

Signed:

Date: 12.05.17