

**EQUALITY IMPACT ASSESSMENT (EIA)**  
**Recruitment and Selection Policy**

**General Information**

**For the purpose of this document the word 'development' refers to:**

- the name of Trust/ operational policy,
- services,
- project,
- function or
- event.

Directorate / Department	Human Resources
Name of accountable person and job title	Jan Togher- Deputy Director of Human Resources
Name of any other individuals, title and organisations involved	Ross Young - Specialist Recruitment and SSS HR Adviser. Linda Dickinson - HR Adviser

Start date of Initial Impact Assessment	2007
End date of Initial Impact Assessment	April 2008
Start date of Full Impact Assessment	
End date of Full Impact Assessment	

**Name of the development**

POLICY: Recruitment and Selection Policy

**Is this a new or existing development?**

Review of existing policy dated October 2000

**Please provide a brief description and aims of the development**

This policy aims to ensure that Suffolk Mental Health Partnership NHS Trust is able to attract, recruit and retain the best candidate for the job.

It aims to ensure:-

That the Trust's recruitment and selection processes are carried out to the highest professional standards with a consistent and fair approach for all appointments.

That all people are equally valued and that discrimination in any form is unacceptable.

That it complies with relevant legislation and codes of practice.

**Who is the development intended to benefit?**

The clients and patients  
The Trust – reputation and employer of choice.  
Prospective and current staff.

**What evidence, research, guidance or data has been used, if any?**

*For example - Standards for Better Health (Annual Health Core Standards), Tackling Health Inequalities, Delivering Race Equality in Mental Health 2007, Valuing People*

NHS Employment Check Standards March 2008, covering:-  
Criminal records

Verification of identity  
Right to work  
Occupational Health  
Registration and qualification  
Employment History and References

Trust Policies:-

Criminal Records Bureau Policy and Procedure  
The Equal Opportunities Policy  
Equality and Diversity Policy  
Job Share Policy  
Secondment Policy  
Induction Policy and Procedure  
Flexible Working Policy  
Protection Policy  
Change Management Policy  
Removal Expenses Policy  
Starting Salaries Policy  
Employment Service Disability Symbol  
The Trust's Management Guidance on Recruitment and Selection  
Recruitment Checklist for Managers

Legislation:-

The Immigration, Asylum and Nationality Act 2006  
The Sex Discrimination Act 1975  
The Equal pay Act 1970  
The Race Relations Act 1976  
The Race Relations (Amendment) regulations 2000  
The Disability Discrimination (Amendment) Regulations 2003  
The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986  
The Employment Equity (religion or belief) Regulations 2003  
The Employment Equity (Sexual Orientation) Regulations 2003  
The Age Discrimination Act October 2006  
Internal Audit Reports  
Feedback from Recruiting Managers  
Anecdotal evidence from managers/staff gathered from meetings and feedback  
CIPD – Best Practice

## INITIAL IMPACT ASSESSMENT

**Please refer to EIA guidance & Single Equality Scheme**

Equality area	Please explain how the development promotes equality	Could the development have any negative impacts? If so, please complete a Full Impact Assessment, unless there are NO legal implications	State any research or guidance used or any consultation or involvement that has influenced the assessment (eg employees, service users, family carers, organisations or the public groups)
Age	<p>By ensuring that all applicants for jobs are treated fairly irrespective of age</p> <p><i>Use of the NHS Jobs website for advertising and ensuring that advertisement wording is designed to attract as wide a group of suitably qualified applicants as possible and to promote a diverse workforce.</i></p> <p>Personal data is collected on a separate monitoring form and not passed to the recruiting manager</p>	No, recruitment practices are monitored to ensure Managers are adhering to the policy and recruitment and selection guidelines.	Recruitment and Selection Working Group comprising of service manager representatives and the Trade Unions. Feedback from managers
Disability	<p>By ensuring that all applicants for jobs are treated fairly irrespective of Disability.</p> <p><i>Use of the NHS Jobs website for advertising and ensuring that advertisement wording is designed to attract as wide a group of suitably qualified applicants as possible and to promote</i></p>	As Above	As Above

	<p><i>a diverse workforce.</i></p> <p>The Trust as a Disability Symbol User does ensure that all applicants with a disability and who meet the minimum criteria for the role are guaranteed an interview.</p> <p>In addition the Trust will make reasonable adjustments to working practices, equipment and premises to ensure a disabled person is not put at substantial disadvantage due to their disability.</p>		
Gender	<p>By ensuring that all applicants for jobs are treated fairly irrespective of Gender.</p> <p><i>Use of the NHS Jobs website for advertising and ensuring that advertisement wording is designed to attract as wide a group of suitably qualified applicants as possible and to promote a diverse workforce.</i></p> <p>Personal data is collected on a separate monitoring form and not passed to the recruiting manager.</p>	As Above	As Above

Race	<p>By ensuring that all applicants for jobs are treated fairly irrespective of Race</p> <p><i>Use of the NHS Jobs website for advertising and ensuring that advertisement wording is designed to attract as wide a group of suitably qualified applicants as possible and to promote a diverse workforce.</i></p> <p>Personal data is collected on a separate monitoring form and not passed to the recruiting manager.</p>	As Above	As Above
Religion or Belief	<p>By ensuring that all applicants for jobs are treated fairly irrespective of religion or belief.</p> <p>Personal data is collected on a separate monitoring form and not passed to the recruiting manager.</p>	As Above	As Above
Sexual Orientation	<p>By ensuring that all applicants for jobs are treated fairly irrespective of their sexual orientation.</p> <p>Personal data is collected on a separate monitoring form and not passed to the recruiting manager.</p>	As Above	As Above

Dignity & Human Rights	By ensuring that all applicants for jobs are treated fairly	As Above	As Above
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**ACTION PLAN FOR INITIAL IMPACT ASSESSMENT**

**Please provide relevant evidence and action plans to show how the key areas to be addressed will be achieved.**

Equality Area	Action required to support the outcome of the Initial Impact Assessment	evidence used (including consultation)	Responsible / Lead person
Age	<p>To keep the Trust’s Management Guidance on Recruitment and Selection and the Manager’s Checklist under review.                      Monitoring of applications for jobs on an annual basis.                      Continue to provide management development training for all recruiting officers.                      To ensure the Recruitment Team are trained and kept updated on recent case law, NHS guidance and attend Equality and Diversity training.                      The recruitment team dependent on time challenge recruiting managers where it is felt discrimination may have or is likely to occur during the recruitment and selection process</p>		<p>Ross Young, Specialist Recruitment and HR Adviser.</p>
Disability	As above		
Gender	As above		
Race	As above		
Religion or	As above		



Belief			
Sexual Orientation	As above		
Dignity & Human Rights	As above		
Government / NHS requirements	The policy has been developed with due regard to all equality legislation, the Immigration, Asylum and Nationality Act 2006 and the NHS Employment Check Standards March 2008.		

**Please identify any potential risks relevant to this development**

Managers may apply prejudicial stereotypes and preferences consciously or unconsciously in the selection process. They could also fail to follow and/or challenge the policy and guidelines.

**Can it be addressed within the existing resources?**

**YES / NO\***

Please explain

There is a monitoring system for applicants, however this would not provide sufficient evidence to identify areas of risk. This is raw data which is currently not analysed into meaningful information.

**Is there a need for additional resources?**

**YES / NO\***

Please explain

To produce a robust system where data is monitored, evaluated and where actions/training is identified and targeted - this would require additional clerical assistance. Comprehensive training for new and existing Recruiting Managers in fair selection including techniques and workshop should be carried out with updates on a regular basis – additional resources required to deliver the training..

**‘Sign Off’**

<b>Job Title</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
Manager responsible	<b>Jan Togher</b>		
Equality and Diversity Manager	<b>Sujata Gathani</b>		
Director responsible	<b>Robert Bolas</b>		
Trust executive approval			

**Date agreed to be published on**

Publicity medium	Date	Publicity medium	Date	Publicity medium	Date
Web		Forums		Any other	
Intranet		Partnership organisations			

**Please sign and date the “Sign off” above and forward it to the Equality & Diversity Manager for publication on SMHP web site.**