

<b>Policy Title: Recruitment &amp; Selection Policy</b>
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<b>Who is responsible for developing and implementing the policy?</b>	
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Name: Alyson Watkins	Job Title: Assistant Personnel Officer
Directorate: L&D	Department: HR
Assessment Date: 21.05.08	

### 1. Objectives

<b>What are the objectives of the policy being developed or reviewed?</b>
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To ensure that the recruitment and selection of workers to the Vale of Glamorgan Council is to best practice standards and compliant with Employment Legislation and assist with the Council's aim of employing a representative workforce. To establish a clear policy to recruit excellent staff who will contribute to the Council's strategy and the success of the organisation.

### 2. Background Data:

<b>Who is intended to benefit from this policy?</b>	<b>Please ✓</b>
All residents of the Vale of Glamorgan	
Internal departments (please state):	Yes
Customers/residents in a specific geographical location	
Specific customers (age, gender, etc.) Please identify:	
Other Please specify: External individuals applying for vacancies	Yes

<b>What research or baseline information do you have about how your service is used by various groups of people?</b>
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Any complaints investigated and taken into account in relation to policy development. Applicants and successful candidates in terms of ethnicity, disability and gender to be monitored. Consultation with internal and external bodies

### 3. Gender

Will the policy have a **positive impact** directly or indirectly on different groups in the community?

<b>Gender: please ✓</b>	<b>Yes</b>	<b>No</b>
Women	Yes	
Men	Yes	

<b>What evidence do you have to support this view?</b>
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Policy applies to both male and female and encourages positive action to encourage people to non-traditional roles. Guidance on interview techniques

<b>What actions can you take to have a more positive impact?</b>
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Considerations of publications to encourage appointment of under represented groups.

#### 4. Race

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place). Will the policy have a **positive impact** on the following groups?

<b>Race: please ✓</b>	<b>Yes</b>	<b>No</b>
Black and minority ethnic population	Yes	
Economic migrants	Yes	
Asylum seekers and refugees	Yes	

#### **What evidence do you have to support this view?**

Compliance with asylum and immigration act. Positive action, statistic monitoring. Clear guidelines of not putting in unwarranted criteria e.g.: language skills unless essential. Consideration of where to place the advert where appropriate and to encourage applications from under represented groups.

#### **What actions can you take to have a more positive impact?**

Conduction of interviews in foreign language.

#### 5. Disability

Will the policy have a **positive impact** on people with disabilities e.g. services will be more accessible for people with a disability?

<b>Disability: please ✓</b>	<b>Yes</b>	<b>No</b>
Visually impaired	Yes	
Hearing impairment	Yes	
Physically disabled	Yes	
Learning disability	Yes	
Mental health problem	Yes	
Other:		

#### **What evidence do you have to support this view?**

Evidence will be monitored in an annual basis

#### **What actions can you take to have a more positive impact?**

Disabled candidates guaranteed interview if meet minimum essential criteria. Positive action recommended to benefits disabled groups. Where applicable all reasonable adjustments made for disabled candidates e.g. location of interview room, extension in timing of tests. Information (e.g. Application form) available in large print and other formats upon request. Consideration of where to place the advert

#### 6. Welsh language

Will the policy provide a **positive impact** both in Welsh and English in accordance with the Council's Welsh Language Scheme? E.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms

Language: please ✓	Yes	No
Welsh	Yes	

What evidence do you have to support this view?
Evidence will be monitored on an annual basis. Person Specification assessed and monitored. Reference to Welsh language guidelines & Welsh Officer in the policy/management guidance. Any requests for interviews to be conducted in Welsh to be considered.
What actions can you take to have a more positive impact?
Application form is bilingual, Person Specification assessed on details of job justification for post to be essential or desirable.

### 7. Age

Will the policy provide a **positive impact** for younger/older people?

Age: please ✓	Yes	No
Under 25 years	Yes	
Over 50 years	Yes	

What evidence do you have to support this view?
Reference to age discrimination. Person specification requirements suggest avoidance of restrictive criteria based on age. All positions subject to medical clearance therefore not discriminating a section of applicants.
What actions can you take to have a more positive impact?
Management Guidance recommends consideration of which publication to use to advertise the post. Possibility of monitoring statistics on the ages of candidates throughout the various stages of the recruitment and selection process

### Religion and belief

Will the policy provide a **positive impact** for people with different religious/belief backgrounds?

Religion/belief: please ✓	Yes	No
	Yes	

What evidence do you have to support this view?
Legislation covered in policy. Reference made in policy/management guidance on the avoidance of assumptions in relation to religion/belief on the selection decision.
What actions can you take to have a more positive impact?

Consideration on which publication to use to target under represented groups in relation to religion and belief. Requests for consideration of timing of interviews included in Management Guidance where request is related to the applicant religion or belief.

### 8. Sexual orientation

Will the policy provide a positive impact for gay men/lesbians/bisexuals?

<b>Sexual orientation: please ✓</b>	<b>Yes</b>	<b>No</b>
Gay men/lesbians/bisexuals	Yes	

#### **What evidence do you have to support this view?**

Legislation covered in policy.

#### **What actions can you take to have a more positive impact?**

Reference to no assumptions in relation to sexual orientation on the selection decision.

### 9. Consultation

What arrangements have been made to consult with:

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)
- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community
- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

#### **Consultation activities that have taken place (include the method of consultation e.g. focus group, survey, public meeting, citizens panel, etc.)**

Consultation has been in written form and in meetings.

#### **Who was consulted?**

Management, Trade Union representatives and HR Officers consulted prior to implementation. Will consult with Equalities Officer and Consultation Officer on additional consultees e.g. minority & ethnic groups, members of the disabled employees group within the Council.

#### **How have the results of the consultation been implemented?**

Reasonable suggestions will be meaningfully considered.

### 10. Monitoring

#### **How will you monitor the impact of this policy on service users?**

Monitoring data collected on computer system when an individual applies and during the selection process. Information will be monitored annually but reports can be generated on an as and when basis.

All applicants (at various stages of the recruitment and selection procedure) are

monitored for Disability, Ethnicity, Gender, Age and Marital Status

**What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)?**

As per the Council's Equal Opportunities Form.

### **11. Publication of policy**

**How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, publishing information in accessible formats, etc.)?**

Internal policy, which will be available to all employees on the Staffnet.  
Distribution to all Directors, Heads of Service and Operational Managers for filtering to all staff within the Council.  
Copy provided to Trade Union Representatives who are involved in the consultation process

### **12. Further action**

Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

### **13. Completed Impact Assessments:**

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be submitted to a review panel to assess and discuss any further information or action required and subsequently published on the Council's website.

### **14. Authorisation**

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

Approved by (name): Adrian Unsworth

Date: 19 August 2008

Designation: Operational Manager Human Resources