



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

School/ Department	Human Resources
Date	March 2011

Name of Policy*
RECRUITMENT AND SELECTION POLICY

What are the aims, objectives & projected outcomes?

The Recruitment & Selection Policy and Procedure provides line managers and employees with information on procedural requirements for a successful recruitment campaign.

The operation of the procedure will provide a fair, systematic and effective process for recruitment and selection which:

- ensures the appointment of the best candidate for the post on the basis of objective criteria which includes qualifications, experience, skills and knowledge
- enables the filling of vacancies within agreed timescales in a cost effective manner
- eliminates unlawful discrimination
- recognises internal redeployment requirements, as necessary.

This is a new policy	No
This is a change to an existing policy <i>(Check whether original policy was equality impact assessed. If so, review and update Action Plan).</i>	Yes
This is an existing policy	No

Will the policy have an impact on students, staff or members of the public?	Yes
Are particular communities or groups likely to have different needs,	Yes

* The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents

experiences and/or attitudes in relation to the policy?	
Are there any aspects of the policy that could contribute to equality or inequality?	Yes
Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?	Yes
<p>If you answer YES to any of these questions, go on to the full EIA. If you answer NO to all of these questions, please provide appropriate evidence and sign off.</p>	

<p>This policy was screened for impact on equalities. The following evidence has been considered. No full equality impact assessment is required.</p>	
<p>N/A</p>	
Senior Manager sign-off	
Date	

Please return the completed form to Roz Caplan, Conservatoire Equality and Diversity Officer either by internal mail or by email to: r.caplan@rcs.ac.uk

FULL EQUALITY IMPACT ASSESSMENT

School/ Department	Human Resources
Date	March 2011

Name of Policy
RECRUITMENT AND SELECTION POLICY

What are the aims, objectives & projected outcomes?
<p>The Recruitment & Selection Policy and Procedure provides line managers and employees with information on procedural requirements for a successful recruitment campaign.</p> <p>The operation of the procedure will provide a fair, systematic and effective process for recruitment and selection which:</p> <ul style="list-style-type: none">▪ ensures the appointment of the best candidate for the post on the basis of objective criteria which includes qualifications, experience, skills and knowledge▪ enables the filling of vacancies within agreed timescales in a cost effective manner▪ eliminates unlawful discrimination▪ recognises internal redeployment requirements, as necessary.

1 SCOPING THE EIA

1.1 Scope of the EIA work
<p>The existing policy has been updated to ensure coverage of all equality strands.</p> <p>Data collection includes asking applicants to complete an equal opportunities monitoring form along with their application. This information is then recorded. The HR Department will then be able to compile reports about how many staff we have recruited within the different equality groups. The equal opportunities monitoring form explains that all information will be confidential and will not have an impact on the final recruitment decision. Within this policy, an equal opportunities section has been developed which states that the Conservatoire welcomes applications from a diverse population and aims to prevent unlawful discrimination. Therefore, a picture has been built of who the Conservatoire has recruited in each equality group</p>

for which data is collected and how the Conservatoire can enhance its equality group coverage, by updating the recruitment policy.

The policy was circulated to the Conservatoire Consultative Forum for approval.

2 COLLECTING DATA

2.1 What relevant quantitative and qualitative data do you have?

This may include national research, surveys or reports, or research done by colleagues in similar areas of work.

Please list any evidence in the boxes below (complaints, satisfaction surveys, focus groups, questionnaires, meetings, email, research interviews etc) of communities or groups having different needs, experiences or attitudes in relation to this policy/guidance/operational activity.

Race	The Conservatoire employs staff members from a variety of ethnic backgrounds, which is detailed in personnel files and equal opportunities monitoring. However, as staff are not forced to disclose this information, this data may be minimal.
Religion or belief & non-belief	Equal opportunities monitoring should record the religious beliefs of staff members, however, data is incomplete as many staff members choose not to disclose this.
Disability	The Conservatoire currently employs 24 full time and 10 part time staff members who have declared disabilities, as per the data provided in the Disability Equality Scheme. However, data may be minimal, as many candidates/employees may choose not to disclose a disability.
Gender	Gender of each applicant is recorded at recruitment stage, in relation to the equal opportunities monitoring form.
Gender Identity	There is no data currently available in this area.
Sexual Orientation	There is no data currently available in this area.
Age	The Conservatoire employs staff who are a variety of ages, as detailed in personnel files, therefore there is no significant impact on this equality group at the recruitment stage.

2.2 What are the overall trends/patterns in this data?

There are currently no specific equality issues raised regarding recruitment of staff members, based on the data currently recorded. There have been no recorded complaints based on these equality groups where the decision has been taken not to appoint a candidate at the recruitment stage. Although data supplied by candidates is not complete, the Conservatoire can illustrate and justify that they appoint candidates based on their ability to perform and not due to the equality groups they may belong to, due to the comprehensive recruitment paperwork which is required to be completed (this includes rationales for decisions made throughout the recruitment process).

2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?

Going forward, it may be worthwhile to ask staff to complete a regular monitoring survey (containing the same information as the anonymous survey undertaken last year) so the amount of data collected increases and the Conservatoire obtains an overall picture of which staff member belongs to which equality group. If a candidate has been successful in obtaining a position and did not complete an equal opportunities monitoring form at the recruitment stage, this could be incorporated into the HR induction process.

Recruitment and selection training sessions are currently conducted by the HR department, and includes discussion on equality and diversity whilst recruiting for Conservatoire staff. It is important to ensure that further recruitment training sessions are conducted on a on-going basis, in order to maintain a consistent level of feedback from staff members regarding equality in recruitment.

3 INVOLVING AND CONSULTING STAKEHOLDERS

In this section, describe the data you have gathered through stakeholder involvement and engagement.

3.1 Internal and external consultation and Involvement:

(e.g. with other Departments, Staff (including support groups), Students etc

This policy was circulated to the Consultative Forum for amendment and approval. Recruitment and Selection training sessions were also conducted based on the policy, to allow staff to give feedback on the policy. There were no issues within the policy highlighted at the training sessions which would significantly impact equality groups. The staff felt it was beneficial to highlight equality and diversity in the training session, to ensure they felt comfortable being involved in the recruitment process.

4 ASSESSING IMPACT

In this section please record your assessment and analysis of the evidence. This is a key element of the EIA process as it explains how you reached your conclusions, decided on priorities, identified actions and any necessary mitigation.

4.1 Assessment of the impact

Shortlisting/interview panel members do not have access to equal opportunities monitoring forms, therefore no recruitment decision could be based on religious beliefs, gender identity and sexual orientation.

The shortlisting assessment and interview assessment forms mentioned in the policy should be completed by each panel member and therefore provide details as to why a candidate was not appointed for the post, based on criteria in the job description. Therefore the Conservatoire should be able to justify that the reason an individual was not appointed was not based on disability, gender race or age (although panel members do not have access to monitoring forms, these equality groups may be visually obvious at the interview stage and we need to ensure that a decision on whether to appoint is not based on these groups).

The existing policy has been updated to ensure candidates with a disability continue to be treated fairly, for example, considerations to be taken at the advertising stage (receiving application paperwork in different format), shortlisting stage (interview guarantee if an applicant is disclosed as disabled and meets minimum criteria for the post) and interview stage (consideration regarding suitable assessment, easy access to interview venue). The

shortlisting and interview panel members are now informed by letter from the HR dept if any candidates have disclosed their disability on the application form, so appropriate measures can be put in place.

Applicants are now not asked to disclose their date of birth, which previously could have had an impact on the age equality group.

With these measures in place, there should be no significant impact on any equality group.

Now complete the EIA Report and Action Plan.

5 REPORT, ACTION PLANNING AND SIGN OFF

5.1 EIA Report

The EIA Report is a concise summary of the results of the full EIA. A template is provided at Annex A. A template for the action plan is at Annex B.

5.2 Sign-off

Now submit your EIA and related evidence for clearance.

Date of completion of EIA	March 2011
Compiled by	Fiona Ligertwood
Senior Manager sign-off	Jackie Russell
Date to Equality + Diversity Officer	March 2011
Date of publication of EIA Report	November 2011
Review date	March 2012

5.3 Publication and Review

Ensure that the EIA Report including the Action Plan are published alongside your policy/guidance/operational activity.

Equality Impact Assessment Report

Recruitment and Selection Policy Impact Assessment Report - March 2011

BACKGROUND

- The Recruitment & Selection Policy and Procedure provides line managers and employees with information on procedural requirements for a successful recruitment campaign.
- The operation of the procedure will provide a fair, systematic and effective process for recruitment and selection which:
 - ensures the appointment of the best candidate for the post on the basis of objective criteria which includes qualifications, experience, skills and knowledge
 - enables the filling of vacancies within agreed timescales in a cost effective manner
 - eliminates unlawful discrimination
 - recognises internal redeployment requirements, as necessary.

SCOPING THE EIA

- The beneficiary of this policy is the Conservatoire staff members
- Data collection involved researching the staff recruited under this policy through personnel records and if the policy could have an impact on any particular equality group
- The policy was reviewed by the Conservatoire Consultative Forum and staff members through Recruitment and Selection training sessions

COLLECTING DATA

- The Conservatoire collates data from some of the equality groups, however this data is minimal as HR department do not enforce staff to provide this. For example, we may not know a staff member's ethnicity or religious belief. There is currently no data available for gender identity and sexual orientation. The Conservatoire therefore needs to work with the data it has, however this may be minimal.
- The data regarding current staff members and the equality groups they belong to was looked at to ensure that a fair and consistent recruitment process, as stated in the policy.

INVOLVING AND CONSULTING STAKEHOLDERS

- This policy was circulated to the Consultative Forum for amendment and approval. Staff members who attended the Recruitment and Selection training session were also asked for feedback. There was no feedback to suggest that there would be a significant impact to any equality groups.

ASSESSING IMPACT

- Shortlisting/interview panel members do not have access to equal opportunities monitoring forms, therefore no recruitment decision could be based on religious beliefs, gender identity and sexual orientation.
- The shortlisting assessment and interview assessment forms mentioned in the policy are completed by each panel member and therefore provide details as to why a candidate was not appointed for the post, based on criteria in the job description. Therefore the Conservatoire should be able to justify that the reason an individual was not appointed was not based on disability, gender race or age (although panel members do not have access to monitoring forms, these equality groups may be visually obvious at the interview stage and we need to ensure that a decision on whether to appoint is not based on these groups).
- The existing policy has been updated to ensure candidates with a disability continue to be treated fairly, for example, considerations to be taken at the advertising stage (receiving application paperwork in different format), shortlisting stage (interview guarantee if an applicant is disclosed as disabled and meets minimum criteria for the post) and interview stage (consideration regarding suitable assessment, easy access to interview venue).
- Applicants are now not asked to disclose their date of birth, which previously could have had an impact on the age equality group
- With these measures in place, there should be no significant impact on equality groups.

ANNEX B - Action Plan

ACTION / ACTIVITY	OWNER AND INTERESTED STAKEHOLDERS	DEPENDENCIES / RISKS / CONSTRAINTS	COMPLETION DATE	PROGRESS UPDATE
Staff survey to ensure the volume of data collected increases	HR dept	Ensuring that all staff members complete this may be difficult	December 2011	
Further recruitment training sessions to ensure a consistent level of feedback is maintained	HR dept	Ensuring staff members attend session (give 2 possible dates for session and plenty of notice)	May 2011 (are to be held at least once a term)	