

**Equality Impact Assessment (EIA) Recording Form**

Please refer to the notes and examples in the EIA Guidelines to help complete this record.

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| Title of Activity/Proposal/Policy/Practice | Staff Recruitment & Selection Policy and procedure | | EIA Team and Lead Member of Staff (names of all people involved in this EIA) | Director of HR & OD  Projects & Systems Assistant  HR Recruitment Coordinators | Date | November 2024 |
| Type of Policy/Practice/ (tick box) | New |  |
| Existing |  |
| Revised | X |

**Step 1 – Plan your process**

Considering the aims of the policy/proposal and the people will be involved.

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| What are the aims and purposes of the activity/ decision/ new or revised policy or procedure?  See Note 1 | This revised Policy and Procedure will aim to ensure that during the recruitment and selection process no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership or pregnancy or maternity.  All applicants who apply under the Disability Confident scheme or those who are an Armed Forces Veteran, Care Experienced or Minority Ethnic and who meet the minimum essential criteria for the role, will be guaranteed to be shortlisted and offered the opportunity of an interview.  At all stages of the recruitment and selection process, reasonable adjustments will be made to accommodate the particular needs of any applicant who informs the College that they have a disability within the meaning of the Equality Act 2010 (or has applied for the vacancy under the Disability Confident scheme). |
| Who will be affected?  See Note 2 | Job applicants and employees who apply any College vacancy positions, and managers will benefit from the clear framework and the process of recruitment and selection stated in this Policy and Procedure. |
| Who will be consulted?  See Note 3 | The College’s LNCs have responsibility for reviewing this policy prior to approval by the Senior Management Team. |

**Step 2 – Consider the Evidence**

What are the evidence we need and how we can gather them?

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| What evidence is available of how the policy/decision, etc. affects, or may affect, protected groups?  Evidence could be quantitative, qualitative or anecdotal.  Do we have enough evidence to judge what the impact may be?  See note 4 | All information during the recruitment and selection process, such as application forms, shortlisting forms, selection scoring matrices, and interview notes should be passed to Human Resources for monitoring the fair, transparent and consistent approach of whole recruitment processes. This information is permanently deleted after 6 months of the recruitment campaign in line with the requirements of the Data Protection Act.  HR produce annual dashboards on gender, ethnicity and disability in recruitment that analyse the ethnicity proportions of job applicants, those shortlisted and appointed to job vacancies. These are benchmarked against census data for Edinburgh.  Ongoing review and discussion with both EIS-FELA and Unison on the implementation of the updated policy and procedure may provide evidence going forward, where feedback has been received on the processing and management of recruitment and selection processes.  Going forward, it would be useful if we could monitor the reasonable adjustment information closely, e.g. how many and what sort of the reasonable adjustment have been requested and arranged.  HR will ensure that the updated policy & procedure is available on the intranet and available to all employees. |

**Step 3 – Assessing the impact**

This involves:

* Considering relevant evidence relating to people who share a protected characteristic
* Assessing the impact of applying a decision of a new or revised policy or practice against the needs of the Public Sector Equality Duty (PSED) and each protected characteristic.

How will the policy / decision help the College to comply with the Public Sector Equality Duty?

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| **Eliminating discrimination, harassment, and victimisation** | **Advancing equality-**   * **Removing disadvantage** * **Meeting different needs** * **Encouraging participation** | **Fostering good relations**   * **Tackling prejudice** * **Promoting understanding** |
| This Policy and Procedure provides a clear framework of entire recruitment & selection processes with detailed guidance for each responsible party.  As part of process, all applicants are requested to provide protected characteristics information for statistical purpose, however, this information is saved separately and is not made available to the recruiting manager and the selection panel. | The recruitment website makes it clear that applications are welcome from all sections of the community and that applicants form a BAME ethnicity, care experienced, disabled and former veterans and reservists are guaranteed an interview if they meet the essential criteria for the post. | The selection panel should consist of two or more people. It is advised that recruiting managers do not interview alone as a more balanced objective assessment can be reached when more than one person is involved.  All recruiting managers should have completed the College Recruitment and Selection training. |

See Note 5

Key Questions to ask:

1. What potential positive/neutral/negative impacts can be identified?
2. What does evidence demonstrate about positive/neutral/negative impacts for different protected characteristic groups? E.g. statistics on participation, progression or outcomes, feedback or complaints
3. Does the policy/procedure/practice/decision take account of the needs of people with different protected characteristics? How is this demonstrated?
4. Does it affect some groups differently? Is this proportionate?

See Note 6

| Protected characteristic | Potential  Positive Impact Y/N | Details of Expected Positive Impact | Potential Negative Impact Y/N | Details of Expected Negative Impact |
| --- | --- | --- | --- | --- |
| Age | Yes | The College has an older age profile and there is no age bar to recruitment. | Yes | Selecting the most appropriate media for advertising or choosing a selection testing in addition to the interview may cause disadvantage for certain age group of candidates or employees. |
| Disability | Yes | At all stages of the recruitment and selection process reasonable adjustments will be made to accommodate the particular needs of any applicant who informs the College that they have a disability. | Yes | Some applicants or employees with disabilities may not request reasonable adjustments. |
| Gender reassignment | Yes | This information provided by candidates is saved separately and not passed to selection panel in order to avoid any cause for bias. | Yes | The name provided in the application form may not match the expecting feature when they attend an interview, e.g. male name but the applicant has a female appearance. |
| Marriage/civil partnership (relevant in employment law) | Yes | This information provided by candidates is saved separately and not passed to selection panel in order to avoid cause any bias. | Yes | People may feel offended if they are being asked about their relationship status for equality opportunity monitoring purpose as it is not directly relevant to the role. |
| Pregnancy and Maternity | Yes | This information is not included in the equal opportunity monitoring form and any pregnant employee is entitled to maternity leave and pay provisions. | Yes | There may be a concern from a pregnant applicant that they will not be appointed as they will be going on maternity leave. |
| Race | Yes | This information provided by candidates is saved separately and not passed to the selection panel. | Yes | Recruiting manager or selection panel is most likely to be white Scottish or white European based on the current College population, which may influence their judgement. |
| Religion or belief | Yes | This information provided by candidates is saved separately and not passed to the selection panel. | Yes | Recruiting manager or selection panel is most likely to be white Scottish or white European based on the current College population, which may influence their judgement. |
| Sex | Yes | This information provided by candidates is saved separately and not passed to the selection panel. Recruiting managers are aware of gender imbalance where it exists and are aware of the need to rebalance gender if possible. | Yes | There is unbalanced gender ratio in certain area, so the judgment of selection panel may be biased. |
| Sexual orientation | Yes | This information provided by candidates is saved separately and not passed to selection panel in order to avoid cause any bias. | Yes | Similar to above, the judgment of selection panel may be biased based on the working circumstance. |

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| Other  characteristic  See Note 7 | Potential  Positive Impact Y/N | Details of Expected Positive Impact | Potential Negative Impact Y/N | Details of Expected Negative Impact |
| Social deprivation | Yes | This information provided by candidates is saved separately and is not passed to the selection panel | Yes | Based on this Policy and Procedure, travel and subsistence expenses incurred as part of the selection process will not normally be reimbursed, that may impact for the candidates from social deprivation area. |
| Care Experienced people | Yes | Addition to the above, all applicants who are disabled, a veteran, reservist, care experienced or from a minority ethnicity and they meet the essential criteria for the role, will be guaranteed an interview. | Yes | Due to the potential disruptive upbringing, they may not have a full information to fill in the application form or be reluctant to disclose all information. |
| People with caring responsibilities | Yes | This information provided by candidates is saved separately and is not passed to the selection panel. | Yes | They may fear to disclose their caring responsibility. |
| Any other groups that need to be taken in consideration? | No |  | No |  |

**Step 4 – Acting on the results of the assessment.**

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| What actions can be taken or amendments made to policy to reduce the negative impact?  See note 8 | Ensure recruiting managers have attended recruitment & selection training. |
| Is there a need to address any gaps in evidence? | HR will continue to monitor recruitment for the disability, gender and ethnicity of applicants to identify if particular groups are disproportionately unsuccessful.  Regular requests for general feedback on the implementation of this policy/procedure from the Unions at local JNC meetings.  HR will, on occasion, collect feedback from candidates on their experience of the College’s recruitment process. |
| How will equality be advanced/ good relations be fostered? | This policy and procedure aim to supports all applicants and employees to be treated fairly and equally. The clear policy and detailed procedure should help all recruiting managers and relevant parties to understand the entire processes. |
| Who has been involved in carrying out this assessment? | HR team. |
| If you cannot fully review the impact now, what else must be done, by/with whom and why? |  |

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| **Recommended decision:** (place an x against relevant outcome)  See note 9 | Outcome 1: Proceed – no potential identified for discrimination or adverse impact, and all opportunities to promote equality have been taken |  |
| Outcome 2: Proceed with adjustments to remove barriers identified or to better promote equality | **X** |
| Outcome 3: Continue despite having identified some potential for adverse impact or missed opportunity to promote equality |  |
| Outcome 4: Stop and rethink as actual or potential unlawful discrimination has been identified |  |
| Any other recommendations? | | |
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**Step 5: The monitoring and review stage**

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| **Plan actions to reduce negative impact, advance equality and monitor the impact of the policy, proposal or decision**   * Please indicate if there is any data which needs to be collected as part of action to be taken and how often it will be analysed. * Indicate how the person responsible will continue to involve relevant groups and communities in the implementation and monitoring of the policy, etc. * How will the impact of the policy/procedure/decision be monitored?   See Note 10 | | |
| **Action to be Taken:** | **Person Responsible:** | **Completion/Review Date:** |
| Arrange training for recruiting managers on recruitment & selection so they can implement it appropriately and supportively. | Director of HR & OD / OD Manager | Ongoing |
| Run annual statistical reports on cases which were active/live during this period by each protected characteristic to identify if those in any particular group(s) are being disproportionately affected. | Systems Team | Ongoing - annual |
| Provide additional support and any reasonable adjustments for individuals who requires. | HR Recruitment Coordinators and recruiting managers | Ongoing |
| Provide additional advices and support to recruiting managers if required. | HR Partners | Ongoing |
| Regular reviews at LNC meetings to be undertaken with unions to request any appropriate general feedback on the impact of the implementation of the policy & procedure. | Director of HR & OD | Ongoing |
| Undertake a 3-yearly review of the policy and procedure, or sooner if legislative changes require it, to ensure it remains in line with current legislation, terminology etc. | Director of HR & OD | Ongoing – every 3 years |
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| **Signature of Lead:**  **Director of HR & OD** **Date: 7 November 2024** | | |

**Step 6 – Review and Publication**

See Note 11

Please send the completed EIA record to [equality@edinburghcollege.ac.uk](mailto:equality@edinburghcollege.ac.uk) for

* review by Quality and Improvement;
* publication in whole or in part on the College website.

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| **Date of Review** | **17 December 2024** |
| **Date of Publication** | **11 March 2025** |