

Equality Impact Assessment Screening

The Generic Equality Impact Assessment Guidance must be referred to used when completing this form.

Service Area/Team: Resources
Name, type or title of policy, function or proposal: Recruitment & Selection Policy & Procedure
Date of assessment: 29.01.08

1. Aims/purpose of relevance of policy, function or proposal – (This can often be explained in one or two sentences, but if a more detailed account is necessary please do not feel restricted by this)

It is Torfaen County Borough Council's intention to take the lead in setting excellent employment standards by demonstrating best practice. This aim will be achieved through continual improvement, development and evaluation of our whole approach to people management. It is through effective recruitment and people management that we will be recognised as an employer of choice.

2. Examination of available information (this might include knowledge gained from equality training, previous local or national research or surveys. It may also be evident from particular complaints made to the Council)

Specific requirements are placed upon the Council in relation to its employment function under various pieces of equalities legislation. In aiming to meet its responsibilities it also recognises that to employ and retain "talented people with the right skills and motivation" it needs to recruit from the widest employment pool.

3. Screening process for relevance to Diversity, Equality or Community issues – Is the policy, function or proposal likely to have a positive or negative impact? – Whilst the policy may not affect all equality groups it may have an affect on a particular group or a number of group. (think in the broadest sense – does this policy have the capacity to adversely or positively affect people because of their gender, disability status, race, age, religion, language issues or sexual orientation)

(i) Will the policy, function or proposal have significant positive or negative consequences for a particular group, community or person the organisation serves or employs?

Yes No

Explain: **This is core HR Policy document fundamental**

<p>to ensuring consistency in practice and the delivery of a talented and diverse workforce, therefore affecting all groups.</p>	
<p>(ii) Will any part of the policy, function or proposal discriminate unlawfully, directly or indirectly, against people from any groups?</p> <p>Explain: It is intended that the operation of this policy will ensure consistent and appropriate compliance with the relevant equality legislation.</p>	<p><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>(iii) Is the policy, function or proposal likely to affect equality of opportunity for any group or individual?</p> <p>Explain: The policy is intended to ensure fair treatment of all potential employees of Torfaen CBC.</p>	<p><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>(iv) Is the policy, function or proposal likely to damage relations between any particular groups or between the organisation and those groups?</p> <p>Explain: As iii.</p>	<p><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>(v) Are there any other community concerns or risks to communities arising from the policy or proposals?</p> <p>Explain: The policy needs to be understood as intending to ensure fair treatment for all people within the recruitment process. Some parties may consider it to be insufficiently proactive in achieving equality issues.</p>	<p><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>(vi) Is the policy, function or proposal likely to promote positive attitudes towards others and encourage their participation in public life?</p> <p>Explain: By having good employment policies the Council will draw its workforce from the widest community, which in turn helps to raise standards of service and participation.</p>	<p><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

From the answers supplied. You must decide if the policy, functions or proposal impacts upon diversity, community or equality issues. Choose from a High, Medium or Low priority. If High or Medium, complete the relevant form (Full Equality Impact Assessment). If the policy, function or proposal is of a Low priority, the process is complete.

Summary of Screening Process Decision: High Medium Low

Full Impact Assessment Required Yes – complete relevant form No

<p>Signed:</p> <p>Position:</p> <p>(Manager undertaking Screening)</p>	<p>Date:</p>
<p>Signed:</p> <p>Position:</p> <p>(Service Area Lead Officer)</p>	<p>Date:</p>