

Stafford Borough Council Community Impact Assessment

Part 1 - Details

Title Of Community impact Assessment	Recruitment and Selection Policy	
Date Conducted	11.11.14	
Name Of Lead Officer and Service Area	Wendy Jennings Human Resources	
CIA Team	Wendy Jennings/Louise Bell	
Head Of service	Neville Raby	
What are you assessing? Indicate with an 'x' which applies-	A decision to review or change a service	<input type="checkbox"/>
	A strategy	<input type="checkbox"/>
	A policy or procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input type="checkbox"/>
	Being reviewed	<input checked="" type="checkbox"/>
	Being reviewed as a result of budget constraints	<input type="checkbox"/>

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Part 2 – Summary of Assessment

Set out the aims/objectives/purposes/outcomes of the area you are impact assessing and give a summary of the changes you are proposing?

Ensure equality of opportunity for anyone who is seeking employment. The policy has been in place for a considerable period of time. The introduction of a web-based recruitment solution has enhanced service delivery and provides up to date information to those seeking employment.

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

Who is the proposal intended to affect or benefit (the target population)?

All members of the community seeking employment.

Part 3 - Equality Strands

Indicate which equality areas are likely to be affected by the proposals?

Equality Strand	Positive	Negative
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Part 4 – Evidence and Impact

From evidence given from the previous question what actions, if any, will you need to take against each of the following equality stands:

Age	No age limit other than statutory requirements to work
Disability	Provide support for applications/interviews and adjustments as appropriate and seek Occupational Health guidance as necessary. Accredited with Disability Two Ticks, which ensures that disabled employees meeting the essential criteria are always guaranteed an interview. Have held this for a considerable period of time and is subject of annual assessment.
Gender Reassignment	Not relevant as managers do not see this data when selecting applicants for interview.
Marriage and Civil Partnership	Not relevant as managers do not see this data when selecting applicants for interview
Pregnancy and Maternity	Not relevant as not asked to disclose
Race	Not relevant as managers do not see this data when selecting applicants for interview
Religion or belief	Not relevant as managers do not see this data when selecting applicants for interview
Sexual Orientation	Not relevant as managers do not see this data when selecting applicants for interview
Sex	Not relevant as managers do not see this data when selecting applicants for interview

Part 5 – Community Cohesion and Inclusion

Briefly explain how the proposals contribute to community cohesion and inclusion?

How will it provide equality of access to services, information and employment?	All vacancies advertised on intranet, internet and range of media appropriate to the vacancy.
Does it or could it celebrate diversity?	Yes, accept applications from all parts of the community and sensitive data not available as part of the selection process.
Will it or could it promote good relationships within and between communities	See above – inclusive approach
How will it help to prevent social exclusion?	See above – inclusive approach

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How will it help to reintegrate those who have become excluded	See above – inclusive approach
How will it provide good quality, inclusive services	Applicants selected on basis of skills required to fulfil role and responsibilities as defined in the job description/person specification.

Part 6 – Consultation and Engagement

Describe what consultation has been undertaken on the proposals, who was involved and the outcome.

Not relevant. Policy meets/exceeds requirements in terms of statutory requirements and takes account of best practice. Application forms were reviewed in order to promote exclusivity as relevant to a job.

Part 7 – Sign off

Head of Service:

I am satisfied with the results of this EIA
*The findings will be referred to within Service Plans and targets built around these. I agree to review the Action Plan after 12 months

Signature and Date of Head of Service:



11.11.14

If you have any queries about using Community Impact Assessments, Please contact:

Louise Bell - 01785 619656 or email: lbell@staffordbc.gov.uk

If Louise is unavailable then please contact:

Tracy Redpath - 01785 619195 or email: redpath@staffordbc.gov.uk

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Action Plan and review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the equality areas, you should explain why

Impact(positive or negative) identified	Proposed action	Person(s) responsible	Where will action be monitored?(e.g., Directorate Business Plan, Equality Action)	Target date	Required outcome

Could making the changes in any of the above areas have a negative effect in other groups? Explain why and what you will about this.

Review

Your CIA should be reviewed at least every four years, less if it has significant impact on people.

Please enter the date your CIA will be reviewed.....You should review progress on your CIA action plan annually