

## BTPA Initial Equality Impact Assessment – Recruitment Procedure

Name of policy to be assessed	Recruitment Procedure	Date of assessment	13 October 2011
Names of assessment team members	Lucy Barrick Sam Elvy	Is this a new or existing policy?	New
1. Briefly describe the aims, objectives and purpose of the policy	The Recruitment Procedure is a 'how to' guide for BTPA. It ensures that the correct procedures are followed for both chief officer and staff recruitment. Thus ensuring a fair and transparent process and accessible advertising.		
2. Are there any associated objectives of the policy? Please explain.	<ul style="list-style-type: none"> <li>The Authority aims to attract candidates from all sections of society as such the policy is designed to ensure that the advertising of vacancies reaches far and wide and takes into account the various requirements of potential candidates.</li> </ul>		
3. Who is intended to benefit from this policy and in what way?	Potential candidates and the organisation by attracting the best people following a fair and transparent process.		
4. What outcomes are wanted from this policy?	<ul style="list-style-type: none"> <li>Fair and transparent recruitment procedures</li> <li>Recruitment that is as accessible as possible</li> <li>Successful outcome</li> </ul>		
5. What factors/forces	<ul style="list-style-type: none"> <li>If line managers interpret the policy differently and use their discretion to create inconsistency</li> </ul>		

IEIA Recruitment Procedure

could contribute/detract from the outcomes?	<ul style="list-style-type: none"> <li>If staff do not follow the policy because they do not understand it or do not agree with it.</li> </ul>		
6. Who are the main stakeholders in relation to the policy	BTPA Executive Team	7. Who implements the policy and who is responsible for the policy?	Business Manager
8. Are there concerns that the policy <u>could</u> have differential impact on racial groups?	Y/N	Please explain	The policy is not currently available in alternative languages so may not be accessible to non-English readers.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
9. Are there concerns that the policy <u>could</u> have differential impact due to gender?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
10. Are there			The Policy is not currently available in other formats so may not be accessible

IEIA Recruitment Procedure

concerns that the policy <u>could</u> have differential impact due to disability?	Y/N	Please explain	to people with visual impairments/learning difficulties. The policy ensures that disability related sickness is not counted towards unsatisfactory attendance.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence gathered to date but presume it could be an issue.		
11. Are there concerns that the policy <u>could</u> have differential impact due to sexual orientation?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
12. Are there concerns that the policy <u>could</u> have differential impact due to age?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
13. Are there concerns that the			

IEIA Recruitment Procedure

policy <u>could</u> have differential impact due to religious belief?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy <u>could</u> have differential impact due to people having dependents/caring responsibilities?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
15. Are there concerns that the policy <u>could</u> have differential impact due to people having an offending past?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		

IEIA Recruitment Procedure

16. Are there concerns that the policy <u>could</u> have differential impact due to people being transgendered or transexual?	Y/N	Please explain	
What existing evidence (either presumed or otherwise) do you have for this?	N/A		
17. Could the differential impact identified in 8-16 above amount to there being the potential for adverse impact for this policy?	Y/N	Please explain	Not offering the policy in alternative languages/formats could potentially exclude users who do not read in English or who have visual impairments/learning difficulties.
18. Can this adverse impact be justified on the grounds of equality of opportunity for one group? Or any other reason?	Y/N	<b>Please explain for each equality heading separately</b> Reasonable adjustments can be made to make the policy available in alternative languages /formats	
19. Should the policy proceed to a full impact assessment	Y/N	20. If yes, is there enough evidence to proceed to a full EIA? <b>Y/N</b>	
		21. If no, are there any changes required to the policy to improve it around the equality agenda? Add a note to the policy to say that it can be made available in alternative languages/formats on	

IEIA Recruitment Procedure

		request
--	--	---------