

**Equality and Human Rights Impact Assessment (EqHRIA)**

# Summary of Results

## Policy/Practice Name:

Recruitment and Selection (Authority/Police Staff)

## Owning Department:

People and Development

## Date EqHRIA Completed:

05/12/2022

## Purpose of Policy/Practice:

The procedure sets out the principles of our approach to the recruitment and selection of authority/police staff which is in line with our core values and responsibilities under the public sector equality duty.

## Summary of Analysis / Decisions:

### What the assessment found, and actions already taken.

Recruitment processes are subject to ongoing monitoring including Equality and Diversity monitoring to make sure our practices are not adversely impacting any particular groups. Annual Equality and Diversity Employment Monitoring reports include recruitment data and findings.

Potential bias

Role profiles and job adverts are designed to avoid any potential bias by ensuring that all criteria identified as essential are necessary and that any criteria that could impact on particular groups are required and justifiable. The language used is considered to avoid any potential bias.

Recruitment decisions should be based on merit

At least one of the panel members should have completed formal recruitment and selection training. Online training in recruitment and selection skills and unconscious bias are also available and strongly encouraged.

Access to vacancies when absent or on annual leave

Staff can sign up for job alerts so they know when any new vacancies are posted. Guidance on how to sign up for job alerts was written into the procedure.

Potential barriers

Positive action initiatives can be used to promote equality of opportunity and encourage applications from people from under-represented groups. The job advert can also be used to promote hybrid and flexible working to encourage applications from a more diverse and wider audience. The procedure confirms we will look at requests that will prevent any candidate being placed at a disadvantage and this would include considering arrangements to accommodate childcare issues or shift workers, where possible. The ability to complete an online application relies on access to ICT and the impact of this was considered against the protected characteristics.

## Summary of Mitigation Actions:

### What the assessment found, and actions already taken.

Development work on e-recruitment system is ongoing and should be completed within the next 12 months. This will allow staff to access internal job opportunities and vacancies through the e-recruitment system.

The Recruitment Team will continue to look at requests that prevent any candidate being placed at a disadvantage. This will be done on an ad-hoc basis. There is also a live tracker that provides a breakdown of equality and diversity information. The information is discussed by the Recruitment Management Team at weekly meetings and can be used to identify trends or barriers. As a public sector organisation we have a duty to publish equality outcomes and report progress.

We will look at a positive communication strategy around our recruitment practices and being a disability confident employer. This will confirm our status as a disability confident employer and encourage candidates to contact us to find out what support is available or how to request a reasonable adjustment if they are unable to complete an application online.