

Equality Impact Assessment Form

Revised September 2010



(Equality target groups are those which cover the 9 protected characteristics under the Equality act 2010: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex (as in male or female) and sexual orientation)

When completing the equality impact assessment, please remove wording not applicable to what you are assessing e.g. service, policy, procedure, practice or project

Part 1 Aims & implementation of the service, policy, procedure, practice or project

This section is the title of what is being assessed, responsible officers, purpose, where it fits within the council's wider aims and how it supports the legislation to eliminate unlawful discrimination and the promotion of equal opportunities. *(Please refer to the guidance for additional information)*

1.1 What is being assessed

CRB Guidance for Managers

1.2 Officer(s) and section or service responsible for completing the assessment

Paul Littler, Human Resources

1.3 What is the main purpose or aims of the service, policy, procedure, practice or project

To provide information and guidance on the appropriate use of Criminal Record Bureau checks

1.4 Who is affected by the service, policy, procedure, practice or project? Who is it intended to benefit and how?

The guidelines affect all managers as part of the Safer Recruitment process

1.5 Has the service, policy, procedure, practice or project been promoted or explained to those it might affect directly or indirectly?

These guidelines will be advertised and made available on the intranet documents pages

1.6 How does the service, policy, procedure, practice or project contribute to better community cohesion?

The guidelines exist to ensure that there is a consistent and accurate approach to the requirement for carrying out CRB checks when appropriate for staff and volunteers. This affects the safeguarding responsibility of the Council in respect of the welfare and education of children under 16 and vulnerable adults.

1.7 How does the service, policy, procedure, practice or project fit in with the council's wider aims?

The guidelines fully support and adhere to the Council's commitment to safeguarding.

1.8 What is the relevance of the aims of the service, policy, procedure, practice or project to the equality target group and the council's duty to eliminate unlawful discrimination and promote equality of opportunity?

The guidelines apply equal treatment of all job applicants in relation to the need to

undertake pre-employment checks to support the Council's safeguarding responsibilities. The guidelines are therefore relevant to promoting equality of opportunity to all applicants.

1.9 How is, or how will the service, policy, procedure, practice or project be put into practice and who is responsible for it?

How is, or how will the scheme be put into practice and who is responsible for it?

The scheme will be applied via the practices of the Employment Services team at Westridge Shared Services, will be communicated to all managers via internal communication methods and is owned by Paul Littler within Human Resources.

Part 2 Consideration of data and research

To conduct the assessment, you will need information about service users and staff that provide the service. This section is to help you identify the sort of information that will be needed to help you assess whether there may be barriers to different equality groups who access your service, policy, procedure, practice or project. *(Please refer to the guidance for additional information)*

2.1 List all examples of quantitative and qualitative data or any consultation information available that will enable the impact assessment to be undertaken

The guidelines have been prepared following extensive research into best practice and the statutory requirements for the Criminal Record Bureau checks. Consultation took place with colleagues administering the process within Employment Services.

2.2 Equalities profile of users and beneficiaries

The users comprise all managers applying the guidelines and all potential and actual applicants. The beneficiaries are the widely diverse users of services both within and outside of the Council who will be potentially protected from inappropriate appointments of unsuitable workers.

2.3 Evidence of complaints against the service, policy, procedure, practice or project on the grounds of discrimination

There has been no complaint made against the guidelines to date.

2.4 What does the consultation, research and/or data indicate about the negative impact on the service, policy, procedure, practice or project

Research has not highlighted any negative impact regarding applying CRB checks in respect of any person to whom the Equality Act 2010 pertains.

2.5 What does the consultation, research and/or data indicate about the positive impact on the service, policy, procedure, practice or project

Throughout the research the primarily positive features of providing guidelines to managers have shown that better informed decisions are made that are in line with safer recruitment practices.

Part 3 Assessment of impact

Now that you have looked at the purpose etc of the service, policy, procedure, practice or project (part 1) and looked at the research (part 2), this section asks you to assess the impact, positive and negative, of the service, policy, procedure, practice or project on each of the protected characteristics of the Equality Act 2010.

**3.1 Complete this section with the following information – relating to all of the identified groups Equality Act 2010 (protected characteristics)
(please refer to the guidance for additional information)**

Protected Characteristics	Negative	Neutral	Positive	Comments
Age		√		
Disability		√		
Gender Reassignment		√		
Marriage & Civil Partnership		√		
Pregnancy & Maternity		√		
Race		√		
Religion / Belief		√		
Sex (male / female)		√		
Sexual Orientation (LGB&T)		√		

Part 4 Measures to mitigate disproportionate or adverse impact or improve on neutral or positive impacts: (Please refer to the guidance for additional information)

4.1 If there is any negative impact on any target equality group identified in part 3, is the impact intended or legal?

n/a

4.2 Specify measures that can be taken to remove or minimize the disproportionate or adverse effect identified in part 3. If none were identified, identify how disproportionate or adverse effect could be avoided in the future.

Adverse affects may be avoided in the future by Managers consistently referring to safer recruitment guidelines, including undertaking only appropriate CRB checks when necessary

4.3 If there is no evidence that the service, policy, procedure, practice or project promotes equality, equal opportunities or improves relations within equality target groups, what amendments can be made to achieve this?

The guidelines are not intended to improve relations within equality target groups, but do provide a level playing field for all managers to appropriately determine the safeguarding requirements of a position and thus improve the protection to vulnerable people in the community

4.4 If a neutral or positive impact has been identified, can that impact be improved upon (continuous improvement)?

Not really as the guidelines exist to support managers when making recruitment decisions

4.5 How will any service, policy, procedure, practice or project be implemented?

Through communication and signposting

4.6 As 4.5 above please identify training requirements.

Training on use of the guidelines will appear through the Safer Recruitment training programme

Part 5 Conclusions & recommendations

This section ensures that what ever we are impact assessing, whether it be a service, policy, procedure, practice or project that ensure that we abide by the general and specific duties to promote race, disability and gender equality. *(Please refer to guidance for additional information)*

5.1 Does the service, policy, procedure, practice or project comply with equalities legislation?

Yes

5.2 What are the main areas requiring further attention?

n/a

5.3 Summary of recommendations for improvement

n/a

5.4 What equality monitoring, evaluation, review systems have been set up to carry out regular checks?

The guidelines will be reviewed every two years, or whenever there is change in legislation

5.5 When will the amended service, policy, procedure, practice or project be reviewed?

The current guidelines will be reviewed in September 2013

Part 6 Action / improvement plan

The table below should be completed using the information from the equality impact assessment to produce an action plan for the implementation of the proposals to:

1. Lower the negative impact, and/or
2. Ensure that the negative impact is legal under anti-discriminatory law, and/or
3. Provide an opportunity to promote equality, equal opportunity and improve relations within equality target groups, i.e. increase the positive impact

Please ensure that you update your service/business plan within the equality objectives/targets and actions identified below:

Area of negative impact	Changes proposed	Lead officer	Timescale	Resource implications	Comments
Age					
Disability					
Gender Reassignment					
Marriage & Civil Partnership					
Pregnancy & Maternity					
Race					
Religion / Belief					
Sex (male or female)					
Sexual Orientation					
Geographical location					
All of the above					

Part 6 continued – Equality Impact Assessment – Summary report

The results of equality impact assessments must be published. Please complete this summary, which will be used to publish the results of your impact assessment on the council’s website. Please access the Work tab of the council’s intranet and follow the instructions to upload your completed equality impact assessment on to the website.

Date of assessment

Officer’s name **Role**

Service, policy, procedure, practice or project that was impact assessed

Summary of findings

Summary of recommendations and key points of action plan

Groups that this policy will impact upon

Age	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>
Religion / Belief	<input type="checkbox"/>	<input type="checkbox"/>
Sex (male/female)	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>

