

# Dudley Group of Hospitals: Equality Impact Assessment

## Step 3: Assessment Tool

<b>Name of Policy or Service being assessed:</b> Recruitment Policy
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<b>Directorate:</b>	Human resources
<b>Service/ Department</b>	Human Resources

<b>Head of Service:</b> (who will sign off this EIA)	Janine Clarke
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<b>Lead Officer:</b> (completing this EIA)	Annette Reeves
<b>Date of EIA</b>	October 2009

<b>Names and roles of any other people supporting the EIA (e.g. advisory group)</b>

### **Section 1 - Introduction**

#### ***Identify the aims of the Policy/Service and rationale behind its delivery***

The aim of this section is to state the aim, objective or purpose of the policy/service:

<b>How does the policy fit in with the Trust's wider aims?</b>	1.1 The Trust's Recruitment and Selection Policy aims to promote equality and diversity. Discrimination on the grounds of sex, disability, age, sexual orientation, religion or race will not be tolerated and is against the law. The Dudley Group of
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	<p>Hospitals has a statutory duty to promote and demonstrate race, disability and gender equality.</p> <p>1.2 The Trust will monitor the ethnic background, age, gender and whether disabled, of people who express interest in posts, those who apply, are shortlisted and appointed.</p>
<p><b>Is the policy/service delivered by one department/directorate or in conjunction with other departments, agencies etc? Which?</b></p>	<p>This policy applies to the internal and external recruitment and selection of all employed (permanent and temporary) staff to the Trust</p> <p>As part of a devolved structure this policy will be delivered by all recruiting Departments/Directorates</p>
<p><b>State the underlying aims and objectives of the policy/service and what it is trying to achieve.</b></p>	<p>This policy aims to ensure that, when filling a vacant post, the person most suited to the post is selected. This principle will apply equally to internal promotions, secondments and acting up positions, as with external applicants</p>
<p><b>Who are the main stakeholders in relation to this policy/service?</b></p>	<p>All line managers</p>

***How is the policy/service delivered?***

<p><b>Is there a target group for this service or policy?</b></p>	<p>Internal and external candidates</p>
<p><b>Are there any eligibility criteria? If so state</b></p>	<ul style="list-style-type: none"> <li>• Original qualification certificates relevant to the position applied for as identified on the person specification**;</li> <li>• Proof of registration (if applicable)**;</li> <li>• Original birth certificate (or certified copy);</li> <li>• Marriage certificate (or a certified copy), where applicable;</li> <li>• Current passport and/or photo driving license;</li> <li>• National Insurance Number on an</li> </ul>

	official document (e.g. National Insurance Number Card, most recent payslip, P45, P60, etc)
<b>Is it in-patient/out-patient or staff service/policy?</b>	Staff policy
<b>Is the service in-house or contracted out?</b>	In house service
<b>Is it delivered by staff directly employed by the Trust or agency staff?</b>	Staff directly employed by the Trust

## **Section 2 - Data collection and analysis**

Impact assessment should aim to promote equality across the following six 'equality areas':

- Age
- Disability
- Ethnicity/Race
- Faith/religious belief
- Gender (includes gender identity)
- Sexual orientation.

*Note: Corporate data collection systems may not yet facilitate the collection of data for all these areas. Data collection may vary across service provision. (In some instances it may not be possible/appropriate to monitor each of the groups below. However, what data exists should inform the assessment and any gaps in data should be highlighted by the assessment).*

- **In the context of the policy or service being assessed, what equalities monitoring data is collected in relation to the following areas:**

*Note: this question may be more relevant to service areas than policies, should initially be applied to both).*

	Age	Disability	Ethnicity/ Race	Faith	Gender/ Gender identity	Sexual orientation
<b>Profile of service users</b>						
<b>Profile of staff delivering the service</b>						
<b>Profile of any training available and who has taken it up</b>						
<b><i>[Other relevant areas]</i></b>						

This information is available via NHS Jobs as all vacancies are advertised via NHS Jobs

Based on the above:

<b>What are the gaps in information required?</b>	None
<b>Do you have information on the profile of the local population (where relevant) or of the patient group or target group affected by the policy/service? Or do you know how to access this (this may be held corporately)?</b>	Yes this is available on the Trust Web site and the recruitment pattern matches the local population demographics.
<b>What steps need to be taken to address any of the above?</b>	None


### Section 3 - Broad Needs Analysis of the Policy or Service Area

Please set out your understanding of the needs of your service users and any barriers to having these needs met and any barriers to accessing/delivering your service.

<p><b>Does the customer profile of your service reflect the local population (where relevant) or the target group for the service/policy?</b> <i>(You may wish to refer to information held corporately by the Trust that has been drawn from census data).</i></p>	<p>Yes</p>
<p><b>How are people from each equality group reflected in the policy/take-up of services? Is there any under or over representation by certain groups? Are there any known explanations for this?</b></p>	<p>No</p>
<p><b>Are staff trained in equality awareness and cultural awareness relevant to the needs of your service user group? (Where staff are the 'user group', are managers trained)?</b></p>	<p>Yes</p>
<p><b>Are there any factors about the policy or the way the service is delivered that could have an equalities impact? Consider referral routes; physical access; translation and interpreting services etc.</b></p>	<p>No</p>
<p><b>What methods do you use to ensure that people from diverse groups and communities are reflected in the policy/have access to the service?</b></p>	<p>Applications open to all</p>

<p><b>Are there any measures in place, if appropriate, to ensure that traditionally excluded communities (e.g. minority ethnic groups, people with learning disabilities etc) are not excluded from the policy/have access to the service?</b></p>	<p>Applications open to all</p>
<p><b>Has the policy/service been subject to any complaints, which involve equality issues?</b></p>	<p>No</p>
<p><b>What relevant consultation exercises have been carried out over the last two years and/or are planned in the near future? (e.g. Patient Forums, community groups, special interest groups etc)</b>  (You may need to consult with groups as part of this assessment or as part of the action plan arising from the assessment)</p>	<p>Feed back from candidates</p>
<p><b>Were there/are there any implications for equalities groups arising from these consultations?</b></p>	<p>NA</p>

**Section 4 - Assessment**

Based on the information you have gathered above:

	<b>Age</b>	<b>Disability</b>	<b>Ethnicity/ Race</b>	<b>Faith</b>	<b>Gender/ Gender identity</b>	<b>Sexual orientation</b>
<b>Have you identified any differential impacts of the policy / service on any of the equality groups?</b>						
<b>Have you identified any good practice in promoting equality?</b>						
<b>In what way does the policy/ service work to eliminate discrimination?</b>						
<b>How does the policy / service promote equal opportunities ?</b>						



<p><b>How does the policy / service contribute to better community cohesion and good community relations?</b></p>						
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<p><b>Are there are groups other than the six 'equality groups' already considered that may be adversely affected by the policy?</b></p>	<p>No</p>
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**Section 5 - Adverse Impact and recommended actions**

Based on the above analysis:

<b>What if any, are the main areas where adverse impact has been identified/requiring improvement?</b>	NA
<b>Does the adverse impact amount to potential or actual discrimination? (If Yes, or you are not sure, please refer to your line manager or to Human Resources Dept for further advice and guidance.</b>	NA
	<b>ACTION PLAN</b>
<b>What measures that can be taken to remove or minimise any adverse impact identified or how adverse impact could be avoided in the future? Please list the specific actions and timescales for progressing these measures.</b>	NA
<b>What areas of good practice have been identified through the EIA process that could be replicated elsewhere?</b>	NA

## Section 6 - Monitoring and Review of policy

<b>The results of the EIA and action plan should be sent to the Medical Service Head, Matron or Head of Department as appropriate, so it can inform service planning and development.</b>	Date sent:
<b>Each policy/service has to be reviewed for equality impact every three years.</b>	Date for next review:

## Section 7 – Signing off

<b>Does this policy or service need to be referred for further assessment/legal advice?</b> <b>If Yes, please state what date your line manager and HR manager have been notified.</b>	Date:

**Lead officer** completing the assessment:

Name: Annette Reeves

**Head of Service, Matron or Head of Department** to sign off the assessment:

Name: Janine Clarke

Signed:

Date:

## **Section 8 –Publishing the results**

**We have a specific statutory duty to publish the results of EIAs and to have available results of the EIA and monitoring of any actions agreed.** This will include access to the assessment via the Trust’s website. As well as sending your completed EIA to your Head of Service, Matron or Head of Department **please also send it to:**

**Liz Abbiss, Head of Communications, Trust HQ.**

**Date sent:**

Thank you.