

A:

Standard Impact Assessment Document (SIA)

Section A

Q1: Name of Document

Recruitment Procedures

Q1 a; Function ☐ Guidance ☒ Policy ☐ Project ☐ Protocol ☐ Service ☐ Other, please detail ☐

Q2: What is the scope of this SIA

CSVJB ☒ Service Specific ☐ Discipline Specific ☐ Other (Please Detail) ☐
Wide

Q3: Is this a new development? (see Q1)

Yes ☐ No ☒

Q4: If no to Q3 what is it replacing?

Existing recruitment procedures

Q5: Person responsible for carrying out the Standard Impact Assessment?

P Wildman

Q6: Main SIA person's contact details

Name: Pete Wildman

Telephone Number: 01786 892204

Department: Assessors

Email: Peter.wildman@centralscotl
and-vjb.gov.uk

Q7: Describe the main aims, objective and intended outcomes

Aim is to ensure recruitment procedure is fair and non discriminatory and meets HM Baseline Personnel Security Standard

Q8:

(i) Who is intended to benefit from the function/service development/other(Q1) – is it staff, service users or both?

Staff ☒ Service Users ☐ Other ☒ Please identify – Potential Employees

(ii) Have they been involved in the development of the function/service development/other?

Yes X

No ☐

(iii) If yes, who was involved and how were they involved? If no, is there a reason for this action?

Comments: Staff and unions at CSVJB have been consulted and procedures closely based on Clackmannanshire Council's current procedures

(iv) Please include any evidence or relevant information that has influenced the decisions contained in this SIA; (this could include demographic profiles; audits; research; published evidence; health needs assessment; work based on national guidance or legislative requirements etc)

Comments: N/A

Q9: When looking at the impact on the equality groups, you must consider the following points in accordance with General Duty of the Equality Act 2010 see below:

In summary, those subject to the Equality Duty must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups

Has your assessment been able to demonstrate the following: Positive Impact, Negative / Adverse Impact or Neutral Impact?

What impact has your review had on the following 'protected characteristics':	Positive	Adverse/ Negative	Neutral	Comments Provide any evidence that supports your answer for positive, negative or neutral incl what is currently in place or is required to ensure equality of access.
Age			X	Age information is not available to leeting panel. Panel to be representative
Disability (incl. physical/sensory problems, learning difficulties, communication needs; cognitive impairment)	X			Guaranteed interview to a person with a disability who meets the essential person specification
Gender Reassignment			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Marriage and Civil partnership			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Pregnancy and Maternity			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status

Race/Ethnicity			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Religion/Faith			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Sex (male/female)			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Sexual orientation			X	Panel to be representative and application forms designed to ensure panel are unaware of applicants status
Staff (This could include details of staff training completed or required in relation to service delivery)	X			Staff have been trained in procedures

Q10: If actions are required to address changes, please attach your action plan to this document.
Action plan attached?

Yes ☐

No ☒

Q11: Is a detailed EQIA required?

Yes ☐

No ☒

Please state your reason for choices made in Question 11. Procedures are designed to be fair and non discriminatory and no negative aspects have been identified

If the screening process has shown potential for a high negative impact you will be required to complete a detailed impact assessment.

Date EQIA Completed

31/10/2013

Date of next EQIA Review

31/10/2016

Signature

Print Name

P Wildman

Department or Service

Assessors

Please keep a completed copy of this template for your own records and attach to any appropriate tools as a record of SIA or EQIA completed.