

Equality Impact Assessment Template – Policy, function or strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	Recruitment, Selection, Redeployment and Relocation Policy
b.	Responsible organisation(s)/Lead Service	Organisational Development (OD), Policy and Communications Service
c.	Lead Officer	Steven Spencer, Human Resources (HR) Advisor (HR Operations)
d.	Date of Impact Assessment	29/07/2024
e.	Partners/other Services involved in the development of the policy, function or strategy	Trade Unions, Managers, HR Advisors
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	<p>Historically, the Council’s Recruitment and Selection and Redeployment Policies were standalone documents. In an effort to make the information more accessible, the Recruitment, Selection, Redeployment and Relocation Policy combines these key talent management Policies into a single document. This integration also includes procedures for handling complaints about the recruitment and selection process.</p> <p>The purpose of the Policy is to establish a comprehensive framework that ensures fair, transparent, and inclusive processes across all recruitment, selection, redeployment, and</p>

¹ Please attach details of the policy, function or strategy to this Template

		relocation activities. The Policy aligns with The Equality Act 2010, The Employment Rights Act 1996, and The Working Time Regulations 1998.
h.	What are the intended outcomes of the policy, function or strategy?	The intended outcomes are to attract, retain, and support a diverse and talented workforce; ensure compliance with legislative requirements; promote equality and diversity; and enhance operational efficiency.
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	<input type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		<input type="checkbox"/> Advance equality of opportunity between people of different groups
		<input type="checkbox"/> Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	Yes, stakeholders including HR professionals, management, employee representatives, and the Trade Unions have been consulted during the development of the Policy.

2. Does the policy, function or strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Care experienced; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	

b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)	X	
c. Inverclyde Alliance Partnership Plan 2023/33 ³ (see Section 7)	X	
d. Council Plan 2023/28 ⁴ (see Section 8)	X	

3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.

4. If 'No' is selected for every part of Section 2, please state the reasons for this.

Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:
karen.barclay@inverclyde.gov.uk

Signature:	Date:
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3. Impact – Protected Characteristics

Which of the Protected Characteristics will the policy, function or strategy have an impact upon?

² [Fairer Scotland Duty: guidance for public bodies](#)

³ [Inverclyde Alliance Partnership Plan 2023/33](#)

⁴ [Council Plan 2023/28](#)

Protected Characteristic	Impact				Reasons/Comments
	Positive High	Positive Low	Neutral	Negative High / Low	
Age		X			Age is not considered a factor within the Policy. However, Age diversity could be a factor considered within Positive Action.
Care experienced			X		This Policy aims to remove potential barriers to accessing services and support that may exist for some people, particularly where they may have a history of having experienced trauma. The Policy will not negatively nor positively affect someone who is care experienced.
Disability	X				<p>The Council is a member of the 'Disability Confident Scheme' which supports employers to employ and keep disabled people in work. As a 'Disability Confident' employer, the Council guarantees interviews for disabled applicants who meet the essential criteria for a role, ensuring fair opportunities for candidates with disabilities.</p> <p>Additionally, the Council notes that redeployment is a reasonable adjustment under The Equality Act 2010. If there are no reasonable adjustments that would enable a disabled employee to do their current job, the Council will look for suitable alternative vacancies to which the employee can be transferred.</p>
Gender Reassignment			X		
Marriage and Civil Partnership			X		
Pregnancy and Maternity		X			Special provisions apply to pregnant employees who have commenced their maternity/family leave, or employees who are on Shared Parental Leave/Adoption Leave and who are selected for redundancy i.e. they must be given first refusal on any available suitable alternative to redundancy.

Race		X				As per all local authorities, as the Minority Ethnic Recruitment Toolkit is considered. Positive Action might be a factor in this.
Religion and Belief			X			Religion and Belief is not something that is impacted either positively or negatively in the Policy – people are treated equally and fairly.
Sex		X				The Policy considers Sex, and an example of this is ensuring a gender balance on interview panels. However, gender diversity could be a factor considered within Positive Action.
Sexual Orientation		X				Sexual Orientation is not referenced and will not positively or negatively impact on someone being recruited, selected, redeployed or relocated. However, Sexuality diversity could be a factor considered within Positive Action.
Other groups to consider <ul style="list-style-type: none"> • Carers • The Armed Forces Covenant Duty 		X	X			We encourage ex-Armed Forces personnel to apply for Council job vacancies. The Council has made a commitment to give positive consideration to shortlisting veterans for posts where they meet the essential criteria of the post. In addition, the Council will publicise through recruitment materials (advertisements, job packs) its support for reservists, highlighting that applications from reservists are particularly welcome.

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
<input type="checkbox"/>	Advance equality of opportunity between people from different groups

□	Foster good relations between people from different groups
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5. Impact – Groups

From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.

Positive impact + <i>(Describe groups affected.)</i>	Negative impact - <i>(Describe groups affected.)</i>
<p><u>Age</u>: Age diversity could be a factor considered within Positive Action.</p> <p><u>Disability</u>: The Policy supports the Council’s participation in the ‘Disability Confident Scheme’.</p> <p><u>Pregnancy and Maternity</u>: Special provisions apply to pregnant employees who have commenced their maternity/family leave, or employees who are on Shared Parental Leave/Adoption Leave and who are selected for redundancy.</p> <p><u>Race</u>: The Council considers how it can implement the use of the Scottish Government’s Minority Ethnic Recruitment Toolkit with the aim of supporting the recruitment of Council employees from minority ethnic communities.</p> <p><u>Sex</u>: The Policy considers Sex, and an example of this is ensuring a gender balance on interview panels.</p> <p><u>Sexual Orientation</u>: Sexuality diversity could be a factor considered within Positive Action.</p>	

<p><u>The Armed Forces Covenant Duty</u>: As a signatory to The Armed Forces Covenant, the Council welcomes applications from former armed forces personnel/reservists.</p>	
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6. Impact – Fairer Scotland Duty

What impact will the policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

<p>Positive impact +</p>	<p>Neutral impact =</p>	<p>Negative impact -</p>
<p>+</p>		
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</p> <p>The Policy addresses poverty-related gaps by promoting equal opportunities for all, regardless of background. Furthermore, by fostering a diverse and inclusive workforce, the Policy enhances the Council’s ability to respond to community needs and support economic growth. This comprehensive approach aligns with the objectives of reducing inequalities. By promoting fair and inclusive recruitment and selection processes, the Policy helps reduce gaps in outcomes linked to poverty and supports more people into employment with fair pay and conditions.</p>		

7. Impact – Inverclyde Alliance Partnership Plan 2023/33

Which Themes from the Inverclyde Alliance Partnership Plan 2023/33 will the policy, function or strategy impact on?

<p><input type="checkbox"/></p>	<p>Theme 1: Empowered people</p> <ul style="list-style-type: none"> • Communities can have their voices heard, and influence the places and services that affect them • Gaps in outcomes linked to poverty are reduced
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□	Theme 2: Working people <ul style="list-style-type: none">• More people will be in sustained employment, with fair pay and conditions• Poverty related gaps are addressed, so young people can have the skills for learning, life and work• Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs
□	Theme 3: Healthy people and places <ul style="list-style-type: none">• People live longer and healthier lives• Supportive systems are in place to prevent alcohol and drug misuse• Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change
□	Theme 4: A supportive place <ul style="list-style-type: none">• Vulnerable adults and children are protected and supported, ensuring they can live safely and independently• We recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery• Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm
□	Theme 5: A thriving place <ul style="list-style-type: none">• Growth in our working age population by encouraging people to stay here, and attracting new people to settle here• Development of strong community-based services that respond to local need• Homes are energy efficient and fuel poverty is reduced• Increased use of active travel and sustainable transport options• Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities

Briefly describe how the policy, function or strategy will impact on the Inverclyde Alliance Partnership Plan 2023/22 Themes.

Theme 2: By ensuring fair, transparent, and inclusive recruitment, selection, redeployment, and relocation processes, the Policy aims to increase sustained employment with fair pay and conditions. It addresses poverty-related gaps by promoting equal opportunities for all, regardless of background. The Policy also supports skills development and career progression, enabling individuals to secure and maintain meaningful employment. Furthermore, by fostering a diverse and inclusive workforce, the Policy enhances the Council’s ability to respond to community needs and support economic growth. This comprehensive approach aligns with the objectives of reducing inequalities and improving employment outcomes within Inverclyde.

8. Impact – Council Plan 2023/28

Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?

□	<p>Theme 1: People</p> <ul style="list-style-type: none"> • Our young people have the best start in life through high quality support and education • Gaps in outcomes linked to poverty are reduced • People are supported to improve their health and wellbeing • More people will be in employment, with fair pay and conditions • Our most vulnerable families and residents are safeguarded and supported
□	<p>Theme 2: Place</p> <ul style="list-style-type: none"> • Communities are thriving, growing and sustainable • Our strategic housing function is robust • Our economy and skills base are developed • We have a sufficient supply of business premises • Our natural environment is protected
□	<p>Theme 3: Performance</p> <ul style="list-style-type: none"> • High quality and innovative services are provided, giving value for money • Our employees are supported and developed

Briefly describe how the policy, function or strategy will impact on the Council Plan 2023/28 Themes.

Theme 1: By promoting fair and inclusive recruitment and selection processes, the Policy helps reduce gaps in outcomes linked to poverty and supports more people into employment with fair pay and conditions.

Theme 2: The Council wishes to encourage its employees to live in Inverclyde to promote population and economic growth. Relocation expenses will be applicable when an employee moves into the local area (subject to qualifying criteria).

Theme 3: The Policy enhances the quality of services provided by the Council by ensuring high standards in recruitment, redeployment, and relocation, thereby improving organisational efficiency and effectiveness. It supports the development of, and support for, employees, ensuring they are well-equipped and motivated to provide innovative and high quality services. This helps foster a productive and supportive work environment, contributing to the overall performance and success of the Council.

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens’ Panel, focus groups, interviews, projects, user feedback, complaints, Officers’ knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/engagement (including any carried out while developing the policy, function or strategy)	Consultations with HR professionals, management, employee representatives, and Trade Unions – whereby support for the Policy was agreed.
Research	Comparative analysis with policies from other Councils, guidelines from the Advisory, Conciliation and Arbitration Service, and research from the Chartered Institute of Personnel and Development. This showed that our Policy was in line with best practice.
Officers’ knowledge and experience (including feedback from frontline staff)	Input from HR Advisors and frontline managers involved in recruitment and selection.
Equalities monitoring data	Data on recruitment outcomes and diversity metrics, which will indicate aspects like the uptake of the ‘Disability Confident Scheme’.
User feedback (including complaints)	Feedback from candidates and employees involved in the recruitment process, which may indicate where there is a need for further training and reflection; if so, action will be taken, as appropriate, in response to feedback.
Stakeholders and Other	Engagement with key stakeholders including Trade Unions, in the development of this Policy, who indicated their support of it.
Are there information gaps and, if so, what are these?	No.

10. Consequences of Analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	Analysis indicates that the Policy supports equality and inclusivity, aligns with legislative requirements, and promotes fair treatment across all Protected Characteristics. The existing measures are sufficient to mitigate any potential negative impacts, ensuring that the Policy effectively reduces inequalities of outcome.
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

The Policy will be monitored through regular reviews of recruitment outcomes, feedback from stakeholders, and analysis of equalities monitoring data.

When is the policy, function or strategy due to be implemented?

Following approval by the Policy and Resources Committee at its meeting on 17 September 2024.

<p>When will the policy, function or strategy be reviewed?</p> <p>Three years after approval i.e. 2027, unless legislative or other requirements bring this forward</p>
<p>What resources are available for the implementation of the policy, function or strategy? Have these resources changed?</p> <p>Resources include HR personnel, and training programmes. These resources have been allocated and remain consistent.</p>

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

The Recruitment, Selection, Redeployment and Relocation Policy should be considered in conjunction with the Council's Implementation of the Equally Safe at Work accreditation programme and associated Violence Against Women Policy and Sexual Harassment Policy, and Equality and Diversity Policy.

The Policy applies equally to all employees and applicants for posts, whether permanent, fixed term, or temporary, irrespective of Grade, or profession. The Policy also applies to the recruitment to supply teaching or casual/sessional work registers. A separate protocol is available which covers the circumstances for engagement of casual/sessional workers. A separate Policy applies to the recruitment and selection of the Chief Executive and Chief Officers.

It is the Council's policy to make every effort to ensure that interview panels are balanced with at least one male and one female member, where possible.

The Council follows the principles of 'positive action', as outlined in The Equality Act 2010. This can be applied during the recruitment and selection process when a tie breaker situation arises between two (or more) candidates of equal merit. Positive action allows an employer to make an appointment based on a particular Protected Characteristic possessed by a candidate.

Details of the Person(s) who completed the Assessment:	
Name:	Steven Spencer
Position:	HR Advisor
Date:	20/12/2024
Authorised by:	
Name:	Ruth Binks
Position:	Corporate Director – Education, Communities and OD
Date:	20/12/2024

Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at karen.barclay@inverclyde.gov.uk.