



SOUTH KESTEVEN DISTRICT COUNCIL

Equality Impact (Initial Analysis)

Recruitment & Selection Procedure

Amendment to include Name Blind Recruitment

Service Area:	Lead officer: Jane Jenkinson	Date of Meeting
Human Resources	Assessors: Keeley Asher	21/10/21
	Neutral Assessor: Carol Drury	

1. Name and description of policy/service/function/strategy

The Recruitment and Selection Procedure is being updated to include a section on Name Blind Recruitment. The purpose for implementing this is to reduce the potential for unconscious bias to achieve the principle of the Council's commitment to employment practices which ensure that no potential or current employee is treated less favourably on grounds of sex, race, religion or belief, disability, age, sexual orientation, gender reassignment, marriage and civil partnership or pregnancy and maternity.

Is this a new or existing policy? Existing

2. Complete the table below, considering whether the proposed policy/service/function/strategy could have any potential positive, or negative impacts on groups from any of the protected characteristics (or diversity strands) listed, using demographic data, user surveys, local consultations evaluation forms, comments and complaints etc.

Equality Group	Does this policy/service/function/strategy have a positive or negative impact on any of the equality groups? Please state which for each group	Please describe why the impact is positive or negative. If you consider this policy etc is not relevant to a specific characteristic please explain why
Age	No impact	The amendment to the procedure has no impact on Age. The equality impact for this characteristic is covered in the original Equality Assessment. Equalities information is removed from the recruitment and selection process at the point of shortlisting
Disability	No impact	The amendment to the procedure has no impact on Disability. The equality impact for this characteristic is covered in the original Equality Assessment. Equalities information is removed from the recruitment and selection process at the point of shortlisting and would only be shared with interviewers if

		reasonable adjustment needed to be made to meet the needs of an interviewee.
Race	Positive impact	Information which identifies candidates' name and dates of educational qualifications is removed from the shortlisting process and therefore reduces the potential for unconscious bias on the grounds of race. Equalities information is removed from the recruitment and selection process at the point of shortlisting
Gender Reassignment	No impact	The amendment to the procedure has no impact on Gender Reassignment. The equality impact for this characteristic is covered in the original Equality Assessment. Equalities information is removed from the recruitment and selection process at the point of shortlisting
Religion or Belief	No impact	The amendment to the procedure has no impact on Religion or Belief. The equality impact for this characteristic is covered in the original Equality Assessment. Equalities information is removed from the recruitment and selection process at the point of shortlisting
Sex	Positive impact	Information which identifies this characteristic is removed from the shortlisting process and therefore reduces the potential for unconscious bias on the grounds of sex
Sexual Orientation	No impact	The amendment to the procedure has no impact on Sexual Orientation. The equality impact for this characteristic is covered in the original Equality Assessment. Equalities information is removed from the recruitment and selection process at the point of shortlisting

Pregnancy and Maternity	No impact	The amendment to the procedure has no impact on Pregnancy and Maternity. The equality impact for this characteristic is covered in the original Equality Assessment. Equalities information is removed from the recruitment and selection process at the point of shortlisting and would only be shared with interviewers if reasonable adjustment needed to be made to meet the needs of an interviewee.
Marriage and Civil Partnership	No impact	The amendment to the procedure has no impact on Marriage and Civil Partnership. The equality impact for this characteristic is covered in the original Equality Assessment.
Carers	No impact	The amendment to the procedure has no impact on Carers. The equality impact for this characteristic is covered in the original Equality Assessment. Equalities information is removed from the recruitment and selection process at the point of shortlisting and would only be shared with interviewers if reasonable adjustment needed to be made to meet the needs of an interviewee.
Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past) *(IMD = Indices of multiple deprivation)	No impact	The amendment to the procedure has no impact on other groups. The equality impact for this category is covered in the original Equality Assessment.

General comments	Whilst the only two protected characteristics that will be directly impacted by the amendment to the Recruitment and Selection Procedure are race and sex there is a positive impact for other characteristics by determining on suitability rather than characteristics.
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3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)

Reviewing other Local Authorities / company HR policies, XpertHR, best practice.

If there are any gaps in the consultation/monitoring data, how will this be addressed?

Not aware of any gaps

4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please check one of the options.

a)	No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken	<input checked="" type="checkbox"/>
<i>If you have checked option a) you can now send this form to the Lead Officer and your Neutral Assessor for sign off</i>		
b)	Adjust the proposal to remove barriers identified by equality analysis or to better promote equality.	<input type="checkbox"/>
<i>If you have checked option b) you will need to answer questions b.1 and b.2</i>		
c)	Adverse impact but continue	<input type="checkbox"/>
<i>If you have checked option c) you will need to answer questions c.1</i>		
d)	Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful	<input type="checkbox"/>

b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?

b.2 Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

If you have checked option b) you will need to complete a Stage 2 equality analysis

c.1 Please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy.

If you have checked option c) you will need to complete a Stage 2 equality analysis. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Signed (Lead Officer):
(Name and title)

Jane Jenkinson
Senior HR Officer

Date completed:

21/10/21

Signed (Neutral Assessor):
(Name and title)
Officer

Carol Drury
Community Engagement & Policy Development

Date signed off:

21/10/21