

Initial Equality Screenings

Name of function/process	Recruitment and Selection
Directorate	Human Resources
Name/contact details	Steph Rawson

1. What is the main purpose of the function?

Ensure NHS Yorkshire and the Humber has in place robust policies and systems to ensure the future workforce has the appropriate skills and competencies to undertake their roles/responsibilities.

The recruitment and selection policies ensure the workforce selected is representative of the local population.

2. Who is intended to benefit from the function?

NHS Yorkshire and the Humber existing staff , local communities and future workforce.

3. List policies, strategies and procedures that carry out the function/process:

- Recruitment and Selection Policy
- Pre and post appointment checks
- Policy on salary and terms and conditions on employment
- Pay banding for new or changed posts

4. Is responsibility for the function shared with another department, authority or organisation? If so, what responsibility and which bodies?

Implementation of the policy will involve line managers across the organisation.

5. Do you know of **any evidence** or **concerns** from staff, service users or communities or any assumptions/anecdotal evidence that any of the following groups have been or could be differentially impacted in any way, by the aims, objectives or implementation of this? Please also state if the differential impact is likely to be positive or negative.

Recruitment & selection processes can be open to bias and subjectivity.

Monitoring data at this time is not available to determine whether there has been a differential impact on equality groups. This assessment is currently based on our previous experiences of implementing such policies

Group	Yes	No	Positive	Negative
Age	√			√
Disability	√			√
Gender	√			√
Race/Ethnicity	√			√
Religion or belief	√			√
Sexual Orientation	√			√

6. If YES to question 5 please identify any issues:

Issues;

Age;

- Avoid age-related criteria or age ranges in adverts, and language that may imply a certain age-group e.g. 'youthful' 'mature' or 'young graduates'. Ensure adverts are being placed in media to reflect all age groups and if images used reflect age diversity
- Ensuring training on equal opportunities selection techniques is available for managers

Disability

- The organisation should continue to support the disability 2 tick symbol and adhere to the 5 commitments
- Reasonable adjustments made during the application process and selection
- Reasonable adjustments are made in the workplace
- Applications and appointments are monitored

Gender

- Applications and appointments are monitored

Race/Ethnicity

- Applications and appointments are monitored

Religion/Belief

- Unnecessary selection criteria or standards which might prevent people from applying because of their religion or belief should be avoided
- There should be flexibility around interview/selection times allowing avoidance of significant religious times (for example Friday afternoons)

Sexual Orientation

- Be clear that appointments will be based on merit without reference to sexual orientation

7. If YES to question 5 could the differential treatment still be justifiable or proportionate in meeting a legitimate aim? e.g. on grounds of promoting equality of opportunity for one group? e.g. Positive action/Genuine Occupational requirement

No

8. If YES to question 5 would this difference be legal?

No

9. What level of impact could there be? (see below for further guidance)

High Recruitment and Selection

Medium Pre and post appointment checks
Pay banding for new or changed posts

Low Policy on salary and terms and conditions on employment

Level of Impact	Criteria	Actions
<p>HIGH There is substantial evidence of groups being adversely affected. There is substantial public concern.</p>	<p>Potential for significant negative outcomes on different groups. Potential for significant concern about how different groups are treated.</p>	<p>Strategy/Policy needs to be monitored, reviewed and amended within 1 year.</p>
<p>MEDIUM There is some evidence of groups being adversely affected. There is some public concern.</p>	<p>Potential for different groups to be treated differently. Potential for concern about how different groups are treated or that services are delivered differently.</p>	<p>Strategy/Policy needs to be reviewed and amended within 2 years.</p>
<p>LOW There is little/no evidence of groups being adversely affected. There is little/no public concern.</p>	<p>Little or no potential for unequal access or impact between different groups.</p>	<p>Strategy/Policy needs to be reviewed and amended within 3 years.</p>

Completed by _____

Date _____