

# Equality Impact Assessment Form

## Part 1 – Initial Screening

### **1. People responsible for completing the assessment:**

*(Please indicate which person(s) have undergone training in EqIA's)*

*Christine Wallace*

*Nikki Clarke - trained*

*Emma Cliffe - trained*

### **2. Name of the policy, strategy or project:**

Recruitment and Selection Policy

### **3. What is the main purpose or aims of the policy, strategy or project?**

To ensure that the best and most suitable candidates are selected for appointment to positions within the organisation in accordance with equal opportunities legislation and Natural England's equality and diversity policies.

### **4. Who will be the beneficiaries of the policy/strategy/project?**

All internal Natural England employees and managers/external candidates and SSD.

### **5. Has the policy/strategy/project been explained to those it might affect directly or indirectly?**

The procedure is available to all affected employees/managers and external candidates to Natural England.

OD has rolled out the revised policy via face to face meetings/webinar's to their relevant business areas of Natural England.

OD has briefed SSD/Trade Unions.

**6. Have you consulted on this policy/strategy/project?**

OD Business partners have reviewed the policy with some specific teams in the organisation and provided feedback.

OD Team provided feedback on existing policy content.

Trade Union consulted on content.

SSD consulted on content.

COD consulted on content.

Candidates both internal/external to Natural England who had recently experienced being recruited were invited to comment on the process confidentially.

Recruiting managers/panel members were invited to comment 'applying lessons learnt on the process.

**7. Please complete the following table and give reasons/comments for where:**

*(a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.*

*(b) The policy/strategy/project could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way.*

***If the impact is high, or the policy will impact significant amounts of people, a full EqIA should be completed.***

Equality Target Group	a) Positive impact		b) Negative impact		Reason/Comment
	High	Low	High	Low	
Men		x			The policy will have a positive impact against all groups of people as it is an opportunity for employment with Natural England. All candidates will be recruited through our robust recruitment processes, where we promote our equality stance in our adverts and treat all applicants equally.
Women		x			

<p>Asian or Asian British people</p> <p>Black or Black British people</p> <p>White people (including Irish people)</p> <p>Chinese people</p> <p>Mixed Race people</p> <p>Other racial/ethnic group (please specify)</p>		x			<p>Agencies may have a more diverse workforce available, and using them may reach more people from groups where we are underrepresented.</p>
<p>Disabled and deaf people</p>		x			<p>The policy will have a positive impact against all groups of people as it is an opportunity for employment with Natural England.</p> <p>Candidates will be recruited through our robust recruitment processes, where we promote our equality stance in our adverts and are treated equally.</p> <p>Natural England's application forms provide individuals with the opportunity to tell the selection panel if they feel they have a disability as defined by the Disability Discrimination Act (DDA) of 1995.<sup>1</sup> All applicants also have the opportunity to indicate any particular assistance they may need if invited to interview (such as induction loop, wheelchair access, etc).</p> <p><sup>1</sup> The Disability Discrimination Act (DDA) of 1995 defines a person as being disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.</p> <p>Any applicant who declares a disability as defined by the DDA is guaranteed an interview <u>provided</u> that they meet the minimum criteria for the role(s) in question. For the purposes of the scheme, the minimum criteria to qualify for interview will be the recruitment panels agreed minimum score in each of the strategic shifts as detailed in the role description.</p> <p>In particular on our adverts and recruitment documentation relating to the purpose of the Guaranteed Interview Scheme (Two Ticks) is to ensure that people with disabilities can compete on equal terms with non-disabled people by providing an opportunity to demonstrate job accountabilities and recruitment behaviours at interview. Candidates with disabilities Might or might not be able to do must not feature in the panel's considerations.</p>
	x				<p>The policy will have a positive impact against all groups of people as it is an</p>

Gay, Lesbian and Bisexual people					<p>opportunity for employment with Natural England. Candidates will be recruited through our robust recruitment processes, where we promote our equality stance in our adverts and treat all our applicants equally.</p> <p>We are linked to 'stonewall' which is displayed on our adverts and recruitment documentation.</p>
Transgender people		x			<p>The policy will have a positive impact against all groups of people as it is an opportunity for employment with Natural England. Candidates will be recruited through our robust recruitment processes, where we promote our equality stance in our adverts and treat all our applicants equally.</p>
Older people (50+)	x				<p>The policy will have a positive impact against all groups of people as it is an opportunity for employment with Natural England. Candidates will be recruited through our robust recruitment processes, where we promote our equality stance in our adverts and treat all our applicants equally.</p>
Younger people (17-25) and children		x			<p>The policy will have a positive impact against all groups of people as it is an opportunity for employment with Natural England. Candidates will be recruited through our robust recruitment processes, where we promote our equality stance in our adverts and treat all our applicants equally.</p>
Working patterns (P/T or part year)	x				<p>The policy will have a positive impact against all groups of people as it is an opportunity for employment with Natural England. Candidates will be recruited through our robust recruitment processes, where we promote our equality stance in our adverts and treat all our applicants equally.</p>
Faith groups (please specify)		x			<p>The policy will have a positive impact against all groups of people as it is an opportunity for employment with Natural England. Candidates will be recruited through our robust recruitment processes, where we promote our equality stance in our adverts and treat all our applicants equally.</p>

**8. If there is a negative impact on any equality target group, is the impact intended?**

No negative impact

**If there is a negative impact on any equality target group is the impact legal?**

N/A

**9. What actions could be taken to amend the policy/strategy/project to minimise the negative impact?**

N/A

**10. If there is no evidence that the policy/strategy/project promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?**

N/A

**11. How will the policy/strategy/project be implemented including any necessary training?**

The policy will be issued on the intranet and OD Business Partners will inform their teams that the policy has been revised.

External provider delivering workshops – Coaching for recruiting managers.

**Full assessment necessary? No**

**Is this Policy/Strategy/Project:**

A new policy/strategy/project **No**

A change to an **existing** policy/strategy/project **Yes**

An existing policy/strategy/project **Yes**

**Is this Equality Impact Assessment:**

Predictive **No**

Retrospective **Yes**

**Date completed: 21 September 2009**

**Signed by Line/Project Manager: Christine Wallace**

**Approved by Senior Management /Project Management Team: Chris Udall**

**Signed by Diversity lead: Jo Collinge**

***(This indicates that the EqIA has been through the QA process and has been approved as sufficient quality and appropriate for publication)***