

Equality Impact Assessment – Screening Form (A)

For the purposes of this document, the word ‘proposal’ can refer to any procedures, strategies, reviews, projects, plans and includes new, reviewed or is significantly amended.

Name of Policy/Procedure/Project/Piece of Equipment proposed Recruitment and Selection Policy	
Directorate/Department/Team Human Resources	
Date of screening: 10 th June 2014	Who are the main beneficiaries/users? <i>Community, Personnel</i>
Aims, objectives and outcomes The purpose of the policy is to advise all NWFRS employees of the correct procedure in managing recruitment and selection procedures in line with Service policy.	

An Equality Impact Assessment helps us promote equality of opportunity and services, as well as prevent unlawful discrimination. It is a tool that will help when you are: making key decisions, developing a project, writing or updating a policy / procedure, or starting an initiative. The assessment will also serve to act as an audit of the decisions you are proposing.

Assessing for impact/risk is a legal requirement. As a publicly funded organisation, we must consider how the decisions we make will impact on people and their protected characteristics namely; age, disability, gender-reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, or sexual orientation.

(If you haven't been on the training, or it has been awhile since you completed an ERA, please read the Guidance first).

Screening for Impact

Please consider each of the Protected Characteristics below and note if your proposal has an impact risk of **low**, **medium** or **high**.

Level of Risk	
Low	Minimal or extremely minor impact on a protected characteristic. Adverse impact unlikely.
Medium	<p>A minor to medium risk exists that an impact on a protected characteristic could happen. Measures are in place to ensure no adverse impact will occur.</p> <p>If there are mitigating reasons, such as legal obligations (e.g.; driving license age), job requirements (e.g.; eye test for recruits), or project criteria (e.g.; young drivers), these must be included in relevant section. Please note that cost alone cannot be used as a mitigating reason.</p>
High	<p>Major negative impact on the protected characteristic group for the community, personnel, or business process. It would lead to non-compliance with legislation and could therefore put the organisation at risk. If this level is identified, the completion of a Full Assessment Form (B) is required.</p> <p>If the impact actually promotes equality of opportunity and services for a group that is under represented (such as access days for females, or a fire safety campaign aimed at mental health service users) this could be a positive impact which is allowed by law.</p>
Good Practice/ Mitigating Factors	If the procedure, project, plan, etc. will provide improvements – for example the wording becomes more inclusive, ensure this is put in the Good Practice section. Also, if there are mitigators (as discussed in the Guidance), make sure to include them here.

Protected Characteristics	Level of Risk high, medium, low	Please briefly explain your assessment	Good Practice and/or Mitigating Factors
<p>Age (younger, older or particular age group)</p>	<p>Low</p>	<p>The policy is supported by the Service's Flexible Working policy which details a broad range of flexible working options (term-time working, condensed hours etc) to support people during particular stages of their lives e.g. with young children, caring responsibilities etc.</p> <p>The policy aims to attract those from all ages and provides guidance to ensure that candidates are dealt with in a non-discriminatory way.</p>	<p>The recruitment/selection process is based upon objective assessment of individual cases in relation to specific criteria and will be monitored to ensure that it is not detrimental to any group.</p> <p>Where criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p> <p>The Service takes steps to encourage people from groups with different needs or with a past record of disadvantage or low participation to apply for jobs via positive action initiatives.</p>
<p>Disability (physical, sensory, mental health, long term illness, hidden)</p>	<p>Low</p>	<p>30 existing employees are listed as having a disability.</p>	<p>Selection and recruitment for Grey Book roles is carried out under the agreed All Wales policy, utilising the National Fire-fighter Selection (NFS) tests. The Green Book process is enshrined within policy to ensure consistency.</p> <p>The Service will make reasonable adjustments to accommodate disabled job applicants to ensure they are not disadvantaged by the recruitment process e.g. a dyslexic applicant may need more time.</p> <p>Where criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p> <p>The Service has the 'Two Ticks' symbol, is a chartered member of Mindful Employer and encourages the use of 'Access to Work' and makes reasonable</p>

			<p>adjustments wherever possible (hearing aids, coloured paper, specialist equipment). Specialised support is offered to personnel via Occupational Health and regular reviews of the needs of disabled personnel take place. Expert support regarding disability is obtained via working closely with Officers from Job Centre Plus.</p> <p>All applicants who are disabled and meet the minimum requirements set out in the Job Description will be guaranteed an interview.</p>
<p>Gender Re-assignment (someone in transition from one gender to another)</p>	Low	<p>No discrimination due to this area as selection and recruitment will be carried out using the NFS tests/ selection tests e.g. psychometric tests.</p> <p>Core values of the Service.</p>	<p>NFS Tests/selection tests Core Values.</p> <p>Where criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p>
<p>Marriage/Civil Partnership (married as well as same-sex couples)</p>	Low	<p>No discrimination due to this area as selection and recruitment will be carried out using the NFS tests.</p> <p>Core Values of the Service.</p> <p>The largest majority of employees are married (45%).</p>	<p>NFS Tests/selection tests Core Values.</p> <p>Posts are open to all those who meet the criteria listed within the advertisement.</p> <p>Where criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p>
<p>Pregnancy and Maternity (Pregnancy, maternity leave, breast-feeding)</p>	Low	<p>The Service will inform those employees on maternity/paternity/long term sickness regarding vacancies as per process.</p> <p>All personnel will be provided with the opportunity to apply for the post by</p>	<p>Posts are open to all those who meet the criteria listed within the advertisement.</p> <p>Where criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p>

		<p>the advertisement being circulated to all.</p> <p>Should a pregnant employee or those on maternity/paternity wish to apply for a post this will be dealt with to ensure that these employees are not adversely impacted upon.</p> <p>3 employees are pregnant and 5 undertook maternity leave in the last year.</p>	<p>There is a maternity policy in place with details maternity provisions and breastfeeding arrangements.</p>
<p>Race (Ethnic origin, nationality, colour, including gypsies and travellers)</p>	<p>Low</p>	<p>No discrimination due to this area as selection and recruitment will be carried out using NFS tests or alternative selection tests.</p> <p>Core Values of the Service</p> <p>Under 1% are stated as ethnic minority.</p>	<p>NFS Tests/selection tests Core Values.</p> <p>Posts are open to all those who meet the criteria listed within the advertisement.</p> <p>Where criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p>
<p>Religion/Belief (Christian, Muslim, Hindu, Jewish, Buddhist)</p>	<p>Low</p>	<p>Just over 50% of employees are Christian.</p>	<p>NFS Tests/selection tests Core Values.</p> <p>Posts are open to all those who meet the criteria listed within the advertisement.</p> <p>Where criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p>

			Provisions are in place via the Annual Leave policy which states that public holidays associated with the Christian calendar can be substituted for appropriate religions festivals/ festival days appropriate to the individual's religious beliefs.
Sex (Female, Male)	Low	More women apply for jobs on a part-time / job-share basis therefore those roles advertised on this basis may reduce the amount of males interested in such posts.	<p>NFS Tests/selection tests. Core Values.</p> <p>Posts are open to all those who meet the criteria listed within the advertisement.</p> <p>The Service takes steps to encourage people from groups with different needs or with a past record of disadvantage or low participation to apply for jobs via positive action initiatives.</p> <p>Where criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p> <p>Flexible working options are available for those with caring responsibilities which are applicable to all stages in an employee's life e.g. caring for young children or for elderly parents etc.</p> <p>Roles are advertised as job share and flexible working arrangements are highlighted to attract people with caring responsibilities regardless of sex.</p>
Sexual Orientation (Gay, Lesbian, or Bisexual)	Low	<p>1 Bisexual</p> <p>1 Gay</p> <p>2 Lesbian</p>	<p>NFS Tests/selection tests. Core Values.</p> <p>Posts are open to all those who meet the criteria listed within the advertisement.</p> <p>Where criteria or procedure is found to have either a</p>

			<p>positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p> <p>The Service has a colleague support scheme for personnel which incorporates a LGBT contact number offering support for personnel.</p>
<p>Language (Welsh language, minority ethnic languages, braille, BSL)</p>	<p>Low</p>	<p>Applicants will be required to reach Level 2 Welsh as a minimum standard. If not at this level support is given and suitable timescales to reach the level.</p> <p>Adjustments are made to processes as required.</p>	<p>This is policy for all new contracts for the NWFRS Support given at all levels.</p> <p>Welsh Champions in place to help members of personnel develop.</p> <p>Welsh audio CDs offered, with transcripts for use at home.</p> <p>Posts are open to all those who meet the criteria listed within the advertisement.</p> <p>Employees are offered interviews/recruitment materials in the medium of both English and Welsh in order for them to undertake the process in their language of preference.</p> <p>Where criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law.</p>

If high risk is identified for any protected characteristic, a Full Assessment (Form B) will be required. If the risk is medium, but there are no Mitigating Factors, a Full Assessment may still be needed, so speak with the Diversity Officer.

Please ensure that this form is signed by the person who requested you to complete it (yourself, your line manager, project leader, etc) and a copy, along with any supportive papers, is emailed to the Diversity Unit inbox. If completing for use in a Compilation Pack, a printed and signed copy will be required by the Policy Officer.

By Law, all ERAs must be published, so this will be uploaded onto the *Completed Equality Impact Assessment* section of the intranet, and may also be made available on our website.

Remember to check out the Guidance if you are unsure. Should you still have any questions, or want further information, then contact your Diversity/Equality Manager.

Signature of person carrying out screening: Signature: Name: Rachel Corner Date: 10-06-14	Signature of person who authorised : Signature: Name: Llinos Gutierrez-Jones Date: 10-06-14
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