NHS Greater Glasgow and Clyde
Equality Impact Assessment Tool

It is essential to follow the EQIA Guidance in completing this form

Name of Current Service/Service Development/Service Redesign:

Recruitment Services – Human Resources

Please tick box to indicate if this is a : Current Service ☐ Service Development ☒ Service Redesign ☐

Brief description of the above: (Please include if this is part of a Board-wide service or is locally determined).

Application of sound recruitment and selection principles in addition to good practice are essential in ensuring staff with the required skills, qualifications, abilities and potential are appointed to suitable posts within NHS Greater Glasgow and Clyde. The Recruitment and Redeployment Service will provide support to those members of staff responsible for recruitment of new employees to the board. Guidance and support will be provided in all key aspects of the recruitment process from vacancy advertising through to issue of the successful candidate's contract of employment. The recruitment service will carry out most of the administrative tasks for the vacant post; however the manager recruiting to the vacancy will be required to play an active part in key stages of the process. Those with responsibility for hiring staff have a duty to ensure they remove the potential for direct or indirect discrimination during each phase of the recruitment process. The recruitment process relies on the input from a number of other internal and external service providers in particular NHS Greater Glasgow and Clyde's Occupational Health Service, Disclosure Scotland (organisation responsible for criminal record checks), nominated referees, and professional bodies confirming registrations e.g. GMC, NMC, HPC and UK Border Agency. Our service is part of the Board wide Human Resources Service.

Who is the lead reviewer and where based?

Noelle MacKay, Advertising and Marketing Team Leader

Please list the staff groupings of all those involved in carrying out this EQIA
(when non-NHS staff are involved please record their organisation or reason for inclusion):

Recruitment Manager, Equality and Diversity Manager, Equality and Diversity Information Officer,

Impact Assessment – Equality Categories

Equality Category	Existing Good Practice	Remaining Negative Impact
All	• The Foundation Management Training programme includes training on recruitment and selection which includes equality and diversity issues. Foundation training includes guidance on forming an advert and recruitment questions which are based around equality and diversity issues. • Managers are signposted to the Learning and Education calendar and Learning and Education micro-site to access Equality and Diversity Training. • There is an anonymous application form used in the recruitment service to avoid risk of discrimination. E.g. removal of school information dates of education, institutions. • The short listing form has also been reviewed to remove any personal identifiable information • Acronyms are explained. • The service is aware of positive action measures in the Equality Act 2010 and has implemented new processes to reflect this. • The service more generally uses a variety of publications to reach out to diverse groups. This is also based on feedback, both statistical and anecdotal, around readership	• Training does not take into account existing managers, only new managers. • Section 37-43 refers to old Equality Legislation. • Equal Opportunity Monitoring form may need to be reviewed in line with new census codes. • There is no mention of Agenda for Change and its overall aim to reduce pay disparity between different groups and professions.

	• Immigration status is checked at several stages of the recruitment pathway for all candidates. • There is a feedback system in place for hiring managers and also candidates to help them deal with issues. • Equal Opportunity Monitoring is conducted at the application stage of the recruitment and selection process (and at several points of the staff engagement process once a candidate has been offered a position) and this information is recorded in a manner which allows for it to be broken down and analysed as required. Equal Opportunity Monitoring is published on the Board Website. • Due to its city centre location, candidates for posts can drop into the service to gain advice about the service. The service is able to print off vacancies/application forms for people who do not have computers at home. • There is guidance on avoiding discrimination when shortlisting and interviewing contained within the Recruitment pack sent to managers at both shortlisting and inteveiw stage with copies of the application forms. • Guidance on avoiding discrimination and other best practice documents are available from the recruitment homepage on staff net and within the Recruitment Manual (Page 68 which is available to view online and to download from staffnet. • A member of staff within Recruitment Services has	

	attended further specialised training on the Equality Act 2010 and has provided briefing notes to all recruitment team leads to cascade to their staff.	
Gender	• See above – Guidance on gender equality is contained in recruitment documentation	
Ethnicity	• There have been several recruitment events which have targeted people from minority ethnic groups and where possible, the recruitment service attends, or otherwise supports events.	• There remains a differential with the demography of the minority ethnic workforce which remains 5% of the workforce.
Disability	• "Paragraph on accessibility". Information can be made available in different/alternative formats. There is also a variety of ways in which the service can be supported e.g. Telephone-mail • The vacancy bulletin is published in an accessible format in MS word which enables it to be recognised through speech recognition software (JAWS) • If the candidate has any other additional requirements, then this is communicated to the hiring manager • The service is part of the "two ticks/positive about disability" guaranteeing disabled candidates an interview. i.e. They meet the minimum standard • The service had amended it processes in respect of pre-employment health checks which are outlawed in the Equality Act, to ensure people are not discriminated against • The employment application form in relation to	• The vacancy listing service on SHOW (NHS Scotland website) is not in an accessible format. The service is aware and there is on-going development in this area.

	sickness absence has been amended. • There is on-going work around anti –stigma to help boost employment prospects for people with mental health problems.	
Sexual Orientation	• The service in the past has engaged with services that work with Lesbian/Gay/Bi-Sexual/Transgender groups and will engage where possible with all minority groups. • There is additional work underway within ISPWG around Stonewall champions • The service more generally uses a variety of publications to reach out to diverse groups. This is also based on feedback around readership	• No negative impact
Religion and belief	• As per previous sections – guidance on non discriminatory practices is contained in recruitment documentation • A link to the NHSGGC Faith and Belief Communities Manual is available on the Recruitment Section of Staff net	• No negative impact
Age (Children/Young People/Older People)	• There is specific guidance within the recruitment pack which is designed to prevent age discrimination (page 42). There is also information on forming an advert which avoids the use of words which could be associated with age.	• No negative impact
Social Class/ Socio-Economic Status	• For some posts e.g. Domestics, Porters, jobs hours have been amalgamated (e.g. 8 hours to 16 to enable successful applicants to claim Working Tax Credits)	• There is a gap in knowledge around socio-economic inequalities amongst staff and more work required in this area to help tackle inequalities.

	• Staff are aware that jobs can impact on welfare benefits and subsequently raise this issue with hiring managers to allow them to consider looking at ways of minimising impact on welfare benefit entitlement. • Close engagement with Job Centre Plus staff to promote vacancies to their clients and with local employability organisations to raise awareness of socio economic recruitment issues with hiring managers – e.g. Glasgow Works • Local recruitment events held at Job Centre Plus offices to recruit local people for jobs in their area • Support is available for clients who have literacy issues. • The service uses a variety of publications to reach out to diverse groups. This is also based on feedback around readership.	

Additional marginalisation	• Advertising has been researched to target particular groups. For example some newspapers have higher readership for people e.g. The Metro newspaper. The Big issue has also been used to advertise vacancies. • The short listing form has also been reviewed to remove any personal identifiable information • Acronyms are explained. • Foundation training includes guidance on forming an advert and recruitment questions. • Immigration status is checked at several stages of the recruitment pathway. • For some posts e.g. Domestics, Porters, jobs hours have been amalgamated (e.g. 8 hours to 16) • Staffs are aware that jobs can impact on welfare benefits and subsequently raise this issue with hiring managers to allow them to consider looking at ways of minimising impact on welfare benefit entitlement e.g. reconfigure working patterns • Close engagement with Job Centre Plus staff to promote vacancies to their clients and with local employability organisations to raise awareness of socio economic recruitment issues with hiring managers – e.g. Glasgow Works • There is a partnership with REMPLOY to support their clients with the recruitment process • Clients are given, where possible, a tour of a department or an information session to explain what the service does. Clients include Jobcentre/	

	Remploy/ Catch a Light.	

Actions	Date for completion	Who is responsible?(initials)
Cross Cutting Actions • Recommend that in conjunction with L and E, training on recruitment should be extended to existing managers. • Further guidance is required either through local or national structures to support the development of the new equal opportunity/ application form in line with Equality Act requirements. • Re-write sections 37-43 around Equality Legislation, the basis of this information should be the Equality Act 2010. • Include information on Agenda for Change in the guidance as a process for eliminating pay disparity and pay bias within the organisation.		
Specific Actions • Training to be organised for staff around socio-economic issues. • Investigate possible routes for advertising vacancies online ensuring compliance with equality standards.		

Ongoing 6 Monthly Review Please write your 6 monthly EQIA review date:

Lead Reviewer: Name:

Sign Off: Job Title
Signature
Date:

Please email copy of the completed EQIA form to irene.mackenzie@ggc.scot.nhs.uk

Irene Mackenzie, Corporate Information and Development Manager, Corporate Inequalities Team, NHS Greater Glasgow and Clyde, Dalian House, 350 St Vincent Street, Glasgow, G3 8YZ. Tel: 0141-201-4970.