

MSDC

Customer Impact and Needs Assessment

Title of Policy/Service/Contract: Recruitment / HR

Division: Finance, HR & ICT

Lead Officer: Tim Martland

Date Assessment Completed: 30th November 2012

1. SCOPING

1.1 What are the aims of the policy, service/service change or contract?

The aim of the Council's recruitment process is to ensure that as wide a range of prospective applicants are aware of any job advertisements, and that we receive applications that meet the requirements of the job description and person specification of the role. This means that following the shortlisting and selection process the best possible available applicant is chosen.

1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?

The Policy affects anyone who views the advertisement and becomes a prospective applicant. Initially, therefore, it is external customers who are affected, and eventually the shortlisting and selecting officers are more involved. They are not given any of the applicant's personal details and select purely on skills, knowledge and abilities contained within the application form.

1.3 What equality information is available, including any evidence from engagement and analysis of use of services?

The Council's Workforce Monitoring Data includes recruitment monitoring information on shortlisted and successful candidates by ethnicity, disability and gender.

1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?

The Council's Workforce Statistics for 2010/11 confirms that out of a total 393 job applications, 232 were of white background, 37 were of BME background and 124 did not state their ethnicity. 57 of white background applicants were subsequently shortlisted for interview with 17 successful in being appointed, 12 of BME background were subsequently shortlisted for interview with 1 successful in being appointed, and 39 who did not state their ethnicity were subsequently shortlisted for interview with 4 successful in being appointed. 12 applicants were classed as disabled, 5 of which were subsequently shortlisted for interview with 1 successful in being appointed. 118 applicants did not declare their disability status.

1.5 Are contractors or partnerships used to deliver the service? Y/N.

We use a Recruitment Agency to place the advertisements on our behalf. The advertisement is written by the Council and we agree with the Agency where the advertisement will be placed. The Agency is aware of our Equality & Diversity Policy and looks for options that will capture the widest and most balanced interest.

2. Assessment of Impact; Analysis and Action Planning

Any gaps in information or provision, opportunities to promote equalities and good relations identified above need to be translated into SMART actions and recorded here. These actions need to be delivered and monitored through the service planning process.

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of different ethnic groups including white minorities, but also established white communities.				
<p>Recruitment advertisements are placed electronically, in the local press, on a public sector jobs website and where necessary in the trade press, so there should be no barriers to ensuring that applicants have equal access to jobs at the Council.</p>	<p>Produce the required analysis and assess where advertisements are being viewed. Links are provided from the Council's website to the ethnic minorities jobsite. Initial considerations of applications are made without seeing the applicant's personal details. Training is provided to staff involved in recruitment, which includes equal opportunities issues. Recruitment is analysed as part of the Workforce Monitoring Report.</p>	<p>If certain advertising sources are viewed lower than expected, liaise with our external recruitment contact, who places all the Council's adverts and look at how these areas can be improved. On-going monitoring.</p> <p>Further recruitment training to be provided to managers by March 2013. Additional data from the Census 2011 as it is released will be used to judge how reflective the Council's workforce is of the Mid Sussex working age population.</p>	<p>Tim Martland</p>	<p>All applicants are asked where they saw the advertisement, and this can be reported on with the necessary corrective action taken if required. Changes to recruitment patterns will be assessed through the Workforce Monitoring Report information.</p>
The needs of men and women, including taking account of pregnancy and maternity.				
<p>As above.</p>	<p>As above. Ensure that family friendly and flexible working policies are prominently featured.</p>	<p>As above.</p>	<p>Tim Martland</p>	<p>As above.</p>

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of disabled people.				
Recruitment advertisements are placed electronically, in the local press, on a public sector jobs website and where necessary in the trade press, so there should be no barriers or differential impact.	Ensure the 'positive about disabled people' (two-ticks) symbol is prominent – this means that we interview all disabled applicants who meet the minimum criteria of the person specification. Produce the required analysis and assess where advertisements are being viewed.	As above.	Tim Martland	As above.
The needs of people with a religion or belief.				
As above.	No current monitoring of recruitment activity by religion or belief	None.		
The needs of gay men, lesbians, bisexuals and heterosexual people.				
As above.	No current monitoring of recruitment activity by sexuality.	None.		
Issues from marriage and civil partnership.				
None identified.	None.	None.		

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of different age groups, for example older and younger people.				
Recruitment advertisements are placed electronically, in the local press, on a public sector jobs website and where necessary in the trade press, so there should be no barriers or differential impact.	Produce the required analysis and assess where advertisements are being viewed.	If certain advertising sources are viewed lower than expected, liaise with our external recruitment contact, who places all the Council's adverts and look at how these areas can be improved. On-going monitoring.	Tim Martland	All applicants are asked where they saw the advertisement, and this can be reported on with the necessary corrective action taken if required.
The needs of transgender communities.				
As above.	As above.	As above.	Tim Martland	As above.
The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area.				
None identified.	n/a	n/a		
The needs of people who live in a rural area.				
None identified.	n/a	n/a		

3. Mid Sussex District Council Equality Impact Assessment Summary

Key Findings	Future Actions
<ul style="list-style-type: none"> The Council in its recruitment seeks to ensure that a wide range of prospective applicants are aware of any job advertisements, for example links are provided from the Council's website to the ethnic minorities jobsite and we display prominently our positive about disabled two ticks award symbol. Monitoring takes place of where applicants viewed our job adverts and of ethnicity, disability and gender at each stage of the recruitment process. The applicant's personal details are not given to shortlisting and selecting officers, so selection is purely selected on the basis of skill, knowledge and abilities contained within the application form. Training is provided to those involved in recruitment, which includes equal opportunities. 	<ul style="list-style-type: none"> Monitoring will continue of our recruitment patterns and this will be reported in the annual Council's Workforce Monitoring Report, published on the website as part of our Equality Data. This will also inform the job advertisement methods that we use. Further recruitment training for relevant staff will be provided by March 2013. Additional data will be released from the 2011 Census on the Mid Sussex working age population (e.g. BME composition), which will be used to compare how representative our workforce is and potentially any "positive action" to be taken as a result.

4. Signing off this assessment and action plan

Signature ... *T.Martland*
 Person undertaking the assessment

Date ...30th November 2012.....

Signature ... 
 Head of Service

Date ...30th November 2012.....