



Glasgow Kelvin College

Equality Impact Assessment  
Recruitment and Selection Policy  
2019

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**Title of Policy, Procedure or Practice:**

**Recruitment and Selection Policy**

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**Type of Policy, Procedure or Practice:**

New

Existing, Reviewed or Revised

**Team Leading Impact Assessment:**

**Human Resources**

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**Lead Person:**

**D Shiels**

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**Date of Assessment: June – November 2019**

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### **Aims and Outcomes**

**What are the intended aims / outcomes of the policy, procedure or practice? Who is the target audience and who is it intended to benefit?**

Policy seeks to ensure that the College selects the best candidate for every job vacancy and achieves a fair and consistent approach in its Recruitment and Selection process by promoting equality of opportunity. The policy is intended to outline the College's approach and ensure managers appoint the best person to fill vacancies and to safe guard the interests of the College and its stakeholders. It is to ensure that all candidates/applicants in the recruitment and selection process are treated equally and that recruiting managers are aware of legal and regulatory obligations.

### **Evidence and Information**

**What information has been used as the basis for this EIA?**

Equality Act 2010 - legislation;  
EHRC;  
ACAS;  
CIPD - factsheets; and  
Analyses of recruitment and selection data.

**Which individuals, groups or organisations representing protected characteristics have been involved in the undertaking of this assessment?**

Trade Union Unison – Joint Consultation Committee and Unison college representatives;  
Trade Union EIS (FELA) – Joint Consultation Committee and EIS/FELA;  
College Managers;  
Staff;  
College Legal Advisor;  
Glasgow Disability Alliance;  
CRER – consultation on procedures and practice;  
Close the Gap – consultation on procedures and practice; and  
Advanced HE

**What does the information indicate about potential positive, neutral or negative impacts for each protected characteristic?**

<b>Protected Characteristics</b>	<b>Potential Impact</b>
<b>Age</b>	The policy applies to all regardless of age. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.
<b>Disability</b>	The policy applies to all regardless of disability. It is available on intranet and therefore available in different fonts, text size and through assistive technology. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.
<b>Gender Reassignment</b>	The policy applies to all regardless of gender reassignment. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.
<b>Marriage and Civil Partnership</b>	The policy applies to all regardless of marital status. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.
<b>Pregnancy and Maternity</b>	The policy applies to all regardless if the woman is pregnant or is/has been absent previously on maternity leave Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.
<b>Race</b>	The policy applies to all regardless of race. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.
<b>Religion or Belief</b>	The policy applies to all regardless of religion or belief. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.
<b>Sex</b>	The policy applies to all regardless of gender. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.
<b>Sexual Orientation</b>	The policy applies to all regardless of sexual orientation. Positive affect through the operation of a fair and consistent approach and demonstration of commitment to equality and diversity through its recruitment and selection process.

**Are you able to reduce any potential negative impacts identified? If so, how?**

NA

### Compliance with General Equality Duty

Does the policy, procedure or practice comply with the three parts of the general duty?

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the [Equality Act \(2010\)](#)
- Foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups
- Advance equality of opportunity between people from different groups

Yes  No

If no, what arrangements could be implemented to better comply with the duty?

NA

### What is the EIA outcome?

A positive impact is likely  A negative impact is not foreseen

A negative impact is likely  A negative impact is probable or certain

Are you able to introduce the policy, procedure or practice without changes? Yes  No

If no, what changes will you make before implementation?

New entrants required to complete compulsory training modules within first two months of employment including equality and diversity training.

### Action and Monitoring

What action will be taken, by whom and when?

Policy available on the intranet and internet;  
Training for managers in equalities legislation and recruitment and selection policy, procedures and process;  
Equality, Diversity and Inclusion Manager works with managers to raise awareness of equalities;  
Monitoring and reporting of recruitment and selection statistics to the Board of Management and HR Committee;  
Partnership working with external bodies such as Equality Challenge Unit, CRER and Glasgow Regional Equality Group;  
Activities which promote equality and diversity in recruitment and selection; and  
Development of the recruitment website.

Once implemented how the policy will, procedure or practice be monitored?

Monitoring and evaluation lies with the senior management team and HR Director. Processes include:

- collection and analysis of statistical data on the age, disability, sex, gender reassignment, race, marital status, religion or belief and sexual orientation of all job applicants, full-time and part-time employees (including Pregnancy and Maternity);
- information gained from the equal opportunities form used during the recruitment process;
- Reports and Action Plans;
- information gained from the use of exit Interviews;
- feedback from the general staff through the consultative frameworks;
- information gained through use of workforce profile;
- recruitment and selection analysis reported every two years;
- periodic use of focus groups; and
- Recruitment and Selection complaints procedure.

Signed: Doreen M Shiels

Date: 15.11.19

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NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management. Please return to the EDI manager for approval by the EDI Committee

**Approval –**

Signed – Monica McKerlie, Head of Learner Services Date – 18.11.19

Name – Audrey Miller, Vice Principal HR and OD

Date – 18 November 2019

## **Appendix**

**Equality Act General Duty** requires colleges to have **due regard** to the need to:

1. **Eliminate**
  - a) discrimination,
  - b) harassment,
  - c) victimization; or
  - d) any other prohibited conduct
  
2. **Advance** equality of opportunity by
  - a) removing or minimising disadvantage
  - b) meeting the needs of particular groups that are different from the needs of others
  - c) encouraging participation in public life
  
3. **Foster** good relations – tackle prejudice, promote understanding

### **Protected Characteristics:**

1. Age
2. Disability
3. Gender Reassignment
4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to students)
5. Pregnancy And Maternity
6. Race
7. Religion Or Belief
8. Sex/ Gender
9. Sexual Orientation.