



Glasgow Kelvin College

Equality Impact Assessment  
Recruitment and Selection Policy  
Review 31 December 2025

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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:**

**People and Culture**

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**Lead Person:**

**D Shiels**

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**Date of Assessment:**

**June – November 2022**

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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  
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  
Organisational websites to consider areas of best practice

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

| Protected Characteristics             | Potential Impact   |
|---------------------------------------|--|
| <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 and Inclusion Lead works with managers to raise awareness of equalities

Monitoring and reporting of recruitment and selection statistics to the Board of Management through its PSED Report  
 Partnership working with external bodies such as Scottish Equality Network; CRER and Glasgow Regional Equality Group  
 Activities which promote equality and diversity in recruitment and selection  
 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  
 Recruitment and Selection complaints procedure.

Signed: Doreen Shiels

Date: 28.10.21

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 – 18.11.21

Name – Elaine Mitchell, HR Manager Date – 18 November 2021

## **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.