EQUALITY IMPACT ASSESSMENT SUMMARY

Name of policy being impact assessed:

Recruitment and Selection Procedure Document

What the equality impact assessment concluded:

The Policy is relevant to equality as it involves making decisions regarding potential individuals and circumstances and a likelihood of having a significant impact on prospective applicants and existing staff.

What evidence was used?

The Procedure document, relevant forms and associated guidance on the School intranet.

Who was involved and consulted and how:

Head of Personnel, Payroll & Pensions and external equalities consultant.

The action that will be taken as a result of the impact assessment:

1. To continue to place adverts on Job Centre Plus website.
2. To continue to meet two ticks criteria.
3. To consider the use of a positive action statement when advertising posts where there is evidence of under-representation.
4. The policy has been amended to reflect the Points Based Immigration System – paragraph 2 to be amended to refer to Jobs Centre Plus.

The author and date of the impact assessment:

Viv Brosnahan, from People Matters March 2010.

Signed off by:

Head of Personnel, Payroll & Pensions

Please send this summary report to the Equality and Diversity Manager