

Service being assessed	Human Resources – Recruitment and Selection
Who will be involved in completing this assessment?	Linda Andrews
Date of Review	14 September 2011
Date of Next Review	14 September 2012
What is the purpose of the service?	To meet its objective of providing quality services to the people of Great Yarmouth, the Council must recruit and retain effective employees at all levels; the Council's future competitiveness and success depends on a high performing workforce. To assist in this, systematic and objective processes will be followed which have due regard to legislative requirements.
Is this assessment being undertaken because of changes to the service? If so what are they?	Assessment being undertaken as part of Council's annual review of equalities information, not because of change to service/policy.
The purpose of this review is to understand how services can help the Council to meet its duties under Equalities legislation. The duties can be summarised as	<ul style="list-style-type: none"> - Recruiting managers are advised to undertake the e-learning courses on recruitment and selection and discrimination prior to the recruitment process; - A guide to recruitment and selection for managers is available; - All vacancies that are advertised externally on the Council's website, with JobsGoPublic, and placed with jobcentreplus;

<p>1. Eliminate discrimination <u>2.</u> Advance equality of opportunity <u>3.</u> Foster good relations between different parts of the community</p> <p>How does this service help the Council to do this, in particular in relation to the categories specifically mentioned in legislation - Race, Gender/Sex, Disability, Age, Religion/Belief, Gender Reassignment, Sexual Orientation, Pregnancy & Maternity and in respect of Duty 1 only – Marriage and Civil Partnerships?</p>	<ul style="list-style-type: none"> - Successful candidates are asked to complete a health questionnaire in the event that any reasonable adjustments may need to be made. This form is not shared with the recruiting manager prior to the interview; - Applicants are asked to complete an Equal Opportunities form. Reports on this information can be extracted. - Job sharing and part-time working opportunities are advertised across the Council. - Applicants with disability - who meet the essential criteria for the job - are guaranteed an interview. - All advertisements carry a standard paragraph stating that the Council welcomes applications from all parts of the community.
<p>How will you know that service is working as it should?</p>	<p>Feedback and comments from managers, employees and applicants.</p>
<p>What data have you used to help you make this assessment?</p>	<p>Legislation such as Equalities Act 2010</p>
<p>Is there any additional data that you need to collect to help in continuous improvement?</p>	<p>No.</p>
<p>How have you ensured that this service has been designed from a customer's perspective and how have you involved customers in that process?</p>	<p>Regular feedback from managers.</p>

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<p>Has any other consultation been carried out, including to ensure that we have taken into consideration the needs of those not currently using the service?</p>	<p>No.</p>
<p>What is, or what do you expect to be the impact of the way you work on different parts of the community, including those covered by equality legislation?</p>	<p>Who benefits? Council employees as well as applicants to the Council. Who should be expected to benefit but don't – Why not? Not applicable.</p>
<p>On the basis of what you have found out, which of these options will you now follow</p>	<ul style="list-style-type: none"> • No major changes • Adjust the policy • Continue the policy • Stop and remove the policy <p>This is a review – not a new policy or service. As and when it is proposed to change the service or policies, new assessments will be completed.</p>
<p>What now needs to be done and by who?</p>	<p>Ensure that legislation is adhered to. This is a responsibility of all those who partake in the Council's recruitment process.</p>
<p>Signed off by</p>	<p>Barry Walton, Service Unit Manager for Human Resources</p>