

# NATIONAL PROBATION SERVICE HAMPSHIRE AREA

## EQUALITY IMPACT ASSESSMENT FORM

This “Equality Impact Assessment Form” documents the outcome of a full impact assessment on the specified function, policy or procedure, addressing the equalities strands of: Race, Gender, Disability, Sexuality, Faith and Age. It is to be completed, published as specified, and appended to policy and/or strategy documents.

### **1. Function Name, Policy or Procedure:**

Recruitment Practice Guidance – as part of the Diversity Policy, Strategy and Practice Guidance in relation to Employment and Service Delivery

### **2. Aims and Approach of Function/Policy/Procedure**

The recruitment guidance forms part of the employment practice guidance document and was impact assessed as a discrete set of procedures, covering vacancy management, job description, job specification, advertising, application and selection process. The impact assessment formed part of a review of the Diversity Policy, Strategy and Practice Guidance.

The recruitment procedures aim to ensure that the appointment of staff is based on merit with those candidates who most demonstrate the required level of competence being successful. This is set within a framework that, through recognising how discrimination within employment has led to under-representation of some groups both within organisations and at different grades, allows for positive action measures to redress this. This means, for example, that the procedures will include Hampshire Probation Area undertaking on occasion targeted advertising and offering a guaranteed interview scheme for disabled people.

### **3. What data/information is available & does it suggest differential impact for any of the groups identified as part of the impact assessment process?**

There is a limited amount of data currently available. We are not at this time able to look at applications to the service broken down by different groups and so do not know whether applicants proportionally represent the wider community. Further data analysis development will be required to generate this information as well as information on the uptake of measures such as the guaranteed interview scheme.

However, we do currently have staff representation data which is indicating that there is a proportionally representative minority ethnic staff group at around 3.6%, who are also well represented at middle management grade. Preliminary analysis of disability data suggests around 15% of staff have declared that they are disabled in terms of the DDA definition, and a Staff Survey in 2003 had already show that disabled staff were not limited to one grade. Further and more current data analysis is required to confirm and build on this analysis. In relation to gender, HPA follows the general NPS pattern of a workforce that is approximately 75% female.

#### **4. What consultation has been undertaken and what are the results of this?**

The Diversity Policy, Strategy and Practice Guidance Document was taken to the Equalities Consultation Panel. Although the complete document was looked at, a focus was given to recruitment procedures and issues raised were:

- The need for an electronic application form
- Application forms to be updated with all unnecessary information, such as gender and date of birth, to be removed to a monitoring form
- There should be more training for managers in undertaking interviews and integrating equalities issues into the process. The suggestion was made that some interviews were observed and feedback provided on the process.
- Concern was raised about the full implementation of the Guaranteed Interview Scheme, in particular the aspect that states: "if the applicant does not meet the 'essential' requirements of the post, the application will automatically be forwarded to the HR Dept and the applicant will be offered the opportunity of an interview with a member of the department staff in order to discuss the application and what future employment opportunities may be available"

**5. What changes are needed to remove any adverse impact (either approach or implementation considerations)?**

Further data production and analysis is required in order to have a clearer picture of what is happening. In addition the points raised by the Equalities Consultation Panel require actioning within the HR department and this will be raised with appropriate managers.

**6. What decisions have been taken on the basis of the impact assessment and what measures have been put in place to implement?**

As Above.

**7. Monitoring arrangements and review process**

Monitoring to be undertaken when PPWin at full capacity – early in 2007 – and review will be undertaken after this.

**8. How results will be published**

.Results of impact assessments are published on Diversity Database and the HPA website.

**Signature of Policy Lead .....**

**Position**

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**Date**

**November 2006**