

WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT DESKTOP SCREENING

This exercise is not an EIA. It is a desktop exercise designed to establish if you need to carry out a full assessment. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to the screening form.

Part One: basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit	Corporate Services, HR, Central Recruitment Team
1.2	Title or brief description of the policy being screened.	New eRecruitment system
1.3	Screening by:	Stuart Perkins
1.4	Date of screening	Monday 6 th September, 2010
1.5	Related policies/functions:	No
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	Human Resources/BOLD
1.7	Is this a new or existing policy?	Not a policy – but a new system
1.8	What is the policy trying to achieve?	Not a policy – Automation of recruitment transactional processes to deliver efficiencies in removing paper and speeding up overall recruitment process. Also single recruitment system/software replacing 3 currently used thus delivering savings of licence costs.
1.9	What are the planned outcomes for this policy?	Automation of recruitment transactions, speed up recruitment, deliver efficiency savings

1.10	Who will benefit from the policy? How will they benefit?	CRT staff benefit from using a single system instead of current 2 or 3. CRT doesn't have to work with hard copy forms and time wasted in sending/receiving such documents. HR will benefit from savings again previous software licence costs. IBS benefit from ending usage of out of warranty old server. Recruiting Managers benefit from having all recruitment related documentation on-line, thus speeding up the process and making more accessible (remotely). Job applicants can benefit from faster recruitment process and those without access to on-line will only have to submit one paper form which CRT will add and save to system meaning applicant only needs to send Section 4 add info in future and not needing to write out and submit separate new form each time.
1.11	Who is formally responsible for the delivery of this policy? If different, who is responsible for leading on the delivery?	Stuart Perkins
1.12	What (if any) are the key priorities within this policy?	First priority is to get the front end (inputting of vacancy) of the system working for recruiting managers who will input their new vacancies from w/c 6 th September. However, equally, the CRT need full functionality first so they can support recruiting managers and ensure system is operational to then make sure vacancies are published to live website on Friday 10 th Sept. This then benefit candidates who will be able to view and apply for vacancies from this date onwards. Ultimate priorities are to have a fully functional system ASAP so that organisational efficiencies can be derived
1.13	What (if any) previous consultation has been done on this policy? Who was consulted and when?	This is not a policy, but CRT has consulted with IBS, recruiting managers and HRM's to ensure system new system will deliver required functionality to users. Various consultation has taken place including one-to-one sessions and group briefings/demos

		during July and August 2010. A further session is planned with Sandy Bannister as soon as a final version of the software is available, which is due early in w/c 6 th Sept. Recruiting Managers won't interface back end of system until w/c 27 th Sept so this gives some time to make any amendments relating to accessibility feedback given by SB
1.14	Is equality monitoring in place for this policy?	The new system will be able to run real time reports mirroring those previously available in Workforce Recruitment Manager. These reports show E&D of applicants passing through the various stages of the recruitment process.

Part Two: this is the test to see if further action is required. For the purpose of this exercise concentrate on the impact on people of differing age, gender, disability, race/ethnicity, religion or belief and sexual orientation.

		Y	N	Details including what information you have based your decision on.
2.1	Is there any way in which the policy is directly discriminatory or in breach of the County Council's Equality and Diversity Policy? (see Annex E)			No
2.2	Are there any barriers to people from minority groups getting the full benefit of this policy which have not been resolved as part of the policy?			No

2.3	Are there any other ways the policy could unintentionally deliver poorer quality outcomes for individuals because they belong to a minority group or groups?(they may belong to more than one)			No – System only reproduces existing Recruitment & Selection processes that are currently in operation for managers and the CRT. Where someone is unable to use their computer to run through the recruitment process, all elements can still be reproduced in hard copy as required. It is believed that by pushing process on-line however, that some individuals may actually benefit as they can use screen reader software etc
2.4	Could minority groups reasonably believe they would be likely to get poorer benefits from the policy?			No – See 2.3
2.5	In what ways could this policy make a positive contribution to equality or to relations between groups?			This system is for internal use only although subsequent improvements and developments may well see an enhanced process for job applicants in future.

If the answer to questions 2.1 to 2.4 is yes or "could be yes" then you **must** take action. If the issue is straightforward then remedy this **now** so the answer changes to no. If it cannot be remedied now or there are outstanding issues you must continue on to a full EIA. Where you have decided a full EIA is not required but have identified actions which must be taken then please record these below:

Specific Action	How will you know when this is completed?	Resources/cost	Person Responsible	Completion date