

EQUALITY IMPACT ASSESSMENT – RECRUITMENT

FORM 2 (Page references on this form refer to UWE EIA Guidance Published August 2008)

1. Name of the policy or practice

Recruitment & Selection

2. What is the aim, objective or purpose of the policy / practice?

To attract, recruit and appoint high quality people in a fair, systematic, efficient way which provides equality of opportunity for all applicants. This will enable us to create maintain a diverse workforce.

3. Who is responsible for developing the policy ?

Di Lewton HR Recruitment Manager, delegated to Vicki Barnes & Joanna Dunford, HR Recruitment Advisers

4. Who is responsible for implementing the policy?

HR Recruitment team

5. Who is affected by the policy?

Potential internal and external job applicants and appointees. Interviewers and those responsible for recruiting within faculties and services. Ultimately students are affected by the need for UWE to have the right people in the right posts at the right time.

6. Does this policy relate to any other policies?

Yes, other HR policies, the main ones being redeployment, CRB and ISA processes, staff development policy, exit interview procedure.

Revised: 28.3.11 – Section 12

7. Is there any information/evidence to suggest that the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Include findings from consultations carried out. See Guidance p8-9

	Yes Please comment	No	Not known
Women, men, transgendered people	<p>Potential impact on applicants wishing to apply for a job having undergone, or following, gender reassignment.</p> <p>Concerns about confidentiality and data protection issues may arise for transgendered people.</p> <p>Women are often primary carers and may require flexible, part time working, or job share arrangements. This should be considered where recruitment of women is low. Also, women tend to take breaks in their career to care for their children, and therefore are disproportionately disadvantaged compared to men eg number of years' experience.</p> <p>Feedback from the women's forum is that some women are frustrated at UWE by the lack of promotion opportunities. UWE staffing compendium states 24% senior mgt posts filled by women, and 76% by men (2009).</p>		
Disabled people	<p>We know that disabled people are less likely to have the range of work experience and interview experience as non-disabled people. (Source - <i>The employers forum on disability</i>).</p>		

Younger or older people			UWE has an older workforce but little is known about the experience of younger and older staff. See ECU age diversity report.
People of different faiths and beliefs	People of different faiths and beliefs may be attracted to employers who promote equality in this area and have associated staff networks		
Lesbian, gay and bisexual people	Lgbt applicants may be attracted to employers who promote equality in this area and have associated staff networks Concerns about confidentiality and data protection issues may arise especially in regard to identifying people who we are related to that already work for the organisation.		See ECU research on the experience of LGBT staff in higher education

8. Is the policy designed to promote equality for particular groups or good relations between groups? If so, which?

Yes, aimed at avoiding discrimination against any groups in recruitment and selection and promoting positive action where under-representation exists

9. Is there any evidence or information to suggest a potentially adverse impact on the following equality groups as a result of this policy? See pages 9-10 of Guidance

	Yes Please comment	No	Not known
Women, men, transgendered people	<p>UWE has a bias to recruiting men or women depending on the role, faculty, service etc.</p> <p>Certain services and faculties are dominated by one sex - this may re-enforce gender stereotypes in some occupations e.g. HR, Estates etc</p> <p>Fewer women are appointed to senior roles.</p> <p>In some cases, there is insufficient justification for a differential in salaries for men or women in comparable work. Our initial salary assessment may inherit some bias as sometimes existing salaries are matched when people join UWE from other organisations.</p>		
Black and minority ethnic groups	<p>Data in UWE Staffing Compendium shows a bias to recruiting white applicants; this means that fewer BME applicants are recruited proportionately than white applicants. For example, for the year ending Sept 2009, although 16.5% of applicants were BME, only 9.6% of candidates appointed were BME.</p> <p>At UWE, number of BME staff as at 2009 was 6.7% in comparison to the figure for Bristol 9.9% and national population 10.4% (<i>Source: Office for National Statistics</i>).</p> <p>There are some areas where there are very few or no BME staff such as Senior Management roles where there were no BME staff, and Technical staff grade G and above 2.7%, as at 2009 (latest data).</p> <p>However, in some work areas, UWE recruits and selects a higher ratio of BME staff, eg TSU assignments 7.9% and Research grade H 11.8% & Research grades F & G 13.1%.</p>		

<p>Disabled people</p>	<p>At UWE there is a very low disclosure/application rate of disabled people. For the year ending Sept 2009, 1.8% of staff appointed were disabled.</p> <p>4.5% of UWE staff consider themselves disabled - this compares to approximately 9% of economically active disabled people in the UK, therefore disabled people may be under-represented at UWE.</p> <p>Also, UWE does not provide recruitment documents in alternative formats, eg braille, audio tapes etc – therefore potential barriers for disabled applicants.</p> <p>We do not use media aimed at disabled people, or use schemes who help disabled people into work.</p>		
<p>Younger or older people</p>	<p>Academics may find it easier to apply for jobs over 65 than non-academics as we currently do not accept applications from people over 65 unless there is a business case.</p> <p>We do not provide opportunities for young people to come to work for UWE if they do not yet have work experience – eg no modern apprenticeship.</p> <p>Also, sometimes the number of years’ experience stated on the person spec for a post is unnecessarily high, therefore ruling out young people again.</p>		
<p>People of different faiths and beliefs</p>	<p>Our recruitment materials do not highlight the fact that UWE has a multi faith support team, or would be disposed to staff having special days off for religious reasons, or our various faith networks. Therefore people of different faiths (or no faith) would not necessarily be encouraged to apply for posts.</p>		
<p>Lesbian, gay, bisexual, transgender people</p>	<p>We need to consider where we advertise posts, and whether we use media that would attract this target group. We don’t actively promote UWE amongst relevant groups of people. We don’t sufficiently promote relevant staff network. NB currently recruitment is mainly restricted to internal during UWE restructure.</p>		

10. What additional information do you need? How will you get it?

Information	Method for collecting information
<p>Monitoring of applicant population – need to track numbers who request application packs but don't then apply; numbers who apply and are not shortlisted; people who are interviewed but don't get the job. People who get the job but leave shortly after.</p> <p>Need external comparative data.</p>	<p>Existing sources are Equal Opportunities statements on application forms (held on SAP).</p> <p>Recruitment tracking data on SAP – but currently not possible to extract what we need.</p> <p>UWE staff compendium.</p> <p>Gov't national stats (ONS).</p>

11. Are there any other departments/units/organisations that might want to join you in commissioning new research?

Contact BCC, NHS, other universities and colleges, Rowntree Foundation. Use what existing networks UWE is already part of .

12. Immediate amendment or revision of policy

a) Is there an opportunity to take steps to prevent discrimination, address different needs or promote equality of opportunity more effectively by immediately altering the policy/practice, or by working with others? If yes, please comment and complete action plan See pages 10-11 of Guidance

In order to promote equality of opportunity more effectively there needs to be a clear Recruitment Policy which shows a commitment to develop Equality and Diversity for all staff and applicants. As well as promoting our commitment to equality issues in our recruitment literature, there is a requirement for providing more effective guidance on preparing job descriptions, to make more concise in line with e-recruitment and to address barriers to minority target groups.

Make an overt commitment to positive action as part of the recruitment policy with a list of initiatives to introduce e.g. Guaranteed Interview Scheme/Two Tick approach, targeted advertising, recruit externally except where there is an equalities interest (although this is overridden currently by Internal-Only policy from the Vice Chancellor).

Put measures in place to encourage more staff to feel comfortable providing details on disability, sexual orientation etc – eg by promoting our commitment to equality issues in our recruitment literature, potential applicants may be more disposed to completing our equalities form. Do post interview equalities monitoring.

Getting involved in external community events and groups targeted to the bme/disabled/lgbt community would help improve UWE image as an employer in the community.

13. Consultation

a) Do you need to carry out a formal/informal consultation internally or externally at this stage? See pages 11-12 of Guidance

Give details

Contacting recently appointed staff from minority groups might prove beneficial – via existing networks and forums, incl widening participation links. Contact with potential external applicants from BME and disabled minority groups – perhaps via list of attendees at Recruitment Fair? Tap into other relevant studies – eg by our placement students. More needs to be known about bme people, women and men, disabled people, lgbt community and the recruitment experience whether successful or not, and how they view UWE as an employer.

b) Are there other departments/units/organisations that might want to join you in commissioning new consultation?

Give details

Working in partnership with other HE institutions may prove useful. Other public sector organisations are keen to work together on this issue (multi-agency partnership). Engage with community bodies representing minority groups such as Race for Opportunity and local Jobcentre Plus offices.

14. Please outline how you will revise the policy (if necessary) in the light of the consultation. If no change is to take place please give reasons.

Vicki Barnes and Joanna Dunford will undertake necessary work (in order of priority as the action point list is extensive), and will revise the policy as needed.

15. How will you monitor the policy to ensure that it delivers the required outcomes on equality and diversity? See Guidance page 12-13

By obtaining relevant stats available for the recruitment cycle at regular intervals (eg every 6 months), and by setting initial targets. A review of outcomes will be undertaken, eg annually. It is hoped that collection of relevant statistics will be possible through the new e-recruitment system, as current electronic systems are very restrictive. Also use data from exit questionnaires and liaise with Equality & Diversity Unit.

16. Please indicate when you think this policy/practice should be reviewed next:

Suggest annually. Thus to check that highest priorities have been achieved, and therefore set next targets/priorities for policy revision.

Equality Impact assessment completed by:

Name	Vicki Barnes & Joanna Dunford
Post title	Recruitment Advisers
Faculty / service	HR
Date	September 2010

Confirmed by:

Name	
Post title	
Faculty / service	
Date	

Please return this form to the Equality and Diversity Manager.