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| Policy/Procedure/Strategy: | Recruitment Policy | Author/Owner: | Head of HR & OD | Signature: | Susan McMillan |
| Review Due: | November 2025 | Department/Section: | HR |  |
| Date of Assessment: | October 2024 |  |  | Date: | 29/10/2024 |

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|  | New |
|  | Revised |
|  | Existing |

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

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| This policy aims to enable managers to organise fair and transparent recruitment, selection and promotion exercises in a wide range of scenarios, ensuring good practice and achieving consistency, fairness and transparency.  The policy aims to promote equal opportunities and provides clearer guidance about how applicants/candidates with disabilities must be treated in relation to reasonable adjustments – this includes the introduction of the Guaranteed Interview Scheme. |

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| Who will be affected? | Who will be consulted? | Evidence available: |
| All UHI Argyll employees, including visitors and other third parties. | UHI Argyll Human Resources  UHI Argyll Senior Management Team  UHI Employees  TU representative | This policy revision replaces the previous Recruitment and Selection policy and requires an equality impact assessment to be complete for there is a legal requirement part of the Equality Act 2010 to ensure due regard is given to all those impacted by the introduction of the policy.  Other evidence that will become available as the policy is implemented.   * Data which can assess the impact of the Guaranteed Interview Scheme. * Applicant data by protected characteristic can be gathered to identify any patterns or trends.     Since the policy has been implemented to date there have been no interviews where the Guaranteed Interview Scheme was implemented.  Quantitative Data from 2023:  !3 core staff vacancies and 22 teaching staff vacancies.  13 core staff vacancies: total applications received = 71. 87% female 13% male.  22 teaching staff vacancies: total applications received = 40. 45% female 55% male.  Qualitative Data from 2023:  Of the 22 teaching vacancies 8 were Construction, Engineering, Maritime, Agriculture which are industries which are currently predominantly male dominated, this may provide further information to explain the differences.  For the core staff vacancies, the majority were administrative roles, which is more likely to attract female candidates, and this data aligns with the findings of our gender pay gap report. |

Step 2

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| Potential Positive/Negative/Neutral  Impact Identified.  **P, N, N/I** | Age | Disability | Gender Reassignment | Marriage/Civil Partnership | Pregnancy and Maternity | Race | Religion or Belief | Sex | Sexual Orientation |
| Eliminating Discrimination | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I |
| Advancing Equality of Opportunity | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I |
| Promoting Good Relations. | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I | N/I |

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| Summary of EIA Outcome – please tick | |
|  | No further action to be carried out |
|  | Amendments or changes to be made |
|  | Proceed with awareness of adverse impact |
|  | Abandon process – Stop and Rethink |
| Please forward completed EIA forms to the Equality & Diversity Committee | |

Step 3

Action to be taken

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| **-**Review of equality impact assessment whenever this or associated college policies are updated or revised. |