

Policy/Procedure/Strategy: Recruitment, Selection and Retention

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Review Due: 01/12/2020

Department/Section: Human Resources

Date of Assessment: 19/04/2017

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Step 1

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

This policy aims to provide a professional and consistent approach to recruitment and selection.

- New
 Revised
 Existing

Who will be affected?	Who will be consulted?	Evidence available:
College staff	College Board of Governors and staff	Qualitative – Argyll College UHI Recruitment, Selection and Retention Policy, Argyll College UHI Equality and Diversity Policy, Equality Act (2010), Equality Act (2010) (Specific Duties) (Scotland) Regulations (2012), Data Protection Act (1998). Anecdotal – Board of Governors and staff views on the policy.

Step 2

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	P	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	N/I	P	N/I	N/I	P	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

Step 3

Action to be taken

- Policy review should consider stating specifically that arrangements for interviews will include provision for individuals with accessibility issues.
- Policy review should consider including all protected characteristics in section 7.4 of the policy.
- Consideration should be given to making mention of the job description and person specification documents being available in appropriate accessible formats at the time of next policy review.
- Review of equality impact assessment whenever this policy, associated college policies or related legislation is updated or revised.
- Ongoing monitoring of compliance to ensure no protected group is discriminated against when dealing with issues relating to recruitment and selection.

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