

## **Enfield Equality Impact Assessment (EqIA)**

### **Introduction**

The purpose of an Equality Impact Assessment (EqIA) is to help Enfield Council make sure it does not discriminate against service users, residents and staff, and that we promote equality where possible. Completing the assessment is a way to make sure everyone involved in a decision or activity thinks carefully about the likely impact of their work and that we take appropriate action in response to this analysis.

The EqIA provides a way to systematically assess and record the likely equality impact of an activity, policy, strategy, budget change or any other decision.

The assessment helps us to focus on the impact on people who share one of the different nine protected characteristics as defined by the Equality Act 2010 as well as on people who are disadvantaged due to socio-economic factors. The assessment involves anticipating the consequences of the activity or decision on different groups of people and making sure that:

- unlawful discrimination is eliminated
- opportunities for advancing equal opportunities are maximised
- opportunities for fostering good relations are maximised.

The EqIA is carried out by completing this form. To complete it you will need to:

- use local or national research which relates to how the activity/ policy/ strategy/ budget change or decision being made may impact on different people in different ways based on their protected characteristic or socio-economic status;
- where possible, analyse any equality data we have on the people in Enfield who will be affected eg equality data on service users and/or equality data on the Enfield population;
- refer to the engagement and/ or consultation you have carried out with stakeholders, including the community and/or voluntary and community sector groups you consulted and their views. Consider what this engagement showed us about the likely impact of the activity/ policy/ strategy/ budget change or decision on different groups.

The results of the EqIA should be used to inform the proposal/ recommended decision and changes should be made to the proposal/ recommended decision as a result of the assessment where required. Any ongoing/ future mitigating actions required should be set out in the action plan at the end of the assessment.

## Section 1 – Equality analysis details

<b>Title of service activity / policy/ strategy/ budget change/ decision that you are assessing</b>	<b>Recruitment &amp; Selection Policy</b>
<b>Team/ Department</b>	<b>HR</b>
<b>Executive Director</b>	<b>Ian Davis</b>
<b>Cabinet Member</b>	
<b>Author(s) name(s) and contact details</b>	<b>Muz Khokher</b> <a href="mailto:Muazzam.khokher@enfield.gov.uk">Muazzam.khokher@enfield.gov.uk</a>
<b>Committee name and date of decision</b>	
<b>Date of EqIA completion</b>	<b>August 2023</b>

<b>Date the EqIA was reviewed by the Corporate Strategy Service</b>	
<b>Name of Head of Service responsible for implementing the EqIA actions (if any)</b>	<b>Julie Mimmagh</b>
<b>Name of Director who has approved the EqIA</b>	<b>Tinu Olowe</b>

The completed EqIA should be included as an appendix to relevant EMT/ Delegated Authority/ Cabinet/ Council reports regarding the service activity/ policy/ strategy/ budget change/ decision. Decision-makers should be confident that a robust EqIA has taken place, that any necessary mitigating action has been taken and that there are robust arrangements in place to ensure any necessary ongoing actions are delivered.

## Section 2 – Summary of proposal

Please give a brief summary of the proposed service change / policy/ strategy/ budget change/project plan/ key decision

**Please summarise briefly:**

What is the proposed decision or change?

What are the reasons for the decision or change?  
What outcomes are you hoping to achieve from this change?  
Who will be impacted by the project or change - staff, service users, or the wider community?

The recruitment & Selection Policy has been re-written to better reflect current recruitment processes and procedures taking into consideration updated guidance on recruitment best practice.

With the introduction of our new Applicant Tracking System (Jobtrain) the policy has been updated to correlate with the online processing of recruitment campaigns.

Moving recruitment to online processes we hope to achieve faster recruitment times and improved recruitment services.

Direct impact of the policy will be to Managers and Staff.

Indirect impact of the updated policy will be to the wider community when we are able to improve recruitment KPIs that result in improved service delivery for our service users.

## Section 3 – Equality analysis

This section asks you to consider the potential differential impact of the proposed decision or change on different protected characteristics, and what mitigating actions should be taken to avoid or counteract any negative impact.

According to the Equality Act 2010, protected characteristics are aspects of a person's identity that make them who they are. The law defines 9 protected characteristics:

1. Age
2. Disability
3. Gender reassignment.
4. Marriage and civil partnership.
5. Pregnancy and maternity.
6. Race
7. Religion or belief.
8. Sex
9. Sexual orientation.

At Enfield Council, we also consider socio-economic status as an additional characteristic.

“Differential impact” means that people of a particular protected characteristic (eg people of a particular age, people with a disability, people of a particular gender, or people from a particular race and religion) will be significantly more affected by the change than other groups. Please consider both potential positive and negative impacts, and provide evidence to explain why this group might be particularly affected. If there is no differential impact for that group, briefly explain why this is not applicable.

Please consider how the proposed change will affect staff, service users or members of the wider community who share one of the following protected characteristics.

**Detailed information and guidance on how to carry out an Equality Impact Assessment is available [here](#). (link to guidance document once approved)**

**Age**

This can refer to people of a specific age e.g. 18-year olds, or age range e.g. 0-18 year olds.

Will the proposed change to service/policy/budget have a **differential impact [positive or negative]** on people of a specific age or age group (e.g. older or younger people)?

Please provide evidence to explain why this group may be particularly affected.

There is no specific impact from the introduction of this policy to people based on their age.

With online applications in a controlled system that are able to anonymise applicant data we are mitigating managers discriminating on the basis of age in the shortlisting process.

**Mitigating actions to be taken**

**Disability**

A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-day activities.

This could include: physical impairment, hearing impairment, visual impairment, learning difficulties, long-standing illness or health condition, mental illness, substance abuse or other impairments.

Will the proposed change to service/policy/budget have a **differential impact [positive or negative]** on people with disabilities?

Please provide evidence to explain why this group may be particularly affected.

The policy safeguards people with a disability to ensure they are supported throughout the recruitment process. This includes any reasonable adjustments.

Enfield council has signed up to be a level 2 disability confident employer to support candidates with being guaranteed an interview as long as they meet all essential criteria for a role.

The policy also shares guidance on how managers can get support from Access to Work to support employees with reasonable adjustments required to be able to carry out duties for their roles.

The Council has a contract with Vercida, a bespoke diversity jobboard to advertise all external recruitment. This enables the Council to reach a diverse applicant pool and demonstrates the Council's commitment to EDI to potential applicants.

The Council's 'Careers at Enfield' site includes a dedicated page for equalities in employment that is designed to demonstrate the Council's commitment to inclusive employment and EDI.

**Mitigating actions to be taken**

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**Gender Reassignment**

This refers to people who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on transgender people?

Please provide evidence to explain why this group may be particularly affected.

There is no specific impact from the introduction of this policy to people based on gender reassignment.

Use of anonymised applications protects applicants E&D data and restricts access to this information only to HR.

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**Mitigating actions to be taken**

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**Marriage and Civil Partnership**

Marriage and civil partnerships are different ways of legally recognising relationships. The formation of a civil partnership must remain secular, where-as a marriage can be conducted through either religious or civil ceremonies. In the U.K both marriages and civil partnerships can be same sex or mixed sex. Civil partners must be treated the same as married couples on a wide range of legal matters.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people in a marriage or civil partnership?

Please provide evidence to explain why this group may be particularly affected.

There is no specific impact from the introduction of this policy to people based on Marriage and Civil Partnership.

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**Mitigating actions to be taken**

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**Pregnancy and maternity**

Pregnancy refers to the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity

discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on pregnancy and maternity?

Please provide evidence to explain why this group may be particularly affected.

There is no specific impact from the introduction of this policy to people based on Pregnancy and Maternity.

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**Mitigating actions to be taken**

**Race**

This refers to a group of people defined by their race, colour, and nationality (including citizenship), ethnic or national origins.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people of a certain race?

Please provide evidence to explain why this group may be particularly affected.

There is no specific impact from the introduction of this policy to people based on Race.

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**Mitigating actions to be taken**

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**Religion and belief**

Religion refers to a person's faith (e.g. Buddhism, Islam, Christianity, Judaism, Sikhism, Hinduism). Belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people who follow a religion or belief, including lack of belief?

Please provide evidence to explain why this group may be particularly affected.

There is no specific impact from the introduction of this policy to people based on Religion and belief.

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**Mitigating actions to be taken**

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**Sex**

Sex refers to whether you are a female or male.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on females or males?

Please provide evidence to explain why this group may be particularly affected.

There is no specific impact from the introduction of this policy to people based on Sex

Use of anonymised applications protects applicants E&D data and restricts access to this information only to HR.

The Council has a contract with Vercida, a bespoke diversity jobboard to advertise all external recruitment. This enables the Council to reach a diverse applicant pool and demonstrates the Council's commitment to EDI to potential applicants.

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**Mitigating actions to be taken**

**Sexual Orientation**

This refers to whether a person is sexually attracted to people of the same sex or a different sex to themselves. Please consider the impact on people who identify as heterosexual, bisexual, gay, lesbian, non-binary or asexual.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people with a particular sexual orientation?

Please provide evidence to explain why this group may be particularly affected.

There is no specific impact from the introduction of this policy to people based on Sexual Orientation.

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**Mitigating actions to be taken**

**Socio-economic deprivation**

This refers to people who are disadvantaged due to socio-economic factors e.g. unemployment, low income, low academic qualifications or living in a deprived area, social housing or unstable housing.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people who are socio-economically disadvantaged?

Please provide evidence to explain why this group may be particularly affected.

There is no specific impact from the introduction of this policy to people based on socio-economic deprivation.

Use of anonymised applications protects applicants E&D data and restricts access to this information only to HR.

The council is also exploring signing up to the Ban the Box initiative which means the council does not ask candidates to declare any convictions until after they have been offered a role following an interview process.

The recruitment team attends a number of job fairs within the borough. These tend to be held in wards with higher levels of unemployment and social deprivation.

All vacancies are advertised on FindAJob.gov.uk. This links to the JCP and DWP service.

**Mitigating actions to be taken.**

## Section 4 – Monitoring and review

How do you intend to monitor and review the effects of this proposal?

Who will be responsible for assessing the effects of this proposal?

I intend to have a 3 yearly review of the policy to ensure the policy remains fit for purpose and is updated with any new legislation guidance on new processes for recruiting candidates into the council.

The Resourcing, Workforce planning, & HR Systems Manager is responsible for ensuring processes are in place to ensure the policy is being adhered to council wide. The advanced reporting tools from Jobtrain will support in reviewing recruitment activity on a monthly and quarterly basis to ensure that KPI's are being adhered to and best practice is being followed in the council.

## Section 5 – Action plan for mitigating actions

Any actions that are already completed should be captured in the equality analysis section above. Any actions that will be implemented once the decision has been made should be captured here.

Identified Issue	Action Required	Lead officer	Timescale/By When	Costs	Review Date/Comments