

## Equality Impact Assessment Form

### About the function, policy, project or decision being assessed

What is being assessed?	<input type="checkbox"/>	Function
	<input checked="" type="checkbox"/>	Policy
	<input type="checkbox"/>	Project
	<input type="checkbox"/>	Decision
Title of the function, policy, project, or decision	Recruitment and Selection Policy and Procedure	
What is this function, policy, project, or decision aiming to achieve?	The purpose of the policy is to ensure that all vacancies are filled through fair and open competition and to fulfil the general equality duty under the 2010 Equality Act; specific equality duties under the Equality Act (Statutory Duties) (Wales) Regulations 2011 and other voluntary equality commitments.	
Who is affected by this function, policy, project, or decision?	Staff and applicants for vacancies	
Who should be consulted about this function, policy, project, or decision?	Staff, TU	
Who is conducting this impact assessment?	Marilyn Maidment Ania Rolewska	
Date:03/11/2022		Version: 1.1

### Initial screening

Question	Y	N	If 'YES', briefly explain why
Does this policy, project or decision relate to our functions or areas of work within those functions for which EIA has identified equality impacts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is known that certain groups are affected by inequalities in employment opportunities, for example due to discrimination, unconscious bias and barriers to access.
Does this policy, project or decision relate to our Equality Objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Objective 3.2: Act to improve the representation of protected groups in PSOW's workforce

<p>Is there a risk that this policy, project, or decision could disadvantage any group of people?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Inequalities in employment opportunities are known to affect women, younger and older people, disabled people, people who identify as LGBTQ+, people from diverse ethnic backgrounds, people with caring responsibilities and people experiencing socio-economic disadvantage. The provisions of this policy must minimise any possible disadvantage that could be experienced by those groups.</p>
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If you answered 'yes' to any of the questions above, proceed to the full impact assessment.

## Impact Assessment

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
Cross-cutting considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The policy is directly relevant to ensuring that all candidates for appointment to positions within PSOW are treated equally and fairly. It strongly and consistently states our equality duties and commitments. In addition, it includes specific provisions intended to promote employment opportunities to those with protected characteristics (see below).</p> <p>The anticipated equality impact of the relevant provisions of this policy is that it will support greater diversity within our workforce.</p>	<p>The impact of this policy will be reinforced by other actions such as:</p> <ul style="list-style-type: none"> <li>• effective communication of vacancies</li> <li>• effective liaison with key partner organisations that work directly with the communities under-represented in our workforce such as Disability Wales, Learning Disability Wales, EYST, Chwarae Teg, Stonewall and many others.</li> <li>• draw on advice from organisations and schemes that we are members of (TaiPawb, ChwaraeTeg) to continuously improve our recruitment practice.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Older people are known to face inequalities in employment opportunities and are under-represented in our current workforce and among our job applicants.</p> <p>The policy does not include specific provisions to support this group but is cross-cutting provisions are expected to minimise disadvantage for this group.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Younger people are known to face inequalities in employment opportunities and are under-represented in our current workforce and among our job applicants.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
				The policy does not include specific provisions to support this group but is cross-cutting provisions are expected to minimise disadvantage for this group.				
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Disabled people are known to face inequalities in employment opportunities and are under-represented in our current workforce. This group was slightly better represented among our job applicants but no candidates that identified as disabled were appointed.</p> <p>To mitigate the risk of disadvantage and address possible barriers affecting this group, as well as to promote equality of opportunity, the policy</p> <ul style="list-style-type: none"> <li>confirms that we will shortlist the candidates that meet the essential criteria.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender (sex)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Women are known to face inequalities in employment opportunities. Women are well-represented in our workforce and among our job candidates, but the representation is lower in higher-paid roles than in lower paid-roles.</p> <p>In addition to its cross-cutting provisions, the policy mitigates this risk by</p> <ul style="list-style-type: none"> <li>the provision that the composition of the interview panel should take account of gender, ethnicity and language requirements</li> <li>the provision that when developing job description we will ensure to not use language that may discourage certain groups</li> </ul>	Tools such as <a href="http://gender-decoder.katmatfield.com/">http://gender-decoder.katmatfield.com/</a> will be used when preparing job descriptions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
				from applying. This extends to 'gender-coded' language.				
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Trans people are known to face inequalities in employment opportunities. No people working for us or applying to join us in 2021/22 stated that they identified as trans.</p> <p>The policy does not include specific provisions to support this group but is cross-cutting provisions are expected to minimise disadvantage for this group.</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy does not include specific provisions to support this group but is cross-cutting provisions are expected to minimise disadvantage for this group.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy & maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There is a risk that staff who are away from office on maternity, paternity or adoption leave will not be aware of recruitment opportunities.</p> <p>This risk is mitigated by our Maternity, Paternity &amp; Adoption policy which states that staff who may be away from the office on maternity, paternity or adoption leave should be made aware of any vacancies.</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>People from diverse ethnic backgrounds are known to face inequalities in employment opportunities.</p> <p>In addition to its cross-cutting provisions, the policy mitigates this risk by</p> <ul style="list-style-type: none"> <li>including a provision that the composition of the interview panel should take account of</li> </ul>	We will take 'positive action' as part of our custom and practice, extending the guaranteed interview when the essential criteria is met to any group under represented - the opportunity to be shortlisted if the essential criteria are met. This has been included in 1.6 of the policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
				gender, ethnicity and language requirements.				
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>People in this group are known to face inequalities in employment opportunities.</p> <p>The policy does not include specific provisions to support this group but is cross-cutting provisions are expected to minimise disadvantage for this group.</p>	When setting dates for interview we will be mindful of religious festivals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>People of diverse sexualities are known to face inequalities in employment opportunities.</p> <p>The policy does not include specific provisions to support this group but is cross-cutting provisions are expected to minimise disadvantage for this group</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>There is no evidence that Welsh speakers experience inequalities in employment opportunities. However, there is a risk that Welsh speakers will not be able to access recruitment process in Welsh.</p> <p>This policy states clearly that, in line with our Welsh language duties, we will</p> <ul style="list-style-type: none"> <li>• assess and record need for Welsh language skills</li> <li>• appropriately advertise needs for Welsh language skills</li> <li>• conduct the recruitment process in Welsh or in English.</li> </ul> <p>In light of feedback received from the Welsh Language Commissioner, the policy has been</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Characteristic	Potential impact			Please explain this impact	Can this impact be mitigated or enhanced? If so, how?	Impact after actions		
	Negative	Neutral	Positive			Negative	Neutral	Positive
				updated to specify that successful applicants who stated that Welsh is their preferred language will be notified in Welsh.				
Socio-economic characteristics <ul style="list-style-type: none"> <li>rurality</li> <li>low/no income</li> <li>caring duties</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	People who experience economic disadvantage may also face inequalities in employment opportunities, for example due to a lack of formal qualifications and lower educational attainment. Other factors, such as residency in poorer areas with weaker public transport links or a lack of own transport, could also be a barrier to participating in the recruitment process.  To mitigate some of these risks, the policy <ul style="list-style-type: none"> <li>states that when developing job description we will ensure to not use language that may discourage certain groups from applying. We already endeavour to avoid including a requirement for a university level degree unless unavoidable.</li> </ul>	The policy currently states that 'Where applicable and declared on the application form, reasonable adjustments will be made to ensure accessibility for all candidates.' However, this provision has now been extended to include "we will also consider making adjustments for people who may face barriers on other grounds, if what they need is reasonable and proportionate" e.g. interviewing candidates remotely. It is detailed in 4.2 of the policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Please record the evidence that you used to assess impact:**

Staff equality profile (2021/22)

- Age: 3% under 25 and 1% over 65
- Gender: 73% female
- Trans: 0%
- Diverse nationalities: 3%
- Diverse ethnic backgrounds: 8%
- Welsh as main language: 14%
- Fluent or fairly good Welsh language skills: 27%-30%
- Disabled: 3%
- Married 56%
- Diverse sexual orientations: 4%
- Diverse religious beliefs: 4%
- Caring duties: 61% (most of which for child or children)

Gender breakdown of staff by role

- Administrative and frontline staff: 88% female
- Investigation Officers and Support Service Managers: 75% female
- Improvement Officers and Managers: 64%
- Senior Managers: 50%

Job applicant equality profile (2021/22)

- We saw that, compared to last year, people under 25 were better represented among job applicants and successful applicants. Very positively, 38% of successful candidates stated that they were fluent in Welsh.
- We saw a large drop in the representation of people in the 55-64 age group.
- Only a very small proportion of our job applicants were from diverse national backgrounds and none of those who were appointed identified in that way.
- Whilst 9% of our job applicants identified as disabled and 8% identified with diverse sexual orientations, none of the successful candidates identified in that way

Whilst 6% of our job applicants were from diverse ethnic backgrounds and 7% of shortlisted candidates were from those backgrounds, none of the successful candidates identified in that way.

Public Services Ombudsman for Wales

Equality Impact Assessment: Recruitment and Selection Policy (revised)



## Data:

- **Age:** Evidence shows that people in age groups 16-24 and 55-64 were more likely than other age groups to experience lower employment rates.<sup>i</sup> People in age group 16 – 24 were also more likely than other age groups to experience insecure employment.<sup>ii iii</sup>
- **Disability:** EHRC 2018 report showed that people identifying as disabled experienced much lower employment rates than non-disabled people (34.6% to 73.4%); more likely to work in low-pay occupations; and more likely to be living in poverty. This was particularly the case for those with mental health impairments.<sup>iv</sup> These disadvantages were more likely to affect women<sup>v</sup> and people experiencing material deprivation.<sup>vi</sup> At April 2021, the unemployment rate for disabled people in Wales has been consistently higher than the rate for non-disabled people but the rate for disabled people has generally been decreasing.<sup>vii</sup>
- **Ethnicity:** At April 2021, the unemployment rate for Black, Asian and minority ethnic groups in Wales has been volatile but consistently higher than the rate for White people over the last 16 years. However, the gap has narrowed considerably.<sup>viii</sup> A study in 2017 on the UK level found that 1 in 13 BAME employees were in insecure work, and strikingly 1 in 8 Black employees were in insecure work. The Black community are over twice as likely to be in temporary work than the average (2017).<sup>ix</sup>
- **Gender:** The evidence in 2022 showed that 678,300 women in Wales were in employment at a rate of 67.7% of those aged 16-64 (compared to 76.4% for men).<sup>x</sup>
- Women were also much more likely than men to work in caring, leisure and other service occupations, or sales and customer service occupations, or elementary occupations, which tend to have low pay.<sup>xi</sup>
- **Gender reassignment**
- [Transphobia rife among UK employers as 1 in 3 won't hire a transgender person](#) - 1 in 3 employers admitted they are 'less likely' to hire a transgender person and nearly half (43%) unsure if they would recruit a transgender worker.
- [The labour market outcomes of transgender individuals](#) - All transgender groups have significantly lower incomes and are more likely to be in poverty, unemployed or working part-time, when compared with men (US study)
- [Half of transgender people are unemployed](#)
- [UK Government LGBT survey](#): 80% of respondents aged 16 to 64 had been in employment at some point in the 12 months preceding the survey. Trans people were less likely to have had a paid job in the 12 months preceding the survey (65% of trans women and 57% of trans men had one).
- **Marriage and civil partnership:** Evidence shows that single people were more likely to be employed than married people or those formerly married. However, married people were more likely than the other two groups to be in high-pay occupations in 2016/17.<sup>xii</sup>
- **National identity:** Evidence shows that migrants make up about 17.4% of UK full-time workers, but only 7.5% of full-time workers in Wales. It suggests that

migrants in Wales are also more likely than elsewhere in the UK to earn below £30,000 a year.<sup>xiii</sup>

- **Pregnancy and maternity:** Nearly half of mothers in Wales (48%) reported a negative impact on opportunity, status or job security as a result of their pregnancy (Adams et al., 2016a).<sup>xiv</sup>
- **Religion:** In 2020-21, the employment rate was highest in Wales amongst those who identified as having no religion at 72.8%. This was followed by people who identified as Christian (all denominations) in Wales at 72.6%. The employment rate was lowest amongst those who identified as any other religion (this includes people who identify as Buddhist, Hindu, Jewish, Sikh and Any other Religion) at 59.3%.<sup>xv</sup>
- **Sexual orientation:** According to a 2018 study, more than a third of LGBT staff (35%) have hidden or disguised that they are LGBT at work in the last year because they were afraid of discrimination.<sup>xvi</sup>

Examples of EIAs of such policy by other bodies:

- [Cardiff and Vale UHB](#)
- [Invest NI](#)
- [London Met](#)

**Please record any consultation and engagement undertaken**

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**Outcomes report**

<b>EIA stage completed</b>	<input checked="" type="checkbox"/>	Initial screening
	<input checked="" type="checkbox"/>	Full assessment
<b>Summary of negative impacts identified</b>		
<b>Decision</b>	<input checked="" type="checkbox"/>	Proceed – no changes
	<input type="checkbox"/>	Proceed – actions needed
	<input type="checkbox"/>	Do not proceed
<b>Action plan</b>	If actions are needed to proceed with the policy, project or decision, please specify here the actions, who is responsible for them and who will monitor how they are implemented.	
	<b>Authorised by</b>  MT	<b>Date</b>  08/11/2022

<sup>i</sup> [Is Wales Fairer? The state of equality and human rights 2018](#), Equality and Human Rights Commission, 2018.

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- ii [Is Wales Fairer? The state of equality and human rights 2018](#), Equality and Human Rights Commission, 2018.
- iii [EMP17: People in employment on zero hours contracts](#) ONS (18 February 2020)
- iv [Is Wales Fairer? The state of equality and human rights 2018](#), Equality and Human Rights Commission, 2018.
- v <https://statswales.gov.wales/Catalogue/Equality-and-Diversity/Disability/disabilitystatus-by-age-sex>
- vi [Is Wales Fairer? The state of equality and human rights 2018](#), Equality and Human Rights Commission, 2018.
- vii [https://gov.wales/labour-market-analysis-protected-characteristics-annual-population-survey-april-2004-march-2021-html#:~:text=In%202020%2D21%2C%20the%20employment,and%203.7%20percentage%20points%20respectively\).](https://gov.wales/labour-market-analysis-protected-characteristics-annual-population-survey-april-2004-march-2021-html#:~:text=In%202020%2D21%2C%20the%20employment,and%203.7%20percentage%20points%20respectively).)
- viii [https://gov.wales/labour-market-analysis-protected-characteristics-annual-population-survey-april-2004-march-2021-html#:~:text=In%202020%2D21%2C%20the%20employment,and%203.7%20percentage%20points%20respectively\).](https://gov.wales/labour-market-analysis-protected-characteristics-annual-population-survey-april-2004-march-2021-html#:~:text=In%202020%2D21%2C%20the%20employment,and%203.7%20percentage%20points%20respectively).)
- ix [Insecure work and ethnicity](#) TUC (2017)
- x <https://www.dailypost.co.uk/news/north-wales-news/extremely-disappointing-female-employment-rate-25081328>
- xi [Is Wales Fairer? The state of equality and human rights 2018](#), Equality and Human Rights Commission, 2018.
- xii [Is Wales Fairer? The state of equality and human rights 2018](#), Equality and Human Rights Commission, 2018.
- xiii [https://www.wcpp.org.uk/wp-content/uploads/2019/03/FINAL-WCPP-report\\_Immigration-in-Wales-post-Brexit.pdf](https://www.wcpp.org.uk/wp-content/uploads/2019/03/FINAL-WCPP-report_Immigration-in-Wales-post-Brexit.pdf)
- xiv [Is Wales Fairer? The state of equality and human rights 2018](#), Equality and Human Rights Commission, 2018.
- xv [https://gov.wales/labour-market-analysis-protected-characteristics-annual-population-survey-april-2004-march-2021-html#:~:text=In%202020%2D21%2C%20the%20employment%20rate%20was%20highest%20in%20Wales,\)%20in%20Wales%20at%2072.6%25.](https://gov.wales/labour-market-analysis-protected-characteristics-annual-population-survey-april-2004-march-2021-html#:~:text=In%202020%2D21%2C%20the%20employment%20rate%20was%20highest%20in%20Wales,)%20in%20Wales%20at%2072.6%25.)
- xvi [LGBT in Britain - Work Report](#), Stonewall, April 2018.