

Name of policy/procedure/strategy: Staff Resourcing and Recruitment Policy	
School/Directorate: People Services	
Name of policy/procedure/strategy owner: Deputy Director – People Services	
Date of Assessment: 26 May 2016	
1. Briefly describe the aims, objectives and purpose of the policy/procedure/strategy.	The GCU Staff Resourcing & Recruitment Policy sets out the University-wide approach to the identification, recruitment and engagement of all members of the University's workforce. The aim is to ensure that the University attracts and retains a high performing workforce which makes a critical contribution to its success, and that this is done so in adherence with best practice and legislative requirements.
2. What are the intended outcomes?	The policy, and supporting guidance, will ensure that there is clarity and consistency regarding the processes to be followed when identifying, defining and obtaining approval to address resource requirements; sourcing and selecting the best candidates; appointing and inducting new members of the University's workforce. It will also ensure that key staff involved in the process are clear on their own role.
3. Who are the main stakeholders? (e.g. staff, students, visitors)	All potential, new and current staff.
4. How does the policy/procedure/strategy take into account different needs and circumstances (e.g. Ethnicity: cultural sensitivities, plain English; Disability: Alternate/ accessible formats; Gender: inclusive to women and men; Sexual Orientation; Faith or Belief, religious practices; Age: needs of younger and older people)?	<p>The policy, and supporting guidance, has been written taking account of the principles of plain English to ensure that the recruiting manager has easily accessible information when following this process. The policy and supporting guidance is available online, and will be provided in alternative formats on request.</p> <p>Candidates are asked at application stage whether they require any types of aids, adaptations, equipment or special arrangements in order to participate in selection processes. Reasonable adjustments to selection methods are made where required.</p>

<p>5. What is the likely impact on the general duty to have <i>due regard</i> to the need to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act?</p> <p><i>E.g. Is there evidence to indicate that the policy may result in less favourable treatment for particular groups?</i></p>	<p>The Staff Resourcing & Recruitment Policy will likely have a positive impact on the duty to eliminate unlawful discrimination, harassment etc as it confirms these processes are carried out in accordance with relevant employment, equality and procurement legislative requirements and best practice.</p> <p>Guidance and training for recruiting managers includes awareness of legislative requirements and best practice in relation to equality and diversity, as well as awareness of unconscious bias.</p>
<p>6. What is the likely impact on the general duty to have <i>due regard</i> to the need to advance equality of opportunity between people who share a protected characteristic and people who do not share it?</p> <p><i>E.g. Is there evidence to show that the policy helps to remove disadvantage or encourages the participation of particular groups?</i></p>	<p>A comprehensive policy for a fair and consistent approach to staff resourcing and recruitment, supported by appropriate guidance and training, will have a positive impact on the promotion of equality of opportunity.</p> <p>Recent automation of the process for collecting protected characteristic data from job applicants enables proactive monitoring of diversity data related to recruitment, and will be monitored regularly to identify and take steps to address any inequality identified.</p>
<p>7. What is the likely impact on the general duty to have <i>due regard</i> to the need to foster good relations between people who share a protected characteristic, or not?</p> <p><i>E.g. Is there evidence to illustrate that the policy helps to tackle prejudice or promote understanding?</i></p>	<p>No negative impact on the need to foster good relations between people who share a protected characteristic is anticipated by this policy.</p> <p>It is hoped that supporting guidance and training to promote awareness of unconscious bias may help to tackle prejudice and promote understanding.</p>
<p>8. How will any negative impact identified above be addressed?</p>	<p>The policy and procedures will be monitored through a variety of feedback mechanisms, including monitoring of and reporting on diversity data during recruitment, feedback from applicants and from recruiting managers. Changes identified as required will be incorporated into guidance and training on an ongoing basis.</p>

<p>9. What is the overall impact rating?</p>	<p>The intended overall impact of the policy is positive as it aims to ensure that people with protected characteristics are treated fairly and that different needs are taken into account (see section 4 of EIA). Evidence of this impact will be gathered through the equality monitoring of recruitment.</p>
<p>10. How will the results of the equality impact assessment be published?</p>	<p>The results will be published on GCU's equality and diversity web pages, and communicated to relevant stakeholders.</p>
<p>11. How will the implementation of the policy, procedure, strategy and its impact on equality be monitored and reviewed?</p>	<p>The Policy will be reviewed as part of GCU's annual policy review process.</p> <p>In addition, appropriate monitoring data will be incorporated into regular reports to governance bodies including the Staff Policy Committee, Equality & Diversity Committee and Executive Board.</p>