



City Building (Glasgow) LLP

RSBi

Equality Impact Assessment on Recruitment and Selection Policy

March 2009

I. BACKGROUND

City Building (Glasgow) LLP is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society with each employee having an equal opportunity to progress within the Company and to feel respected and able to give of their best.

We are committed to ensuring equality and fairness not only for all of our employees but also prospective employees, and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

As a progressive employer and in order to meet our business objectives, we will make the best of all our resources, specifically the most important resource - our employees. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company. We will work hard to ensure that the diversity of our workforce is considered as a valuable source of talent and skill.

Equalities legislation places a statutory responsibility on companies to examine all functions and policies to ensure that they are non discriminatory and promotes equality. The three equality duties, race, gender, and disability, further emphasise this obligation and require companies to conduct impact assessments on policies and practices.

The current Recruitment and Selection Policy of City Building has been in place since October 2006 when City Building (Glasgow) LLP came into existence. It complies with all legal requirements but has not been fully impact assessed.

It is only fair that employees and potential employees have an equal opportunity within the recruitment process. It was with this in mind that the decision was taken to carry out an Equality Impact Assessment (EqIA) on the recruitment process within RSBi to assess any positive or negative impacts on the Recruitment and Selection Policy.

RSBi is unique with regards to recruitment as it has 2 separate strands. It follows the City Building policy in respect of selection and interviewing for core positions within City Building but it follows another route in terms of recruitment when recruiting candidates for positions on the Workstep programme.

Workstep is a Government initiative aimed at providing job opportunities to people with disabilities who face more complex barriers to getting and keeping a job, but who can work effectively with the right support. It enables eligible disabled people to realise their full potential to work within a commercial environment, giving them, wherever possible, an opportunity to progress into open employment.

City Building offers a 2 year fixed term contract to new entrants onto the programme with progression into mainstream employment the ultimate goal of RSBi and the Workstep programme.

As part of City Building, RSBi is a supported employment facility that manufactures a wide range of products. The current workforce compliment consists of 245 employees divided between 42 staff and 203 manual operatives. There are 125 employees who are registered as having a disability, 108 male and 17 female, of these 104 employees are supported through the Workstep programme.

The recruitment for candidates for the Workstep programme is carried out in partnership with Jobcentreplus (JCP). RSBI identifies to JCP the number of positions vacant on the programme. They then identify candidates who are suitable and their completed referral form is forwarded to RSBI in order to arrange interviews.

Once all interviews have been arranged the normal City Building recruitment process is adopted and procedures followed as per the Recruitment Policy.

The aims of the RSBI recruitment policy in relation to the Workstep Programme are:

- To advertise vacancies in a format that candidates can access easily
- To interview all candidates who have applied for the post.
- To track candidates employment journey
- To monitor and support employees
- To develop employees through training
- To ensure all employees are treated fairly and equitably
- That employees progress into mainstream employment

2. SUMMARY OF THE ASSESSMENT PROCESS

City Building HR have screened the organisations employment policies and procedures to establish whether they have a high, medium or low impact on our current or future employees in accordance with our equality obligations. It was identified that the Recruitment and Selection Policy could have a high impact on groups of staff and therefore required a full equality impact assessment to be carried out.

The Equality Impact Assessment involved assessing the impact of the recruitment process against these equality strands in particular, and, whether the Recruitment Policy impacted positively or negatively:

- Race
- Gender
- Persons with a disability
- Religion and Belief
- Lesbian, Gay, Bisexual and Transgender
- Age

The Impact assessment involved the following

- Identifying the aims of the policy
- Considering the evidence
- Assessing the likely impact
- Considering alternatives
- Consultation
- Deciding what actions were required

In conducting the assessment the following Stakeholders were consulted:

- Candidates
- Jobcentre Plus/DWP
- Schools Vocational Programme
- Community Groups e.g. GARA
- Community Union
- Disability Groups e.g. RNIB
- Employee Focus Group

The aims of the assessment were to establish how the Recruitment Policy in terms of the Workstep Programme was applied and to identify through consultation and available recruitment statistics if the approach taken adversely affects people from minority groups.

3. KEY FINDINGS

3.1 BME

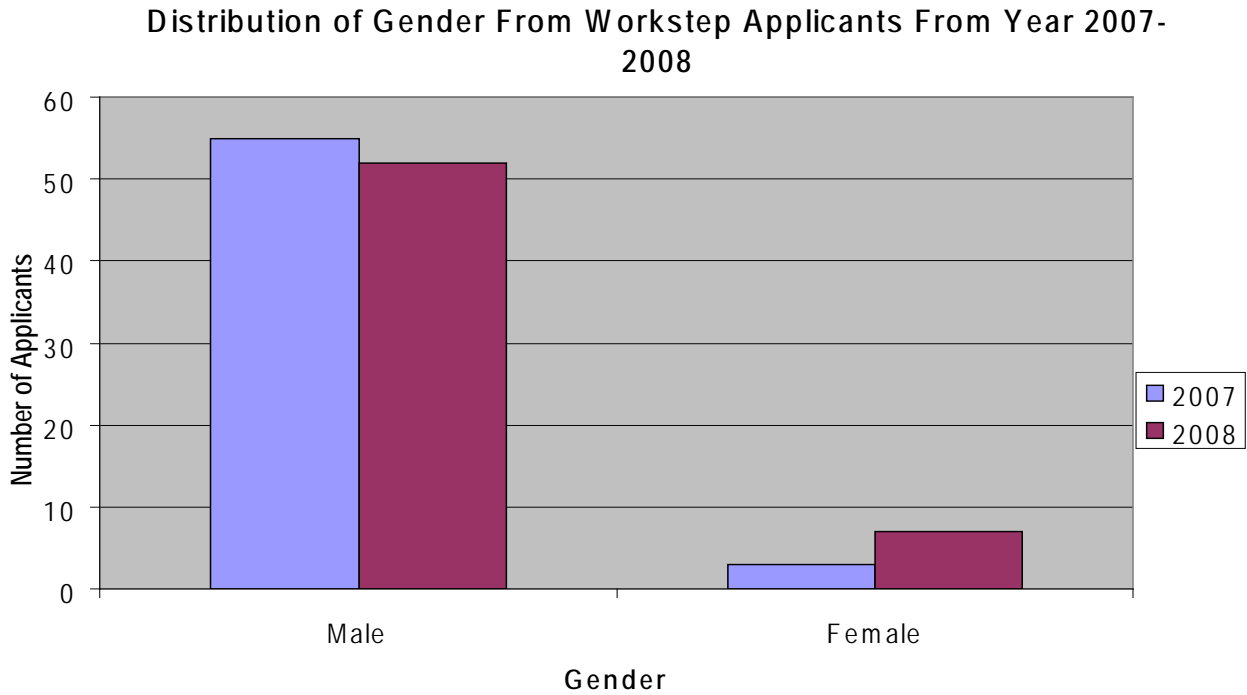
- Of the 58 applicants referred for the Workstep Programme in 2007, 3 (5%) were from a BME background.
- Of the 12 successful candidates in 2007, 2 were from a BME background.
- Of the 59 applicants referred for the Workstep Programme in 2008, 1(2%) was from a BME background, a decrease of 2 (3%) from 2007.
- Of the 12 successful candidates in 2008, no successful candidate was from a BME background.
- Of the 25 school pupils on the School Vocational Programme only 1 is from an ethnic background.
- The number of applicants from BME groups does not reflect the demographics of the Glasgow population. 5.4% of Glasgow’s population is from an ethnic minority background.
- It was identified through consultation that there is a lack of awareness about RSBI among ethnic groups.
- It was identified through consultation that there is a lack of information provided by Jobcentreplus to the

BME community in respect of the Workstep Programme.

- It was identified through Jobcentreplus that BME groups do not fully embrace the Workstep programme
- It was identified through the focus group that BME females are under represented in the recruitment process.

3.2 Gender

- Of the 58 applicants referred for the Workstep Programme in 2007, 3 (5%) were female.
- Of the 12 successful candidates in 2007, all were male.
- Of the 59 applicants referred for the Workstep Programme in 2008, 7(12%) were female. An increase of 4 (7%) on 2007.
- Of the 12 successful candidates in 2008, all were male.
- Of the 25 school pupils on the School Vocational Programme only 1 is female
- Of the 104 Workstep positions within RSBI, 95 (91%) are male and 9 (9%) are female.
- There are a higher percentage of males in manual roles than females.
- It was identified through the focus group that the roles within manufacturing industry are traditionally male.
- It was identified through the focus group that females are under represented in the recruitment process.



3.3 Religion and belief

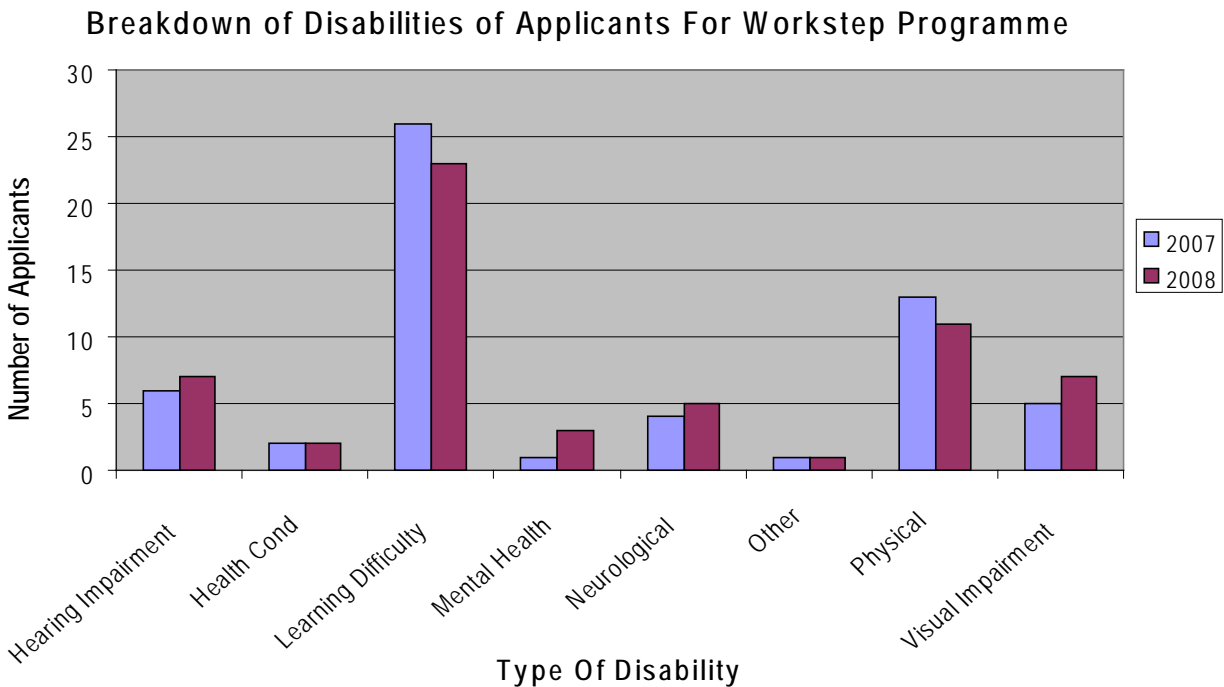
- No evidence to indicate either positive or negative impact
- No monitoring data or information is held on faith – impact in this area is therefore unknown.
- No evidence that consideration is given to religious or cultural festivals when planning interviews.

3.4 Disabled Persons

- The number of applicants for the Workstep Programme increased from 58 in 2007 to 59 in 2008
- It was identified through the focus group that females are under represented in the recruitment process.

Breakdown of Disabilities of Applicants for Workstep Programme

Disability	2007	Percentage	2008	Percentage
Learning Difficulty	26	45%	23	39%
Physical	13	22%	11	19%
Hearing Impairment	6	10%	7	12%
Visual Impairment	5	9%	7	12%
Other	8	14%	11	19%
Total	58	100%	59	100%



3.5 Lesbian and Gay

- Lack of awareness of Recognition Certificates
- No reference to transsexuals or transgender identity within employment policies
- No monitoring data or information is held in this area.

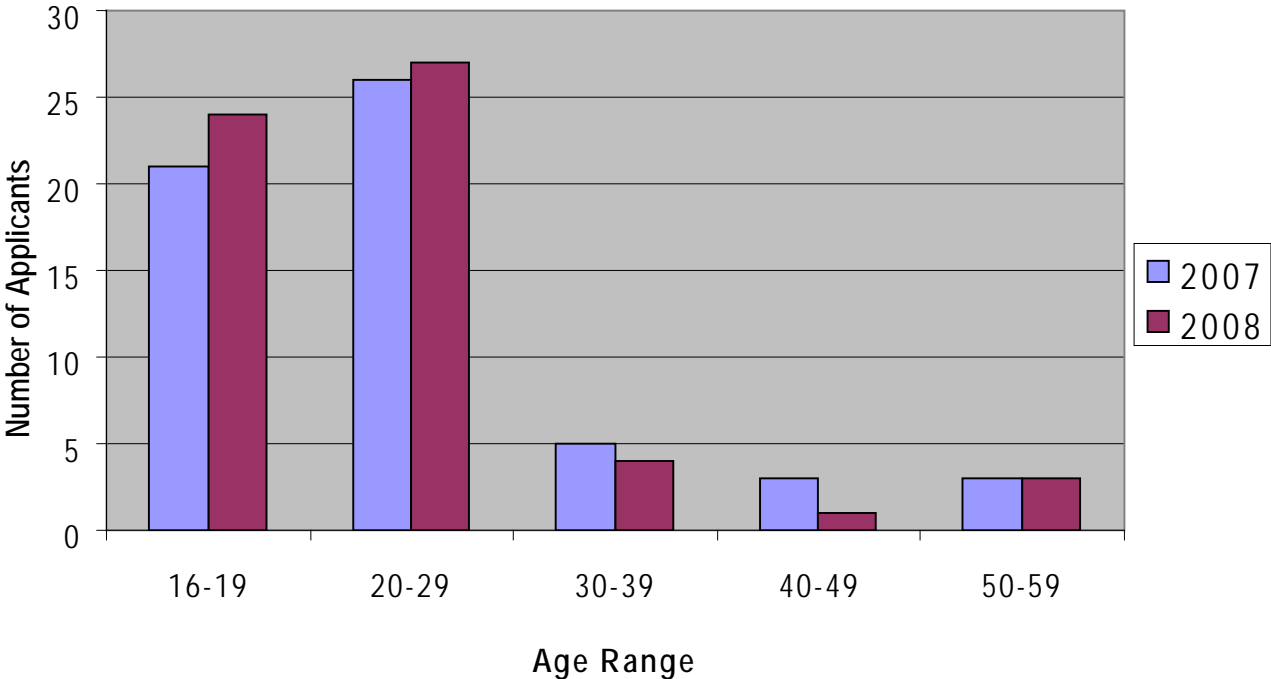
3.6 Age

- Although RSBi complies with Age Legislation there was no information or guidance made available from Jobcentreplus on employing people over the normal retirement age.
- No particular adverse issues were identified by any group consulted in relation to age.

Age Distribution of Applicants for Workstep Programme

Age	2007	Percentage	2008	Percentage
16-19	21	36%	24	41%
20-29	26	45%	27	46%
30-39	5	9%	4	7%
40-49	3	5%	1	2%
50-59	3	5%	3	5%
Total	58	100%	59	100%

Age Distribution of Applicants For Workstep Programme



4. CONCLUSION

The Equality Impact Assessment was carried out on the Recruitment and Selection Policy with particular emphasis on recruitment through the Workstep Programme.

The aim of the assessment was to identify whether the policy was discriminatory in any way against any of the equality strands.

The recruitment of employees to RSBi is unique in that there are 2 different routes to recruitment. The recruitment of staff to core positions within City Building complies with the City Building Recruitment and Selection Policy.

City Building can demonstrate that it actively recruits from all sectors of the community and seeks to ensure that the composition of the workforce reflects the diversity of the communities in which it operates.

City Building actively participates with various groups through the CBG Construction for all forum. This forum comprises Elected Members and leaders of the business community.

In line with the Double Tick – Positive about Disabled People Initiative, the Company guarantees to interview all disabled applicants who meet the criteria for a job vacancy.

The Double Tick Disability Symbol has been developed by the Employment Service so that people with disabilities will know which employer will be positive about their abilities.

In support of this commitment, City Building have developed an Employment of Disabled Persons Policy and Code of Practice on the Employment of Disabled People which will continue to be reviewed and amended in line with employment legislation and good working employment practice and to support the further development of equality in the workplace.

There is no evidence to suggest that this policy discriminates against any of the equality strands covered within the assessment.

In terms of recruitment of staff through the Workstep Programme there are some differences to the recruitment process. This process is carried out in conjunction with Jobcentreplus and has a unique approach of interviewing all candidates who are referred.

Once the referrals have been made then the normal recruitment policy comes into operation and RSBi make the decision of whom to employ.

Again there is no evidence to suggest that this policy discriminates against any of the equality strands covered within the assessment, however, the statistical evidence does highlight that there is a lack of female and BME applicants for positions within RSBi which needs to be addressed in conjunction with Jobcentreplus.

There is a need therefore for closer working with JCP to try and establish why this is and to do more to encourage participation from those groups identified as being under represented within the Workstep recruitment process

5. RECOMMENDATIONS

The recommended course of action aims to ensure an equality and inclusive approach to recruitment.

5.1 Contact Stakeholders

To engage with Jobcentreplus in order to identify how we encourage under represented groups, particularly female and BME Groups, to participate in the Workstep Programme.

Increase awareness of RSBi to Disability Employment Advisers by inviting them to attend information events in RSBi.

Engage with members of ethnic groups such as Glasgow Anti Racist Alliance (GARA) to raise awareness of RSBI in order to increase the number of ethnic background applicants to RSBI.

Ensure continual involvement with the CBG Construction for All forum in order to raise awareness of RSBI and its commitment to equality for all within the workplace.

Engage with RNIB and provide information relating to RSBI and how people with visual impairments can participate in the Workstep Programme.

Engage with the Youth Co-ordinator of RNIB to ensure continual involvement with young Visually Impaired candidates.

Ensure continual involvement with Assisted and Supported Learning (ASL) schools in order to raise awareness of the Vocational School Programme. This should continue to be done via enterprise days and careers events.

Ensure continual involvement with employee Focus Group.

5.2 Improve information for Candidates

There is a need to promote our policy on flexible working and make candidate information available in alternative formats to encourage applicants from under represented groups.

Ensure all candidates have an understanding of RSBI's commitment to eliminating any form of discrimination.

Ensure information and appointment communication are offered in alternative accessible format if required.

5.3 Recruitment\Guidelines

Continually review the Recruitment process and ensure relevant guidance and information is available for Managers.

Continually review Equality Training programme.

Ensure all staff are aware of Equality and Diversity Policy.

Ensure that all new employees are aware of Equality and Diversity Policy.

Review Induction Policy and ensure that Equality Training is carried out.

Review whether there is a necessity to have a separate Employment of Disabled Persons Policy and Code of Practice on the Employment of Disabled People considering that City Building has developed an Equality and Diversity Policy which covers all areas of equality in the workplace.

5.4 Managing Information (Monitoring)

Currently evidence is gathered on gender, disability, and age, consideration should be given, where possible, to monitoring information on religion and belief and sexuality.

5.5 Action Plan.

Action plan to be implemented and to be continually reviewed and monitored.