

Equality Impact Assessment

Part 2 – Form



Introduction

Before carrying out this assessment, you will have had an initial discussion with a member (or members) of the Diversity & Equality Group about whether you thought an Equality Impact Assessment (EIA) is required (see EIA Part 1 - "Prompt").

Obviously you decided to carry out an EIA, and the reasons you gave for doing it is a good place to start discussing the EIA itself.

You should carry out this assessment with the same person (or persons) that you had the initial discussion with, if at all possible, as this will give your discussion some context and consistency.

Process

Before completing the short form (overleaf), you will find this easier to do if you discuss in more detail why you thought an EIA was needed in the first place, and talk in more detail about what this means for the policy, practice or decision, as well as any actions you need to take.

Before completing the form you need to consider our specific duties under the Equalities Act. In summary these are:

- **Assess the impact of applying a proposed new or revised policy, practice or decision**
- **Consider relevant evidence relating to people with a protected characteristic, where this is appropriate**
- **Be able to demonstrate the evidence you have considered when making your decision**
- **Take into account the findings of any assessment on the potential impact of a new or revised policy, practice or decision**

- **Publish the results of any assessments made into the potential impact of a new or revised policy, practice or decision**
- **We review and where necessary revise any updated policy, practice or decision, ensuring on going compliance with equality duties**
- **Simply considering whether to assess a policy, practice or decision is not in itself an assessment.**

You should also think about the following:

- When considering whether or not to carry out an EIA in the first place, you thought about which issues or groups would or could be affected by the policy, practice or decision. Can you be more specific about this?
- Do you need further information about these areas, for example more data? If so, what exactly?
- Would it be helpful to contact any of the groups involved? You don't have to, but you can choose to involve others you think may be affected. Who would that be?

Policy, practice & decisions

It is important to note that legislation requires us to consider the potential impact of revised or new policies, practices as well as decisions.

Policies are clear, simple statements of how we intend to conduct our services, actions or business. They provide guiding principles when we're making decisions.

Procedures describe how each policy will be put into action.

If you decide you do need more information, then you need to gather it before completing this assessment.

- Taking everything into consideration, including any evidence you have gathered, will or could the policy have a differential impact on particular equality groups, either positively or negatively?
- If so, you need to discuss what you need to do to ensure the policy is robust.
- What will you do now? Your analysis should allow you to say whether you will:
 - Make no major change as you feel the policy is robust
 - Adjust the policy to take into account the potential impact of the policy

In some (rare) cases you could also consider continuing the policy even though it has the potential for adverse impact, or stopping the policy altogether for the same reasons.

In each of these cases, you must be able to explain clearly why you have taken your decision.

Next steps

Let your line manager know that you have carried out this EIA and let your Diversity & Equality Group representative have a copy of the completed form. This is mainly for information but also to allow the group to monitor EIAs and follow up any points that the group may have. A representative from the group will confirm that the EIA has been successfully completed. The form will also be published, where appropriate, on ishare and/or our external website.

Equality Impact Assessment form

(see guide on previous page to help complete)

Date of assessment
03/02/2020
Title of policy or practice (or decision) to be created (or changed)
A brand new bespoke assessment exercise for the Graduate Trainee Auditor recruitment campaign created in conjunction with Capita, our external recruitment consultants. This was created to ensure the exercise issued to candidates was reflective of the job role they had applied for (Trainee Auditor) and specific to the public sector. By designing this exercise, Audit Scotland now have the full rights and ownership of this.
What is the policy or practice (or decision) intended for?
Assessing graduates as part of the overall recruitment and selection exercise. This exercise is used as part of the selection alongside our panel interviews. The exercise is designed to be more realistic and relatable to the actual work individuals would be joining Audit Scotland to do.
In relation to the general equality duty and the protected characteristics, which issues or groups do you think would or could be affected and how? Be specific
Candidates with a declared disability could be affected in this case. They may need adjustments to the way the assessment is carried out or additional time allocated to complete the assessment. There would be no impact on other groups of people with protected characteristics.
Did you need to obtain further information? If yes, how did you do that?
No. Capita (our recruitment partners) were able to advise us on ways in which we could adjust the exercise accordingly.
Please summarise the relevant evidence you considered.
Having completed the exercise, from the view of a candidate, we are aware of exactly what is required at each stage of the process. In our opinion the exercise is accessible to everyone and could be easily adjusted where necessary, e.g. to allow additional reading time where necessary. We have also sought advice from Capita to determine whether there is anything further we could provide; Capita are happy that we have considered all groups.
What do you conclude is the potential impact on these areas?
None
What will you do now?

Nothing further - however we will listen to any feedback shared by candidates when the assessment is completed.

Date 03/02/2020

Signature A Mackenzie