

Equality Impact Assessment – new recruitment assessment provider

Equality Impact Assessment

Date of the assessment

30 June 2023

Name of policy or procedure

Invitation to tender for a new Recruitment Assessment Provider

What does this policy or procedure aim to achieve?

It is good practice to consider an equality impact assessment when completing an invitation to tender exercise.

Our commitment to audit excellence and being a great place to work includes our recruitment strategy – particularly in the area of Trainee Auditor recruitment, which is where the new assessment provider will support us most. Our approach focuses on fairness, consistency, diversity and accessibility and we expect the same from our new provider.

Audit Scotland expects the services from a new recruitment assessment provider will help us tailor graduate and school/college assessments to our needs and ensure a fair and consistent selection process that will allow us to take the most suitable candidates forward to interview.

Looking at our mainstreaming equalities outcomes, this supplier and service will have an impact against outcomes 2 and 3.

Outcome 2: We will increase the diversity of people into Audit Scotland and their progression through every level of our organisation.

Outcome 3: We will broaden our culture of diversity and inclusion, so all employees feel valued, engaged and contribute.

Evidence considered and potential impact identified:

Data relating to the composition of Audit Scotland’s workforce can be found [here](#).

Protected characteristic	Please summarise the evidence you considered	What is the potential impact (positive, neutral and negative) on people who share the characteristic?
Age	<p>Feedback was gathered from each equality network group, members of our people focus group, equality human rights and steering group and the PCS.</p> <p>Per the 2021/22 annual Diversity Report, 5.8% of Audit Scotland’s workforce were aged 16-24; 64% were aged between 25-49; and 29% were aged 50-64. The balance of those aged 65 and over was not disclosed.</p> <p>Around 3 in 5 carers (61%) included in the Carers Census in 2021/22 were working age (18–64-year-olds) adults. Adults aged 65 and over accounted for a quarter of carers identified (25%) while young carers (carers aged under 18) made up 13% of the individual carers identified in 2021/22. This proportion is higher than the previous estimates in the Scotland's Carers - Update Release concerning the total carer population, which suggested that young carers account for less than 5% of unpaid carers. This may indicate that carer support services are reaching a greater proportion of young carers than adult carers.</p>	<p><u>Positive</u></p> <ul style="list-style-type: none"> • An effective provider should be able to deliver assessments that are suitable for individuals of any age. • With respect to age and neurodiversity, where people have continued dealing with issues on their own there is an opportunity to discuss the adjustments can be put in place to make work better. <p><u>Neutral</u></p> <ul style="list-style-type: none"> • With respect to age and neurodiversity, different ages use different terms for describing issues, need to realise different generations are not always as aware of current terms and meanings. <p><u>Negative</u></p> <ul style="list-style-type: none"> • No other feedback was provided relating to age.
Disability	<p>Feedback was gathered from each equality network group, members of our people focus group, equality human rights and steering</p>	<p><u>Positive</u></p> <ul style="list-style-type: none"> • An effective provider will be able to deliver an accessible assessment in line with Audit Scotland’s accreditation as a disability confident employer.

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	<p>group and the PCS.</p> <p>Per the 2021/22 annual Diversity Report, 4.9% of Audit Scotland’s workforce disclosed they had a disability. 75.2% preferred not to disclose or did not state if they had a disability, while 19.9% of Audit Scotland’s workforce stated they did not have a disability.</p>	<p><u>Negative</u></p> <ul style="list-style-type: none"> • With respect to neurodiversity: <ul style="list-style-type: none"> ○ Many people are worried about admitting they have any issues for fear it will lead to discrimination against them in the recruitment process. It needs to be made clear that this is not a negative thing and something to be encouraged. We are an organisation that recognises the innovative thinking and different ways of looking at things is something to be valued. ○ Neurodivergent people may not apply for jobs in the belief that they would not be suitable for the position, it should be made clear that AS is a diverse employer and any issues will not act as a reason to refuse the job. ○ Don’t ask multiple part questions, some neurodivergent people will not be able to remember all the parts and will need them to be asked one at a time. ○ Don’t give too much information up front, information overload can be an issue. Give one fact and allow them time to digest and process. Don’t rush them for answers, after every question give them processing time ○ Limit distractions in the room, it should be a calm setting without harsh lighting an additional noise. ○ Accessibility is important, black and white are not easy to read for all dyslexic people. Additionally, information should be laid out in a clear manner without the use of jargon. Communication should be easily translated into a screen reader if needed.
Gender reassignment	Feedback was gathered from each equality network group, members of our people focus	<p><u>Neutral</u></p> <ul style="list-style-type: none"> • No feedback was provided relating to gender reassignment

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	<p>group, equality human rights and steering group and the PCS.</p> <p>There are no agreed figures, however, it is <u>estimated</u> there are between 200,000-500,000 trans people in the UK.</p>	
Marriage and civil partnership	<p>Feedback was gathered from each equality network group, members of our people focus group, equality human rights and steering group and the PCS.</p> <p>Per the 2021/22 annual Diversity Report, 50.8% of Audit Scotland employees were married; 34.9% were single; 14.4% stated their relationship status as other.</p>	<p><u>Neutral</u></p> <ul style="list-style-type: none"> No feedback was provided relating to marriage and civil partnership status.
Pregnancy and maternity	<p>Feedback was gathered from each equality network group, members of our people focus group, equality human rights and steering group and the PCS.</p> <p>Per the 2021/22 annual Diversity Report, 12 women took a period of maternity leave.</p>	<p><u>Neutral</u></p> <ul style="list-style-type: none"> No feedback was provided feedback relating to pregnancy and maternity status.
Race	<p>Feedback was gathered from each equality network group, members of our people focus group, equality human rights and steering group and the PCS.</p> <p>Per the 2021/22 annual Diversity Report, 89.0% of Audit Scotland's workforce were white; 7.0% were BAME; while 4.0% chose not to disclose this information.</p>	<p><u>Neutral</u></p> <ul style="list-style-type: none"> Language may be an associated factor here. The new provider should use plain English as far as possible. <p>No other feedback was provided relating to race.</p>
Religion or belief	<p>Feedback was gathered from each equality network group, members of our people focus</p>	<p><u>Neutral</u></p>

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	<p>group, equality human rights and steering group and the PCS.</p> <p>Our 2021/22 annual Diversity Report provides detailed analysis of the range of religions and beliefs held by colleagues at Audit Scotland.</p>	<ul style="list-style-type: none"> Consider whether times of the year have an impact on different religious groups capacity to apply / attend assessments & interviews – e.g. we tend to avoid running campaigns over the Christmas period. We may consider if there are other times of the year where people of other religions are on holiday. <p>No other feedback was provided in relation to religion or belief.</p>
<p>Sex* (*The Equality Act 2010 relates to sex as a protected characteristic while the term gender has been referenced in the annual Diversity Report; it is acknowledged such terms may not always be interchangeable).</p>	<p>Feedback was gathered from each equality network group, members of our people focus group, equality human rights and steering group and the PCS.</p> <p>Per the 2021/22 annual Diversity Report, 56.9% of Audit Scotland’s workforce were female and 43.1% were male.</p> <p>Around three-quarters of carers in the 2021-22 Carers Census (73%) were female. This proportion is higher than that seen in the Scotland's Carers report, which was based on the total carer population and suggested that closer to 60% of unpaid carers were female. This difference might suggest that female carers are more likely to seek out support from services than male carers.</p> <p>There are more female carers than male carers in every age group, but the difference is most pronounced in the working age carer group. Figure 1 shows that 79% of working age</p>	<p><u>Neutral</u></p> <ul style="list-style-type: none"> We may want to reflect on whether there are caring or health factors that impact on certain sexes more than others. With respect to Sex and menopause: <ul style="list-style-type: none"> Invites to assessment centres could include wording that highlights that Audit Scotland has signed the Menopause Workplace Pledge. Is the recruitment provider aware of the ways in which peri/menopause symptoms can manifest and do their process include room for flexibility? – e.g. if a candidate experiences sudden symptoms during assessment centre consider allowing brief break/extension so the candidate can freshen up. <p><u>Negative</u></p> <ul style="list-style-type: none"> With respect to Sex and neurodiversity, women are far less likely to receive an official diagnosis of being on the neurodivergent spectrum, and learn how to mask conditions to cope with everyday events.

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	<p>carers identified in the Carers Census were female in 2021-22. This is consistent with previous findings based on the total carer population which suggested that females of working age are more likely to provide unpaid care than working age males. The data indicates that the gender gap is narrowest for young carers, with females accounting for 58% of young carers and males accounting for 42%.</p>	
Sexual orientation	<p>Feedback was gathered from each equality network group, members of our people focus group, equality human rights and steering group and the PCS.</p> <p>Per the 2021/22 annual Diversity Report, 84.1% of Audit Scotland employees identified as heterosexual; 3.7% identified as LGBO; 12.2% chose not to provide information regarding their sexual orientation.</p>	<p><u>Neutral</u></p> <ul style="list-style-type: none"> No feedback was provided relating to sexual orientation.
Socio-economic disadvantage	<p>Feedback was gathered from each equality network group, members of our people focus group, equality human rights and steering group and the PCS.</p> <p>In Scotland, 240,000 children (24.3%) remain in poverty. Deprived and post-industrial areas have the worst education and employment outcomes.</p> <p>Although the proportion of professional jobs has increased, creating space for mobility, 58% of those from a professional background</p>	<ul style="list-style-type: none"> No feedback was provided in relation to socio-economic disadvantage

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	occupy such jobs in contrast to 36% of postholders from a working-class background.	

Did you need to obtain further information? If yes, how did you do that?

Action plan

What recommended steps should we take to improve the policy or procedure and monitor its equality impact?

Capture any action we plan to take to reduce negative impacts and maximise positive impacts. The policy owner should prioritise actions based on their expected impact on helping us deliver the general equality duty and their contribution to our equality outcomes. The EHRSG and People Focus Group can advise on this.

When developing the action plan, policy owners should consider how to maximise the positive impact of the policy or procedure on all people who share the protected characteristics, with the requirement to maximise the core outcomes of the policy or procedure. Actions should be strategic and proportionate.

The action plan should also include ways of monitoring the ongoing impact of the policy or procedure

Action	Responsibility	Timeline
Development of our Graduate assessment in line with EQIA feedback as well as DE&I best practice	HR & New Supplier	TBC – Procurement process dependent
Development of our School/College leaver assessment in line with EQIA feedback as well as DE&I best practice	HR & New Supplier	TBC – Procurement process dependent
Ensure appropriate flexibility exists within the assessment process to mitigate any potential negative impacts on protected groups.	HR & New Supplier	TBC – Procurement process dependent
Ensure the assessment process is accessible to those with disabilities or those requiring adjustments.	HR & New Supplier	TBC – Procurement process dependent
Hold regular reviews of assessment processes, taking on feedback from relevant stakeholders (including but not limited to, candidates, HR and professional trainee steering group), to ensure	HR & New Supplier	TBC – Procurement process dependent

assessments are suitable for all protected groups and generally fit for purpose.

Approval

Date of approval by Executive Team

18 July 2023 - TBC
