

## APPENDIX 2: Template for recording an Equality Impact Assessment (EqIA)

EqIA guidance can be found at [https://sstaffsgovuk.sharepoint.com/sites/TheCore/SitePages/Equality-%26-Diversity\(1\).aspx](https://sstaffsgovuk.sharepoint.com/sites/TheCore/SitePages/Equality-%26-Diversity(1).aspx)

Service:	Person responsible for the assessment:	Date EqIA completed:
Human Resources, Organisational & People Development	Wendy Bridgwater	01/02/24

### PART A - Identification

1	<b>Title or name of proposal</b>	Talent Attraction and Retention Policy
2	<b>The commencement date of the proposal and approval e.g., CLT, Cabinet, Committee, Council</b>	Council 14 March 2024
3	<b>What are the aims, objectives, and purpose of the proposal?</b>	The recruitment market is changing rapidly, and we need to ensure that the Council has a range of options to respond to skills shortages and future proof the workforce. The new Talent Attraction and Retention Policy provides a holistic approach to recruitment and retention ranging from growing our own talent locally through collaboration with schools and partners to offering financial incentives where this is required to compete and secure/retain posts that are critical to service delivery.
4	<b>Status of the proposal</b>	New proposal
5	<b>Are there any other functions, policies or services which might be linked with this one for the purposes of this exercise?</b>	Job evaluation policy and the Market Supplement policy. Additionally, the policy has considered relevant legislation including Equal Pay, Equality Act 2010 and (Amendment) Regulations 2023.
6	<b>Who is it intended to affect or benefit (the target population):</b>	Customers. The policy provisions are to ensure we can recruit and retain staff for service delivery to our communities.

### PART B - Evidence, Research and Stakeholder Engagement

7	<b>List relevant examples of data (qualitative and quantitative) or any consultation information available that will enable the impact assessment to be undertaken</b>	<ol style="list-style-type: none"><li>1. Edelman, Glassdoor, Harvard Business Review 2022.</li><li>2. UK recruiter 2023,</li><li>3. CIPD Labour market outlook Spring 2023, LinkedIn recruitment trends 2023,</li><li>4. LGA 2022 workforce survey* published in 2023.</li><li>5. Team Managers survey and consultation</li><li>6. UNISON</li></ol> <p><i>*Confirmed 9 out of 10 councils had reported significant recruitment and retention difficulties.</i></p>
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8	<b>Evidence from the data from Question 7 of any feedback or complaints against the service/policy/procedure on grounds of potential or perceived discrimination</b>	<ul style="list-style-type: none"> <li>No. However the consultation has shaped the scheme guidance.</li> <li>Many of the incentives relate to growing local talent pools and support community engagement and local employment.</li> <li>Where financial incentives apply these will be applied within the scheme guidance and relate to business cases for the post supported by relevant labour market evidence. Impact assessments will also take place to regularly review their application and ensure equitable equality outcomes</li> </ul>
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## PART C – Assessment and Differential Impacts

Within this table, state whether the policy or function will have a positive or negative impact across the protected characteristics and provide any comments, reason, and evidence to support this.

What is the effect of the change on each characteristic – tick one				Reason		Action* Required
	Positive impact	Negative impact*	Neutral	Explanation of impact analysis	Is this likely to be unlawful?	Yes / No
Age	X			The arrangements positively support recruitment, retention, and local employment. Where financial incentives apply the policies contain provisions to recognise the principles of equal pay.	No	No
Disability	X			As above	No	No
Gender reassignment	X			As above	No	No
Marriage & Civil Partnership	X			As above	No	No
Pregnancy and Maternity	X			As above	No	No
Race	X			As above	No	No
Religion or Belief	X			As above	No	No
Sex	x			As above	No	No
Sexual Orientation	x			As above	No	No
Other				As above	No	No

9	<b>Does your proposal link with other proposals to have a cumulative negative affect on particular equality groups?</b>	<b>Yes/ No</b>	<b>If yes, give details</b>
		No	

Impact assessments will take place to regularly review the policy application and ensure equitable equality outcomes.

A policy review will take place during April 2025-September 2025.

## PART D – Outcomes, Action, and Public Reporting

*What Justifiable Action Does the Evidence, Engagement and Consultation Suggest You Take?*

	Description	Yes / No
<b>A</b>	<b>No Major Change Required</b> When no potential for discrimination or adverse impact is identified and all opportunities to promote equality have been taken.	No
<b>B</b>	<b>Adjustments needed to remove barriers or to better promote equality</b> Are you satisfied that the proposed adjustments would remove the barriers identified?	NA
<b>C</b>	<b>Continue despite possible adverse impact</b> For important relevant proposals, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.	NA
<b>D</b>	<b>Stop and rethink your proposal</b> Actual or potential unlawful discrimination is identified; the proposal will need reviewing immediately.	NA

## PART E – Monitor Evaluate and Review

Action and Monitoring Plan - where the assessment in Part C & D indicates a potential negative impact, how will this be reduced or mitigated to reduce impact moving forwards?

Conclusions Reached About Potential Impact		
Possible Impact	Group(s) Affected	Evidence
NA	NA	NA
Impact Identified	Action	Responsibility
Timescale	Expected Outcomes	Review Date

## PART F – To be completed by Equality Service Group

Date Reviewed	Name of Representatives involved in Review (min of 2-3)
21.02.24	Rachel Betteley and Jo Evans
<b>General Comments</b> No potential for discrimination or adverse impact is identified and policy application will be subject to regular review.	
<b>Recommendations</b>	
<b>Publish Results</b> Carry out further impact assessment, if yes state the review date and ensure this is diarised for action	<input checked="checked" type="checkbox"/> <b>Specific Recommendations to Consider:</b>  <input type="checkbox"/>
<b>Confirm that the recommendations have been actioned or explain why if any cannot be actioned.</b> Above comments noted.	

## Part G – Corporate Director/Assistant Director Approval

I am satisfied with the results of this EqIA. I have seen the Councils Equality Schemes or Equality Action Plan and am satisfied with the contribution it can make.

**Approved**

**Corporate Director/Assistant Director Signature:**



**Date: 22/02/2024**