

Race Equality

FUNCTION IMPACT ASSESSMENT WORKBOOK

Introduction

The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000 places a statutory duty on public authorities to promote race equality. The general duty of the act is to make race equality a central part of the way in which public authorities work.

Under this Act, the Trust must set out which current and proposed functions are relevant to the duty and how these are reviewed in order to ensure that they comply with the duties under the Act.

Definition of a function: Function is being defined within the Trust as a specific department or service delivery unit e.g. Renal, Recruitment, Learning & Development.

Purpose of the workbook

The workbook is designed to help you through the function assessment process, and more importantly act as a record of the review process itself as evidence will need to be published on the Trust website.

When to use the workbook

All functions will require an initial impact assessment; this will then be reviewed every three years. However, if there is a proposed change in policy, process or structure within the function then a further impact assessment should take place.

Additional information can be found on the Commission for Racial Equality website www.cre.gov.uk or by contacting Victoria Evans, HR Manager Ext 43470 or Jan Cottle, Patient Partnership, Ext 57734

Department name: Recruitment Centre

Function to be impact assessed: Recruitment

Date on assessment: March 2006

**Review date: March 2009
(3 YEAR REVIEW CYCLE)**

Review undertaken by: Maureen Courtney, Recruitment Manager

Which if the three parts of the Act does the function apply to: (can tick more than 1)

1. Eliminating discrimination Yes
2. Promoting equal opportunities Yes
3. Promoting good race relations Yes

Please state aims and objectives of the function:

To recruit a diverse workforce to a wide range of professions within the Oxford Radcliffe Hospitals NHS Trust which consists of the John Radcliffe, Churchill, Radcliffe Infirmary and Horton Hospital. One of the Recruitment Centre's aims is to ensure that equality of opportunity is given to all who apply for positions within the Trust.

Please detail the staff groups benefiting from the function:

The Recruitment Centre has an impact on, and is meant to benefit all Trust employees, with the exception of Doctors and Consultants, and applicants from Oxfordshire, UK and overseas.

Please detail the policies affecting the function:

There are a set of HR policies and procedures that govern the way in which the function operates. Some of these are developed in line with legislation i.e. identity checking and Criminal Records Bureau, others have been developed in-house e.g. Recruitment and Selection although legislation and good practice have been followed. The complete list of the HR policies and procedures can be found in Appendix 1.

These policies and procedures are developed and reviewed by the HR Policy and Procedure group. The policies go through a period of consultation in order to seek the views of those affected. As a result of the RES an additional consultation group has been incorporated into the process flowchart – see Appendix 2. Members are currently being sought from BME staff groups in order to ensure that effective consultation takes place.

A large piece of work is required in order to assess the policies and procedures that are currently in place and this is currently being undertaken by the RES Policy Impact Group

Work is also underway in order to seek the views of BME staff groups as to their experiences of the HR Function.

A new communication plan has been developed for any HR Policies and Procedures that are agreed in the future. This will involve a range of options including manager briefings, training sessions , global e-mails, leaflets, articles in the ORH news, Team Brief.

The main policies affecting the Recruitment Centre are:

Recruitment and Selection

Equal Opportunities

Management of Absence Policy – specifically the redeployment process for “at risk” individuals

Managing Change - specifically the redeployment process for “at risk” individuals

Informal processes are also in place with regard to methods of advertising vacancies.

Please detail the research and consultation undertaken as part of this impact assessment e.g. Staff Side, Surveys, Staff Groups, Community Groups, Relevant Statistics etc

Please refer to the RES Function Assessment Table

Please detail any evidence gained from the research, monitoring and consultation that suggests possible racial discrimination.

IWL validation report 2005

Examples were given where the perception of some staff was that the recruitment process has not always demonstrated fairness, equality, openness or consistency.

The report recommended that the Trust consider its recruitment and selection policy and procedure to ensure that staff have confidence in a fair and transparent process demonstrating equal opportunities.

A few staff voiced concern over the ethical issues surrounding overseas recruitment.

Staff Attitude Survey 2004 -

24.5% did not know if the Trust was committed to equal opportunities for all staff

30.8% did not know if the Trust acted fairly with regard to career progression, promotion, regardless of ethnicity, gender religion, sexual orientation, disability or age

Staff Attitude Survey 2005

36.8% did not know if the Trust acted fairly with regard to career progression, promotion, regardless of ethnicity, gender religion, sexual orientation, disability or age and 7.2% said that it didn't.

Ethnic Monitoring

The Trust currently asks for ethnic data on its appointment forms. This is stored on the Empower recruitment database. Reports can be obtained with regard to enquiries, applications, shortlisted candidates and interviews. In addition to this a break down of source of enquiry can also be obtained.

More information to put in here re: analysis

Please detail any gaps in the information available to you and what you are doing in order to obtain this information e.g. No monitoring of access to function therefore setting up system of monitoring by XXdate.

None

The completed workbook should now be sent to the Race Equality Steering Group c/o Jan Cottle, Patient Partnership or Victoria Evans, HR Manager for HR assessments.

This workbook will be published on the Trust's intranet.