

# Equality Impact Assessment

## Context

1. under s.149 of the Equality Act 2010, when making decisions, Essex County Council must have regard to the Public Sector Equality Duty, ie have due regard to:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - gender and sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. The EqIA will be published at:  
<http://cmis.essexcc.gov.uk/essexcmis5/BusinessManager.aspx>
8. All **Cabinet Member Actions, Chief Officer Actions, Key Decisions** and **Cabinet Reports must be** accompanied by an EqIA.
9. For further information, refer to the EqIA guidance for staff.
10. For advice, contact:  
Shammi Jalota [shammi.jalota@essex.gov.uk](mailto:shammi.jalota@essex.gov.uk)  
Head of Equality and Diversity  
Corporate Law & Assurance  
Tel 0330 134592 or 07740 901114



## Section 1: Identifying details

Your function, service area and team: STC, Human Resources, HR Strategy

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision: Recruitment process and timetable for the position of Chief Executive in light of the forthcoming departure of the current Chief Executive Joanna Killian

Officer completing the EqlA: Sarah Isaacs Tel: 03330136771 Email: sarah.isaacs@essex.gov.uk

Date of completing the assessment: 10 April 2015

## Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>There has been a decision to recruit to the post of Chief Executive following the forthcoming departure of Joanna Killian. As required by the Council's Employment Procedure Rules set out within the Constitution, any advertisement will be placed across a number of executive board channels to be accessible to and attract the best candidates. An Executive Search company has been appointed to assist the Council with this appointment process.</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To comply with the Constitution</p> <p>To be accessible to and attract the best candidates</p> <p>That the recruitment process is based on good practice and in line with legislation</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Recruitment to the post of Chief Executive</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <p>No</p> <p>Will the policy or decision influence how organisations operate?</p> <p>No</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No</p>



2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>The Constitution, Pay Policy Statement, Recruitment Policy and Equality and Diversity in Employment Policy will be followed (but not affected) by the decision to recruit to the post of Chief Executive.</p>
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### Section 3: Evidence/data about the user population and consultation<sup>1</sup>

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified? N/A
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? N/A
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: The usual Executive Recruitment process will be followed. Selection will always be carried out without discrimination – this includes making reasonable adjustments if needed to enable candidates to participate in the process without disadvantage.

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<sup>1</sup> Data sources within EEC. Refer to Essex Insight:  
<http://www.essexinsight.org.uk/mainmenu.aspx?cookieCheck=true>  
with links to JSNA and 2011 Census.



## Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Neutral - the Executive Search company will follow the Councils principles in the Recruitment Policy.	L
Disability	Neutral - the Executive Search company will follow the Councils principles in the Recruitment Policy.	L
Gender	Neutral - the Executive Search company will follow the Councils principles in the Recruitment Policy.	L
Gender reassignment	Neutral - the Executive Search company will follow the Councils principles in the Recruitment Policy.	L
Marriage/civil partnership	Neutral - the Executive Search company will follow the Councils principles in the Recruitment Policy.	L
Pregnancy/maternity	Neutral - the Executive Search company will follow the Councils principles for recruitment.	L
Race	Neutral - the Executive Search company will follow the Councils principles in the Recruitment Policy.	L
Religion/belief	Neutral - the Executive Search company will follow the Councils principles in the Recruitment Policy.	L
Sexual orientation	Neutral - the Executive Search company will follow the Councils principles in the Recruitment Policy.	L
<b>Cross-cutting themes</b>		



<b>Description of impact</b>	<b>Nature of impact</b> Positive, neutral, adverse (explain why)	<b>Extent of impact</b> Low, medium, high (use L, M or H)
Socio-economic	N/A	
Environmental, eg housing, transport links/rural isolation	<b>N/A</b>	



## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' <b>YES</b> ', use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.



## Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.





**Section 7: Sign off**

**I confirm that this initial analysis has been completed appropriately.  
(A typed signature is sufficient.)**

Signature of Head of Service: Maxine Taylor

Date: 10/04/15

Signature of person completing the EqlA: Sarah Issacs

Date: 10/04/15

**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqlA you undertake to the director responsible for the service area. Retain a copy of this EqlA for your records. If this EqlA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

