

# Equality Impact Assessment Form

## Part 1 – Initial Screening

1. Officer(s) & Unit responsible for completing the assessment:

Kerry McClelland – ICV Scheme Manager - EPU

2. Name of the policy, strategy or project:

ICV Recruitment & Interviewing Guidelines

3. What is the main purpose or aims of the policy, strategy or project?

To standardise and streamline ICV recruitment procedures and ensure that they meet the MPA's values on equality issues. To provide clear guidance to all staff and ICVs involved in the interview process. To ensure as far as possible that all applicants are treated fairly and in line with the MPA's values. It is anticipated that the policy will assist the ICV scheme to become increasingly diverse.

4. Who will be the beneficiaries of the policy/strategy/project?

MPA staff, Independent Custody Visitors, Detainees and the community will all benefit from this policy.

5. Has the policy/strategy/project been explained to those it might affect directly or indirectly?

The policy has been rolled out incrementally with ICVs from April and the rationale explained. It has been accepted by the majority of ICVs who have used it.

6. Have you consulted on this policy?

The Equalities and Diversity unit have been consulted and support the guidance. A HR representative has commented on the policy – there were no adverse comments on equalities issues. Some suggestions have been taken on board and the guidance revised - others have not been used as members of the team were concerned to ensure that the guidance did not appear over-complex for end users.

The guidance has been successfully rolled out to ICVs involved in interviewing

and is being used appropriately. There have been no adverse comments from ICVs on equalities issues. Any feedback received from ICVs can be considered when the policy is next reviewed.

7. Please complete the following table and give reasons/comments for where:
- (a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy/strategy/project could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. If the impact is high, a full EIA should be completed.

Equality Target Group	(a) Positive Impact		(b) Negative Impact		Reason/Comment
	High	Low	High	Low	
Men	X				The impact on all groups listed will be positive. The policy is designed to ensure that the MPA's values in relation to equalities and diversity are adhered to in recruiting ICVs. All equality target groups will benefit from this approach.
Women	X				As above
Asian or Asian British people	X				As above
Black or Black British people	X				As above
White people (including Irish people)	X				As above
Chinese people	X				As above
Other racial/ethnic group (please specify)	X				As above
Mixed Race	X				As above
Disabled people	X				As above
Gay, Lesbian and Bisexual people	X				As above

Equality Target Group	(a) Positive Impact	(b) Negative Impact	Reason/Comment
Transgender people	X		As above
Older people (50+)	X		As above
Younger people (17-25) and children	X		As above, however young people under the age of 18 are not eligible to become ICVs
Faith groups (please specify)	X		As above

8. Please give a brief description of how this policy benefits the equality target groups identified in the above table, i.e. promotes equality?

The ICV Scheme tries to actively encourage engagement from diverse and disparate sections of the community. Recruitment guidelines are a critical part of this process, ensuring that all recruitment to the scheme takes place within an effective equalities framework. They provide guidance and support to all parties involved in the recruitment process and are designed to ensure that the MPA's values are embedded in all recruitment to the scheme.

9. If there is a negative impact on any equality target group, is the impact intended or legal?

N/A

***If the negative impact is not intended, discriminatory and/or high in impact, complete part 1 and move on to the full assessment.***

10. What actions could be taken to amend the policy/strategy/project to minimise the low negative impact?

N/A

11. If there is no evidence that the policy/strategy/project promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?

N/A

12. How will the policy, strategy or project be implemented including any necessary training?

The guidance is being rolled out incrementally with panels. From April 2007, panel members involved in interviewing are being provided with a copy of the guidance prior to interviews and have the opportunity to discuss the guidance with their ICV Co-ordinator. This was considered to be the most effective way of introducing the changes. Interview skills training is being planned and when available, will be offered to all those involved in interviews.

In the meantime, ICV Co-ordinators will be on hand to answer any questions about the guidance and to support ICVs in understanding the interview process and importance of the equalities framework within this process.

Full Assessment necessary:  Yes  No

Date completed: 20/6/07

Signed by Line Manager: Kerry McClelland

Signed by Race & Diversity Unit: Doug Lewins

Approved by SMT: Catherine Crawford

Please return a hard copy and electronic copy to the Race & Diversity Unit once completed. The original signed hard copy & an electronic copy should be kept within your unit for audit purposes.