

Employment reference policy

Evidence based equality analysis

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

To provide support and guidance to employees providing and requesting employment references

To ensure consistency within the Council in dealing with employment references and ensure that legal obligations are adhered to and potential risks minimised.

Lead officer: Nicola Pierce

Stakeholders: Employees, former employees, job applicants and any organisation where any of these people worked, currently work or apply to work

Equality analysis is a valuable tool to help embed equality into everything we do

While process is important, equality analysis is essentially about outcomes.

Lack of evidence of discrimination is not evidence of a lack of discrimination.

It is not acceptable to say that a policy is applied uniformly to all groups and is therefore fair and equal. Applying a policy or procedure consistently may result in differential outcomes for different groups.

For each of the areas below, an assessment needs to be made on whether the policy has a **positive, negative or neutral impact**, and brief details of why this decision was made and notes of any mitigation should be included. Where the impact is negative, this needs to be given a **high, medium or low assessment**. It is important to rate the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact –some potential impact exists, some mitigating measures are in place, poor evidence			
Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion			
	Neutral	Positive	Negative
Target group / area			
Race and ethnicity (including Gypsies and Travellers; migrant workers, asylum seekers etc.)		Documents available in alternative languages on request	
Disability (as defined by the Equality Act - a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)		Health/attendance information is not requested before an offer of employment is made. Advice must be sought from Human Resources (and by extension from Legal) if health or attendance concerns arise from a reference Documents available in alternative formats on request	Absence due to disability could result in an offer being withdrawn (medium)
Gender	Policy is neutral in this area		
Gender reassignment	Policy is neutral in this area		
Religion and belief	Policy is neutral in this area		
Sexual orientation (including heterosexual, lesbian, gay, bisexual)	Policy is neutral in this area		
Age (children and young people aged 0 – 24, adults aged 25 – 50, younger older people aged 51 – 75/80; older older people 81+. The age categories are for illustration)	Policy is neutral in this area		

only as overriding consideration should be given to needs).			
Rural communities	Policy is neutral in this area		
Areas of deprivation	Policy is neutral in this area		
Human rights		Policy complies with all relevant legislation including data protection, right to privacy and prevention of discrimination	
Health and wellbeing (consider both the wider determinants of health such as education, housing, employment, environment, crime and transport, as well as the possible impacts on lifestyles and the effect there may be on health and care services)	Policy is neutral in this area		
Procurement/partnership (if project due to be carried out by contractors/partners etc, identify steps taken to ensure equality compliance)	Not applicable		

Evidence:

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Action plan:

Actions required	Key activity	Priority	Outcomes required	Officer responsible	Review date
Monitor cases of offers being withdrawn once information on health/attendance	Gather data	Medium	Evidence that policy is not discriminating and due account of Equality Act being taken	Nicola Pierce	November 2014

received					

Sign off	
Lead Officer:	Nicola Pierce
Approved by Head of Service:	Sam Brousas
Moderation and/or Scrutiny	
Date:	Resources equality meeting 6 November 2013 and subsequent virtual moderation of draft
Date analysis to be reviewed based on rating (high impact – review in one year, medium impact - review in two years, low impact in three years)	Three years

Please forward the completed Equality Analysis to the Equality and Diversity Managers for publishing on the Council's website