

Equality Impact Assessment

Part 2 – Form



March 2021



Introduction

Before carrying out this assessment, you will have had an initial discussion with a member (or members) of the Diversity & Equality Group about whether you thought an Equality Impact Assessment (EIA) is required (see EIA Part 1 - "Prompt").

Obviously, you decided to carry out an EIA, and the reasons you gave for doing it is a good place to start discussing the EIA itself.

You should carry out this assessment with the same person (or persons) that you had the initial discussion with, if at all possible, as this will give your discussion some context and consistency.

Process

Before completing the short form (overleaf), you will find this easier to do if you discuss in more detail why you thought an EIA was needed in the first place, and talk in more detail about what this means for the policy, practice or decision, as well as any actions you need to take.

Before completing the form, you need to consider our specific duties under the Equalities Act. In summary these are:

- **Assess the impact of applying a proposed new or revised policy, practice or decision**
- **Consider relevant evidence relating to people with a protected characteristic, where this is appropriate**
- **Be able to demonstrate the evidence you have considered when making your decision**
- **Take into account the findings of any assessment on the potential impact of a new or revised policy, practice or decision**

- **Publish the results of any assessments made into the potential impact of a new or revised policy, practice or decision**
- **We review and where necessary revise any updated policy, practice or decision, ensuring on going compliance with equality duties**
- **Simply considering whether to assess a policy, practice or decision is not in itself an assessment.**

You should also think about the following:

- When considering whether or not to carry out an EIA in the first place, you thought about which issues or groups would or could be affected by the policy, practice or decision. Can you be more specific about this?
- Do you need further information about these areas, for example more data? If so, what exactly?
- Would it be helpful to contact any of the groups involved? You don't have to, but you can choose to involve others you think may be affected. Who would that be?

Policy, practice & decisions

It is important to note that legislation requires us to consider the potential impact of revised or new policies, practices as well as decisions.

Policies are clear, simple statements of how we intend to conduct our services, actions or business. They provide guiding principles when we're making decisions.

Procedures describe how each policy will be put into action.

If you decide you do need more information, then you need to gather it before completing this assessment.

- Taking everything into consideration, including any evidence you have gathered, will or could the policy have a differential impact on particular equality groups, either positively or negatively?
- If so, you need to discuss what you need to do to ensure the policy is robust.
- What will you do now? Your analysis should allow you to say whether you will:
 - Make no major change as you feel the policy is robust
 - Adjust the policy to take into account the potential impact of the policy

In some (rare) cases you could also consider continuing the policy even though it has the potential for adverse impact or stopping the policy altogether for the same reasons.

In each of these cases, you must be able to explain clearly why you have taken your decision.

Next steps

Let your line manager know that you have carried out this EIA and let your Diversity & Equality Group representative have a copy of the completed form. This is mainly for information but also to allow the group to monitor EIAs and follow up any points that the group may have. A representative from the group will confirm that the EIA has been successfully completed. The form will also be published, where appropriate, on SharePoint and/or our external website.

Equality Impact Assessment form

(see guide on previous page to help complete)

Date of assessment
February 2021
Title of policy or practice (or decision) to be created (or changed)
Graduate virtual assessment - 'The Council Audit'
What is the policy or practice (or decision) intended for?
<p>In 2020, Audit Scotland's HR&OD team designed a new bespoke exercise in conjunction with Capita, for the purpose of our Graduate Trainee Auditor recruitment campaign. An EQIA for this assessment, titled 'The Council Audit', was completed and published in February 2020.</p> <p>Due to the ongoing Covid-19 pandemic, the 'Council Audit' assessment has been moved to a virtual platform called Launchpad, which will allow candidates to complete the assessment from home.</p> <p>The assessment consists of three components:</p> <ul style="list-style-type: none">- A case study based exercise- A self-reflection sheet- A role play interview with a qualified assessor
In relation to the general equality duty and the protected characteristics, which issues or groups do you think would or could be affected and how? Be specific
<p>We consider that the following groups may be particularly affected:</p> <ul style="list-style-type: none">• Those with a disability• Gender, particularly women• Socio-economic impact for those with limited access to technology, a good internet connection or space• Those with caring responsibilities. <p>Disabled applicants</p> <p>Applicants with a disability may be affected, therefore the assessment can be adjusted to accommodate reasonable adjustments. For example, applicants with dyslexia or dyspraxia can receive up to 25% extra time, or applicants with a visual impairment can have their assessment adjusted to larger text.</p> <p>Due to the assessment now being virtual, there is a risk for candidates with any visual impairments. Audit Scotland offer applicants reasonable adjustments to candidates at their request, and we have made the assessment interface user friendly to accommodate different needs. If a candidate with a visual impairment requires extra support, we are able to apply extra time, enlarge the font, send a printed pack or offer temporary equipment to support them. Additionally, we can apply subtitles on the role play element for candidates with hearing impairments.</p> <p>Gender / caring responsibilities</p> <p>We will ensure that candidates are offered a variety of assessment slots, so they can pick a time that is suitable around their other commitments. Candidates are given advanced notice of when the assessments will be held so they can</p>

prepare accordingly. This helps candidates with other commitments, such as caring commitments, so they do not feel discouraged from applying.

Women are typically still the primary care for children in society and we don't want them as a group to be discouraged from applying too because they feel they cannot be assessed remotely from home with children around as the schools are closed. They may also have less free time to focus on an assessment due to home schooling and 24/7 care. In particular this may affect single parents (both men and women).

Socio-economic impact

If candidates have restricted space at home, limited technology or internet access we can accommodate a variety of assessment slots so that they can pick a time that might work around sharing space or technology at home with others.

Others

We will remain attentive to support us to identify impacts for candidates with other protected characteristics. We will proactively seek feedback from candidates and our assessment provider, listening and responding as appropriate, to ensure we are continuously improving.

Did you need to obtain further information? If yes, how did you do that?

Capita, our recruitment provider, agreed different approaches to adjusting the exercise to accommodate applicants.

Please summarise the relevant evidence you considered.

In our opinion, the assessment is accessible to all applicants and can be adjusted where necessary. The Senior HR Advisor, Kayleigh, tested the assessment on 19 February 2021 to ensure it was fit for purpose, taking into account the screen size, graphics, the questions being asked, etc.

What do you conclude is the potential impact on these areas?

See above.

There are also positive impacts to consider;

- A more inclusive assessment now that individuals and assessors do not need to travel to our offices to take part.
- Reduced travel - time and expenses for all involved

What will you do now?

The assessment will be reviewed by the recruitment panel before being deployed to ensure they are satisfied that the assessment is accessible to all.

We will ensure candidates are contacted in advance of being asked to complete the assessment so they can notify us of any reasonable adjustments, which we will accommodate wherever possible.

When the process has concluded, we will seek any feedback provided from candidates to assess whether any further improvements can be made. Feedback will be invited from those invited to interview and for any successful candidates, at the three month work anniversary more generally too.

We will also continue discussions with inclusion specialists to ensure that we continue to deliver best practice in this area.

Date 19/02/21

Signature

H. Wickens