

Equality Impact Assessment Form

screeintip-sectionA

1. Document Control

1. Control Details

Title:	Appointment to Chief Executive Role
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Service Area:	HR & Customer
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Strategic Budget EIA: Y/N	No
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2. Document Amendment Record

Version	Author	Date	Approved
1.1	Lynn Robinson, HR Business Lead	15 May 2020	15 May 2020

3. Contributors/Reviewers

Name	Position	Date
Richard Henderson	Director for HR & Customer	15 May 2020
Lynn Robinson	HR Business Lead	15 May 2020

4. Glossary of Terms

Term	Description

[screentip-sectionB](#)

2. Assessment

1. Brief description of proposal / policy / service being assessed

The appointment process to substantive post for Chief Executive, Nottingham City Council.

[screentip-sectionC](#)

2. Information used to analyse the effects on equality:

A retained recruitment consultant was engaged to undertake an extensive professional 'search' to support a national advertising campaign to attract a diverse range of applicants. A subsequent recommendation report was considered at both the formal longlisting and shortlisting meetings of the Council's Appointments and Conditions of Service Committee, on suitability, based on experience, skills, attributes of potential candidates. The retained consultant was given a clear brief on the Council Equality, Diversity and Inclusion objectives, and the priority to have a representative workforce. The retained consultant, used intelligence on potential candidates, in the market for a role of this level, nationally, and was asked to specifically target those from unrepresented groups in the search. The advert for the role was published nationally.

At a Senior Leadership Management Group Level, the representation is approximately 15% BAME, 37% Female, 4 % Disabled and ≤1% LGB. These groups are all currently under-represented at this level in the organisation. The design of the final two-day assessment programme, ensured diverse representation on all of the four assessment panels. The assessments were based on the job description and person specification, and were assessed by a diverse range of colleagues to ensure a balanced view and perspective on the criteria applied to measure outcomes. The preferred candidate for appointment was selected 'on merit'. Data on breakdown of applications, long list and short list candidates is available via the retained consultant.

3. Impacts and Actions:

screentip-sectionD	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	x <input type="checkbox"/>	<input type="checkbox"/>
Men	x <input type="checkbox"/>	<input type="checkbox"/>
Women	x <input type="checkbox"/>	<input type="checkbox"/>
Trans	x <input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	x <input type="checkbox"/>	<input type="checkbox"/>
Pregnancy/ Maternity	x <input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	x <input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	x <input type="checkbox"/>	<input type="checkbox"/>
Older	x <input type="checkbox"/>	<input type="checkbox"/>
Younger	x <input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	x <input type="checkbox"/>	<input type="checkbox"/>
<i>Please underline the group(s) /issue more</i>		

adversely affected or which benefits.

<p>How different groups could be affected (Summary of impacts)</p> <p style="text-align: right;"><u>screentip-sectionE</u></p>	<p>Details of actions to reduce negative or increase positive impact (or why action isn't possible)</p> <p style="text-align: right;"><u>screentip-sectionF</u></p>
<p>At this time, the appointment of a substantive new Chief Executive, is anticipated to have a positive impact on different protected groups, and on all citizens, communities/wards and the City as a whole.</p> <p>Any changes to policy as a result of the appointment, will require a separate EIA.</p>	<p>1 Actions will need to be uploaded on Pentana.</p> <p>There are no foreseen negative impacts at this time.</p>

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4. Outcome(s) of equality impact assessment:

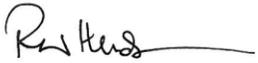
x <input type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

5. Arrangements for future monitoring of equality impact of this proposal / policy / service:

<p>This EIA will be reviewed after the appointed Chief Executive has completed their induction period.</p>

6. Approved by (manager signature) and Date sent to equality team for publishing:

<p>Approving Manager: The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.</p>	<p>Date sent for scrutiny: Send document or Link to: equalityanddiversityteam@nottinghamcity.gov.uk 15 May 2020</p>
<p>SRO Approval: Richard Henderson, Director for HR & Customer</p>	<p>Date of final approval: 15 May 2020</p>

A handwritten signature in black ink, appearing to read 'R. H. H. H.', followed by a horizontal line.

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.