

SCOTTISH ENVIRONMENT PROTECTION AGENCY	Ref: EqIA-025
Equality and Diversity Equality and Human Rights Impact Assessment Form (EqIA)	Page No: 1 of 9
	Issue No: 2
	Issue Date 31/07/2014
	Originator: Joan Robertson
	Authoriser: Carol Johnston, Head of Employee Development and Safety

Scottish Environment Protection Agency

Equality and Human Rights Impact Assessment (EqIA)

Graduate Trainee Programme

Activity Name	Graduate Trainee Scheme		
Policy Author	LL/CG		
Date Written/Reviewed	04/01/17		
Impact Screening Undertaken by		Date:	
EqIA carried out by	L L	Date: 02/02/17	
EqIA authorised by	J R		
Date Authorised	06/02/17		

Introduction

An Equality and Human Rights Impact Assessment (EqIA) identifies whether any policy, practise or activity has any disproportionate impact on any individual or group of people with a protected characteristic as determined by the Equality Act 2010.

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires that all new and revised policies undergo a screening for impact. Where impact is identified, a full EqIA is undertaken.

This form has five parts;

- Part 1 provides general information about the policy, the owner and its purpose and is self-explanatory.
- Part 2 is a screening process to identify whether there is impact. If impact is identified, Part 3 must be completed.
- Part 3 is a full EqIA, where evidence is captured.
- Part 4 captures what will be monitored to ensure impact is either reduced, negated or remains constant and
- Part 5 is the approval section.

The Guidance Document should be read in conjunction with this form.

ON COMPLETION please indicate if this is a screening document only or full EqIA;

Screening only	N	Full Assessment	Y
-----------------------	---	------------------------	---

Scottish Environment Protection Agency Equality Impact assessment

PART 1

About the Policy/Activity

Portfolio/Function developing/reviewing policy or activity	L L People & Property
Title of policy/activity	Graduate Trainee Scheme
Date EqIA Screening Commenced	07/07/2016

Briefly describe the aims, objectives and purpose of the policy/activity	The purpose of this activity is to recruit between 6 and 10 graduates onto a Graduate Trainee Scheme. Applications will be invited from both internal and external candidates.
What are the intended consequences of the policy/activity?	A small number of graduates will be recruited into the organisation and will work in a variety of work streams in rotation over the course of 2 years. Work will be carried out across different portfolios to provide the graduates with a wide spectrum of experience. The organisation will benefit from the diversity the graduates will bring.
Does this policy/activity link with any other? If Yes, please list.	No
Who are the main stakeholders in relation to the policy/activity?	The AMT
Who implements and who is responsible for the policy/activity?	People & Property

Part 2

Initial Screening for Relevance

This section is designed to determine the relevance of the policy/activity to equality.

- This section also fulfils the duty to consider any impact in relation to Human Rights.
- Initial screening will determine whether there is impact and where none is found, set out any evidence/justification for that determination.

Indicate in the table below whether policy/activity has any impact on the protected characteristics or is likely to influence SEPA's ability to comply with the general duty, which is to;

- Eliminate discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010 and/or;
- Advance equality of opportunity between people who share a characteristic and those who do not and/or;
- Foster good relations between people who share a relevant protected characteristic and those who do not.

Please tick as appropriate	Positive Impact	Negative Impact	No Impact	Unknown
Age	X			
Disability	X			
Gender reassignment			X	
Marriage and civil partnership (relevant only to point a) above)			X	
Pregnancy and maternity			X	
Race			X	
Religion and belief			X	
Sex (gender)			X	
Sexual Orientation			X	

If you have answered 'no' for all of the above, what is your justification or evidence for that determination?

The Graduate Trainee Scheme will be open to any candidate who has recently graduated in the last 2 years. There are no restrictions on age or degree classification. It is open to internal and external candidates. It is being made clear on promotional materials that there is no age restriction on applications. All recruitment materials will be in clear English. Any reasonable adjustments will also be considered in line with the current SEPA policy. Therefore there will be no negative impact in relation to the protected characteristics and is not likely to influence SEPA's ability to comply with the general duty.

Indicate on the table below whether the policy/activity has any impact on the Human Rights Act 1998

Please tick as appropriate	Positive Impact	Negative Impact	No Impact	Unknown
Article 6			X	
Article 8			X	
Article 14			X	

If you have answered 'no' for all of the above, what is your justification or evidence for that determination?

There is no impact on Article 6,8 or 14 of the Human Rights Act.

Concluding Part 2

Has Relevance been Identified?	Please Tick	Next Steps
There is no relevance to Equality or the Human Rights Act 1998	X	Proceed to Part 4 Monitoring and Review
There is relevance to some or all of the Equality characteristics and/or the Human Rights Act 1998	X	Proceed to Part 3 Impact Assessment
It is unclear if there is relevance to some or all of the Equality characteristics and/or the Human Rights Act 1998	X	Proceed to Part 3 Impact Assessment

Part 3

Full Impact Assessment

This section captures details of any impact relevant to the listed protected characteristics and to Human Rights. It should also show details of relevance, evidence gathered and used suggestions as to steps that could be taken to negate or reduce impact and decisions taken relating to impact. This should be based on proportionality

Age	<p>The Graduate Trainee Scheme is open to graduates of all ages. The only caveat is that they have graduated within the last 2 years.</p> <p>Evidence source: Graduate Trainee Scheme promotional material</p>
Disability	<p>The application process includes online testing and an assessment centre. Candidates with dyslexia or sight impairment may be successful at the application stage and be invited to complete the online testing. The service provider for online testing will put in place reasonable adjustments where the relevant certificate can be produced. In the assessment centre reasonable adjustments will be put in place where any disability has been disclosed. The assessment centre is being run in a central location with good transport links and is fully accessible.</p> <p>Evidence source: Practices of SHL – the online testing service provider. Floor plan of location for the assessment centre</p>
Gender reassignment	<p>No impact</p> <p>Evidence source:</p>
Marriage and Civil Partnership	<p>No impact</p> <p>Evidence source:</p>
Pregnancy and maternity	<p>No impact</p> <p>Evidence source:</p>
Race	<p>No impact</p> <p>Evidence source:</p>

Religion and Belief	No impact Evidence source:
Sex (gender)	No impact Evidence Source:
Sexual Orientation	No impact Evidence source:
Human Rights	No impact Evidence source:

Summary and Conclusion of Impact Assessment

There are positive impacts in relation to age and disability, and throughout the project equality impact has been on the agenda for the project team. As the project continues equality impact will continue to be considered and any significant changes will result in the submission of an updated equality impact assessment.

Concluding Part 3

Impact Assessment	Please Tick	Next Steps
There is no relevance to Equality or the Human Rights Act 1998	x	Proceed to Part 4 Monitoring and Review
There is relevance to some or all of the Equality characteristics and/or the Human Rights Act 1998	x	Proceed to Part 4 Monitoring and Review

Part 4

Monitoring and Review

The purpose of this section is to show how you will monitor the impact of the policy/activity.

- The reason for monitoring is to determine if the actual impact of the policy/activity is the same as the expected or intended.
- A statement on monitoring is required for all policy/activity regardless of whether there is any relevance to Equality or the Human Rights Act.

If you have provided evidence or justification for believing there is no relevance to Equality or the Human Rights Act in Part 2 Initial Screening or Part 3 Impact Assessment:

Q1 How do you intend to monitor and review the policy/activity?

There will be monitoring throughout the recruitment process.

Feedback will be sought from the selection process and this will be used to inform any changes for future schemes. Lessons learned may also be utilised in regular recruitment processes.

Once the graduates have joined the organisation there will be a 6 monthly evaluation of the activities undertaken. The graduate co-coordinator will also be in contact with the graduates at least once a month.

Q2 What will be monitored?

Equality impact will continue to be monitored throughout the 2 year graduate trainee scheme. Any significant changes will result in the submission of an updated equality impact assessment.

Q3 What is the frequency of monitoring?

There will be monitoring throughout the recruitment process.

Once the graduates have joined the organisation there will be a 6 monthly evaluation of the activities undertaken.

Q4 How will monitoring information be used?

An evaluation report will be submitted to the Agency Management Team. Any learning points will be included in any future graduate trainee recruitment.

Part 5

Approval

All screening documents and EqlA's must be submitted to the Equality mailbox for approval.

This Equality and Human Rights Impact Assessment was completed by:

Name	Lisa Leahy
Department/Function/Team	People & property
Date	2/2/17

This Equality and Human Rights Impact Assessment was approved by:

Name and Designation	Jennifer Russell
Date	6/2/17

ON COMPLETION please indicate if this is a screening document only or full EqlA;

Screening only	N	Full Assessment	Y
-----------------------	---	------------------------	---

S

THIS DOCUMENT IS UNCONTROLLED WHEN IN HARD COPY OR STORED IN ANY ELECTRONIC FORMAT OTHER THAN IN THE BUSINESS MANAGEMENT SYSTEM.