

WEBSITE SUMMARY FORM

Please ensure that you complete this form for publishing on our website

DETAILS OF COMPLETED EQUALITY IMPACT ASSESSMENT	KEY FINDINGS	FUTURE ACTIONS	TIMESCALES
<div> <div>Directorate</div> <div>HR,OD & CG</div> <div>Name of Function or Policy</div> <div>Recruitment and Selection Guidelines</div> <div>Brief description of aims of the Policy/Function</div> <div> <p>The aim of the recruitment and selection process is to secure the best person for the job every time – that is, the person most capable and most able to do the job, combining appropriate skills, qualifications and experience needed to function in the job which has been advertised. There is significant potential for inappropriate and unlawful discrimination to occur, and this guidance addresses ways of minimising that risk.</p> </div> <div>Status of Function or Policy (i.e. new, changing, existing)</div> <div>Update</div> <div>Name of Lead Officer Completing the Assessment</div> <div>Helen Walters</div> <div>Date of Assessment</div> <div>12 February 2008</div> </div>	<p>This policy does not adversely impact on any social group/age.</p>	<p>Equality Impact Assessment due when policy renewed.</p>	<p>Valid until April 2008.</p>