

# **BARNT GREEN PARISH COUNCIL**

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## **Recruitment Equality Policy**

### **1. Introduction**

- 1.1 The Equality Act 2010 ensures applicants are treated fairly and equally in the areas of race, gender, gender reassignment, pregnancy and maternity, sex, sexual orientation, age, marriage, civil partnership, disability.

### **2. Purpose**

- 2.1 This policy ensures that discrimination and stereotyping play no part in any recruitment or selection process allowing selection of the most suitable candidate based on merit alone and free from bias.

### **3. Scope**

- 3.1 The formation of this policy establishes;
- a) The principles of what constitutes direct and indirect discrimination in the recruitment process including discrimination by association or perception.
  - b) The need for a positive approach to diversity to avoid problems and attract a wide range of suitable candidates.

### **4. Guidance**

- 4.1 Other Acts to prevent discrimination in recruitment can be identified in;
- a) Maternal and Paternal Leave Regulations 1999
  - b) Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - c) Fixed Term Workers Regulations 2002
  - d) Rehabilitation of Offenders Act 1974
  - e) Asylum and Nationality Act 2006

### **5. Diversity Checklist**

- 5.1 Check:
- Job Specification
  - Person Specification
  - Selection Criteria
  - Advertisement Wording

Do not include content that is potentially discriminatory or unreasonably excludes certain groups without justification.

**5.2 Avoid assumptions based on;**

- a) Personal appearance
- b) Name
- c) How long ago they attended school
- d) If they did not attend university
- e) Family or caring responsibilities

Assess candidates objectively and how well do they meet the criteria based on evidence they provide.

**5.3 Consider –** If a candidate cannot make the interview date/time, make sure that consideration is given to rearrange the date and time to accommodate them. For example, reasons due to childcare responsibilities, a disability issue or a religious holiday.

**5.4 Do Not:**

- a) Include age related criteria in a job and person specification, selection criteria or advert – avoid words like 'young', 'recently qualified' and 'mature'
- b) Specify a required length of experience – focus instead on the type of experience

An application detailing information about education or work experience in chronological order is acceptable however it can indicate a person's age. It is important not to consciously or subconsciously let this affect judgement as to suitability.

**5.5 Disability and Health**

- a) If a candidate has applied using an alternative format (e.g. audio) then they shall be treated equally.
- b) If a shortlisted candidate has specified that they require specific arrangements to enable attendance, these must be considered. If the adjustment is 'reasonable' then it should be made.
- c) The Equality Act 2010 limits circumstances when health related questions can be asked before a job offer is made. Health related questions asked can be to:
  - i. Determine whether reasonable adjustments need to be made to the selection process.
  - ii. Determine whether an applicant can carry out a function that is intrinsic to the job.
  - iii. Monitor the diversity of the applicants.
  - iv. Take positive action to assist disabled people.
  - v. Confirm that a candidate has a disability where this is an occupational health requirement.

- d) Under this act it is not permissible to ask questions that aim to establish how many days of sickness absence an applicant has accrued during previous employment. This question **MUST NOT** be included on any application forms, reference requests or addressed at interview.
- e) Once an offer of employment has been made, appropriate health related questions can be asked provided they are linked with the job requirements. Sensitivity is required and questions should pertain to fact finding rather than judgement.
- f) When assessing an applicant's suitability reasonable adjustment must be considered. If after taking this into account the candidate would not be the best person, a job offer does not need to be offered.

Agreed by Barnt Green Parish Council:

Date: 16/1/2023

Signed: R. Chaudhary  
Chairman, Barnt Green Parish Council

Date of next Review: January 2026