

Summary Fair Treatment Assessment (FTA)

Area for Assessment:		
Name of service or function etc	Recruitment and Selection	
Which Service does this affect?	Resources	
Is this a new, existing or revised function?	Existing	If a Saving please give amount(£) N/A
Summary of findings:		
Main conclusions on the likely impact of the function on different equality groups (protected characteristics):		
<p>It is the purpose of the Recruitment and Selection (R&S) Policy to ensure that the Council selects the most suitable person for the job based on merit, regardless of protected characteristics such as age, disability, race, sex, sexual orientation, nationality, disability, and religion or belief.</p> <p>The last major revision of the Policy was in June 2009 and since then there has been a number of minor revisions to take account of changes in legislation (The Equality Act 2010) and changes in the recruitment process following the introduction of the Council's e electronic recruitment system (i-Grasp) in August 2010.</p> <p>Following a recent review, the Council's main method of advertising vacancies is now WMJobs. This is a regional jobs portal used by 23 public sector organisations in the West Midlands and it is the front end of the i-Grasp system. Many local authorities, including Solihull, have closed the vacancy pages on their own website and now forward all job seekers to WMJobs.</p> <p>The R&S Policy provides comprehensive guidance covering the complete process from the initial reviewing of a vacancy, the writing of job descriptions and person specifications, advertising, shortlisting applications, interviews and other assessments, through to the appointment decision and undertaking recruitment checks such as references. For each separate part of the recruitment procedure there are already practices in place to mitigate any potential negative impacts from an equalities perspective. Examples of these include:</p> <ul style="list-style-type: none"> • Standard Council templates must be used for documents such as job descriptions and person specifications. • The Council has a standard application form which must be used for all posts. CVs are not accepted unless it would be considered a 'reasonable adjustment', for example an applicant with a learning disability. • All posts are evaluated using the Council's job evaluation scheme to ensure consistency of grade. • The Recruitment Activity Plan is a mandatory part of the recruitment process and is an opportunity for the recruiting manager to discuss and agree the process with a Human 		

Resources (HR) Adviser. This includes checking that the job description and person specification are appropriate and agreeing the assessment process.

- The shortlisting of applications must be carried out by a minimum of two people who shortlist independently and then meet to compare the results. A matrix is available to ensure that the shortlisting process is carried out objectively.
- Interview panel must consist of a minimum of two people.
- All recruiting managers must attend the corporate R&S course.
- Solihull MBC is an accredited [‘positive about disabled people’](#) (‘two ticks’) employer and as such guarantees applicants with a disability, who meet the minimum criteria, an interview.

Following the Fair Treatment Assessment, however, a number of additional actions (listed below) have been identified which will further enhance the recruitment process.

Actions:

Actions to be taken to mitigate or reduce any negative impact:

Action	Outcome	Timescale
Review R&S Policy to ensure that when a post becomes vacant, the decision to recruit is based on sound business reasons and that managers consider all options e.g. apprenticeships etc	To ensure managers consider different ways of filling posts	Oct 2012
Investigate use of ‘Your Solihull’ magazine to promote WMJobs	To increase the number of visitors to WMJobs	Dec 2012
Revise R&S Policy to encourage managers to consider ways of widening access to job opportunities	To encourage managers to place adverts more widely or target underrepresented groups, if appropriate	Oct 2012
Check on WMJobs site that SMBC contact details are displayed should applicants have specific requirements	WMJobs has appropriate contact details for the Council on Solihull’s home page	Oct 2012
Responsibilities within R&S Policy to change from ‘should’ to ‘must’	Strengthening the wording of the Policy to reinforce the mandatory nature of the Policy	Oct 2012
Investigate the possibility of removing personal details, such as name, from the application form for the shortlisting stage of the process	Decreasing the possibility of any bias by not giving managers access to applicant names	Dec 2012
HR to provide guidance on qualifications and their equivalents including overseas qualifications	To ensure that applicants with equivalent qualifications are not penalised	Dec 2012
Consider providing guidance for applicants on equivalent qualifications	To ensure that applicants are aware of what is considered to be equivalent	Dec 2012

Amend R&S Policy providing guidance on scoring interviews and developing a scoring matrix	To ensure consistency in the way managers score interviews	Dec 2012
Promote the use of appropriate tests as part to the selection process to reduce over reliance of interviews	To increase the objectivity of the process and to ensure that skills are measured in the most appropriate way	Dec 2012
Ensure R&S Policy reflects that use of testing must be approved by HR	To ensure any test used are relevant, free from bias and measure effectively what they set out to measure	Oct 2012
Check i-Grasp letters to ensure correct information given on testing	To ensure all candidates are aware of the test requirements for the role	Aug 2012
Ensure checking processes are clear and highlight the need to check that employment reference requests are only sent to work email addresses and not home email addresses	To ensure that managers scrutinise references carefully and to ensure that the referees provided by the candidates are appropriate	Dec 2012
Monitoring statement – how information is used and who has access to it	To ensure applicants are aware of how monitoring information is used, i.e. only for statistical purposes	Dec 2012
Date Assessment Signed Off	12 October 2012	