

HUMAN RESOURCES POLICY DOCUMENT		
ISSUE: Version 2	PAGE: 1	DATE: March 2009
RESPONSIBLE MANAGERS: Director of Human Resources Human Resources Manager		APPROVED BY: Board, SMT, Unison, CYWU, Staff Consultation Group
TITLE: Equality and Diversity in Recruitment		REVIEW DATE: As per legislation.
PURPOSE		
<ul style="list-style-type: none"> ▪ To ensure current Employment Legislation requirements are complied with and to promote good practice in recruitment activity. 		
RESPONSIBILITY		
<ul style="list-style-type: none"> ▪ All staff. 		
POLICY		
<p>Connexions Cheshire & Warrington Ltd aims to ensure that all aspects of recruitment activity including attracting, testing and selecting candidates for posts is non-discriminatory and supports the organisations Inclusion, Equality & Diversity principles.</p> <p>The company is committed to ensuring no job applicant or staff member will receive less favourable treatment throughout the recruitment process on the grounds of:-</p> <ul style="list-style-type: none"> ▪ Race / Colour ▪ Nationality/Ethnic or Community background ▪ Gender/Gender Reassignment ▪ Religious or Political beliefs or affiliations ▪ Disability ▪ Age ▪ Sexual Orientation ▪ Marital status ▪ Real or suspected infection with HIV/Aids or ▪ Membership or non-membership of a Trade Union <p>Where appropriate, reasonable adjustments must be made to the recruitment process to accommodate candidates with a disability.</p> <p>Appointment decisions will be based on selection criteria appropriate to the genuine job requirements and applicants recruited according to their aptitudes, skills and ability to perform in the post. Selection procedure notes (Head of Panel Summary Sheet and Candidate Scoring Sheet) will be kept for a period of twelve months to enable feedback to be given to both successful and unsuccessful applicants.</p> <p>Equality & Diversity statistics on both applications received and appointments made will be monitored on a quarterly basis by the Director of Human Resources and through the Senior Management Team performance monitoring meetings. It is a contractual requirement of the service to complete Equality & Diversity monitoring on a regular basis and statistics are made available to Supporting Children and Young People Group on request.</p>		