

RECRUITMENT GUIDELINES

INTRODUCTION

The London Borough of Ealing is a diverse, multicultural London borough. The Council recognises and values the diversity of all people in our workforce and is committed to meeting the needs of all our residents and our employees.

Two of the Council's 3 Values are:

- Fighting Inequality
- Creating Good Jobs

PURPOSE

The purpose of these recruitment guidelines is to say how and why recruitment takes place at Ealing.

VALUING DIVERSITY

The Council believes that valuing diversity means actively recognising the strengths, talents and needs of every individual. This requires our nurturing the potential and maximising opportunities for all our employees in order that they can make their unique contribution to Ealing Council.

The Council recognises that to achieve our vision, it is essential that we recognise the reality of discrimination experienced by many individuals.

We respect everyone's right to be treated fairly and do not tolerate discrimination in any form. Respect for our colleagues is important to us. This means:

- Valuing people and diversity.
- Being open and communicating well.
- Acting with integrity and honesty.
- Demonstrating the Council's values and behaviours.

THE LEGAL FRAMEWORK

In formulating these Guidelines, the Council recognises and values the important role played by supporting legislation and associated Codes of Practice, in defining discrimination and mechanisms to prevent and stop inappropriate practices. The Council embraces existing and scheduled legislation (listed below) as presenting opportunities for realising its vision of making a world of difference to our customers, employees, and partners. The relevant legislation includes:

- The Human Rights Act 1998
- The Equality Act 2010

The Equality Act 2010 encompasses the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

Ealing Council has also committed to treating “Care Leavers” as a Protected Characteristic

The Council is committed to meeting its statutory responsibilities to eliminate unlawful discrimination, harassment, victimisation, and unfair treatment of protected groups, within the workplace, by fully implementing all relevant legislation and ensuring that appropriate arrangements are made to meet relevant provisions of the Equality Act 2010.

EMPLOYMENT AND RECRUITMENT OF STAFF

The Council aims to:

- Nurture and build a diverse and representative workforce, which at all levels broadly, represents the community it serves, enabling it to better meet the service needs of all our communities.
- Treat all employees and applicants for employment fairly and ensure they are not discriminated against because of their age, disability, gender reassignment, marriage, and civil partnership, pay, pregnancy and maternity, race, nationality, ethnic origins, religion, or belief, sex, sexual orientation, social background and if they are a care leaver.
- Regularly review its recruitment and selection guidelines, guidance, and processes to ensure fair access to all jobs. People will be selected on merit, based only on their skills, abilities, experience, and qualifications to perform the duties and responsibilities of the post for which they have applied.
- Be a ‘Positive about Disability’ employer and regularly review our commitment. Guarantee to interview any candidate with a disability who based on their application appears able to meet the requirements of the job.
- Ensure that all employees are valued and treated with dignity and respect.
- Provide fair access to training and development opportunities.
- Have due regard to equal pay legislation.
- Consider and reasonably adapt organisational requirements or existing practices where they are contrary to employees’ cultural and religious needs/or where these can be reasonably adjusted to meet the needs of employees with disability.

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