

Disability Confident Employer

As a Disability Confident Employer, we are committed to recruiting and retaining disabled people. We aim to identify and address any barriers that may prevent or deter disabled people from applying for our jobs.

Part of this commitment is to take positive action, by encouraging disabled people to apply for jobs and providing an opportunity to demonstrate their skills, talent, and abilities at the interview stage. Positive action is lawful under the Equality Act.

As a disability organisation and a Disability Confident employer our jobs often attract a lot of disabled applicants, meaning it is not always practicable or appropriate to interview all disabled people who meet the minimum (desirable) criteria for the job as suggested in the Disability Confident scheme guidance. As a voluntary sector organisation with limited resources, the number of days we can dedicate for interviewing for each role is limited. The Disability Confident scheme itself offers no guidance on what to do if the number of disabled applicants who meet the minimum criteria for the job exceeds the number of interviews it is possible to hold.

We have therefore developed the following procedure for such circumstances to enable us to work within the ethos of the Disability Confident scheme.

The person specification for the job is divided into essential and desirable criteria. Shortlisting is carried out by at least two people, reading anonymised applications. All applicants are assessed only in relation to the requirements of the person specification using a shortlisting form.

The shortlisting process considers whether the person has fully met, partially met or not met each criteria of the person specification. At the

first stage of shortlisting, scores for each essential criteria are combined to give each applicant an overall score. If the scores are all very close, making it impossible to create a long list of applicants who are suitable for an interview, the scores for the desirable criteria will be taken into account in this part of the process. The scores are considered and the applicants who are suitable for interview based on those scores are identified. This forms the longlist.

If there are more applicants on the longlist than the number of interviews we can carry out in one day, we consider adding an additional interviewing day to the schedule. This creates the opportunity for more applicants to demonstrate their skills, talent and abilities at the interview stage.

It is only at this stage that the people doing the shortlisting are informed which of the applicants on the longlist declared they are disabled on the Equal Opportunities monitoring form. The disabled candidates on the longlist are prioritised for interview. If there are more disabled applicants on the longlist than interview places, the scores from the desirable criteria will be taken into account.

Interviews will then be offered to the remaining highest scoring applicants. If two or more applicants scored equally against the essential criteria, the scores from the desirable criteria will be taken into account.

Applicants need to declare they are disabled on the Equal Opportunities monitoring form and submit this alongside their application in order for this to be taken into consideration as part of this process.

This procedure will be kept under review and will be updated if the Disability Confident Employer guidance changes.

Recruiting Ex-Offenders Policy

Inclusion North is committed to creating equal access to opportunities for employment while continuing to base selection and promotion solely on the ability to meet the requirements of the post. This is irrespective of race, colour, ethnic and national origins, religion, disability, gender, sexuality, age, marital status, responsibility for dependants, economic status, political values, or offending background.

With some exceptions, having a criminal record will not necessarily bar an individual from working with us in either a paid or unpaid capacity. This will depend on the nature of the position sought and the circumstances and background of the offences.

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, Inclusion North complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

A Disclosure is only requested for those positions where it is considered both proportionate and relevant to the position concerned.

Where Disclosure forms part of the recruitment and selection process, applicants will be asked to provide details of their criminal record at an early stage. This would be declared on the relevant section on the application form and at interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment and selection process, e.g. recruiting manager, administrator.

Unless the nature of the position allows Inclusion North to ask questions about an applicant's entire criminal record, i.e. posts exempt from the Rehabilitation of Offenders Act 1974 (ROA) such as those involving working with children or Vulnerable Adults, we only ask about "unspent" convictions as defined by the Act. A conviction becomes "spent" after a rehabilitation period during which time there have been no further

convictions, e.g. a sentence of imprisonment of between 6 months and 2½ years has a rehabilitation period of 10 years. A conviction carrying a sentence of more than 2½ years in prison can never become “spent”.

At interview, or in a separate discussion, there will be an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. The outcome of this will be recorded in brief and a copy kept on the individual’s personnel file with a recommendation for appointment if relevant. If appointment is not recommended the recruiting manager will discuss/agree this with the Director before a final decision is made.

Factors to be taken into account include: -

- Is it a ‘spent’ offence?
- The nature of the offence
- Its relevance to the post, position, or profession in question
- How long ago the offence took place
- The person’s age at the time
- Whether it was an isolated offence or part of a pattern of offending
- What is known about the person’s conduct and character before or since

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Please note that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.