

Telford & Wrekin Council recognises that within our society many people can face significant disadvantage because of who they are and the characteristics they have. People from different ethnic, racial and national backgrounds, women, people who care for dependants, people with disabilities, people of all ages, people with criminal convictions, people with different sexual orientations and people who are or have changed gender identity often do not get a fair deal in employment matters because of direct or indirect discrimination, either intentional or unintentional.

People are often prevented from making the most of their potential. This is damaging to those who are discriminated against, those who discriminate and to organisations which fail to benefit to the full from the skills and talents which people may have to offer. The Council is committed to opposing discrimination and promoting equality of opportunity by taking such appropriate steps as are within its power and within statutory provision. Telford & Wrekin Council recognises its obligations under various pieces of legislation relating to equality of opportunity and also recognises the Disability Confident Scheme and the Armed Forces Employer Recognition Scheme.

### **Telford & Wrekin's Employment Equality Promise**

**Telford & Wrekin Council gives an undertaking that all of its employees, and those who apply for employment, will be treated with fairness, respect and dignity, regardless of race, colour, gender, sexual orientation, marital status, gender reassignment, care of dependants, age, disability, religious or political beliefs, pregnancy or maternity, or unrelated criminal conviction. The Council will therefore:-**

- Publicise this commitment to all of its employees and within the community at large.
- Encourage job applications from all sections of the community.
- Ensure that its employees receive appropriate training so that they can both understand and actively promote equal opportunity policies.
- Ensure that the Council's existing and future policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Guarantee an interview to applicants with a disability who meet the essential requirements of the post, and do everything reasonably practicable to adapt jobs and premises to meet the needs of people with disabilities.
- Ensure that medical fitness requirements are determined having regard to the demands of particular posts, are applied fairly and consistently and do not unlawfully discriminate against those with particular medical conditions.
- Measure the effectiveness of its policies by regularly monitoring existing employees and job applicants as well as the publication of gender pay gap and other relevant workforce information and data.
- Ensure that any allegation of discrimination contrary to the provisions of this Charter is thoroughly investigated and that appropriate action is taken.

## **Guaranteed Interview Scheme**

Under the Council's agreed Guaranteed Interview Schemes, the following groups will be guaranteed an interview if they meet the essential criteria for a job and tick the appropriate box on the on-line application form.

### **Applicants with a disability**

- The Equality Act 2010 states that the protected characteristic of disability applies to a person who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- If you apply for a job with the Council, we must consider your application and measure it against the essential criteria needed for the job. If you meet this criteria you will be invited to an interview. If we feel you should not be offered an interview, we will contact you either by letter or telephone and explain the reason why.
- If you are shortlisted for a post, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process.
- If you would like to speak directly to an employee who is disabled to find out what it is like to work for Telford & Wrekin Council please contact Human Resources on 01952 383601 and you will be put you in touch with the right person.

### **Applicants from a care background**

- The Council recognises that young people making the transition from local authority foster or residential care into independent adult living face particular difficulties and challenges, including an increased risk of social exclusion through issues such as homelessness and unemployment.
- Research has consistently shown that, in comparison to their non-care peers, care leavers are disadvantaged in terms of their career opportunities. Given the obstacles that care leavers may encounter in making the transition into work, it is important that they receive support to help them bridge the gap into employment.
- The Council will guarantee an interview to those applicants who indicate that they are a care leaver in their on line application form and who meet the essential criteria on the person specification.
- To take advantage of this scheme, applicants need to be under the age of 25 and have been in local authority care for three months or more since the age of 14.
- Not all care leavers will choose to exercise this right, or want to let other people know about their background – it is a personal decision.
- Applicants who are not shortlisted will be contacted by letter or telephone to explain the reason why.

### **Ex-Service Personnel**

- Telford & Wrekin Council is a Silver award holder of the Armed Forces Employer Recognition Scheme and has signed the Armed Forces Covenant which encourages support for the armed forces community living and working in the Borough.
- In recognition of the considerable transferable skills that those with an Armed Forces background can bring to the delivery of Council services and the challenges ex-service personnel can find whilst making the transition to civilian life, we have committed to shortlisting all former service personnel who meet the essential criteria on the person specification for a post and who indicate they are from a service background in their on line application form, provided that:
  - ❖ they are currently serving in the regular armed forces and are within 12 weeks of their discharge date; or
  - ❖ the armed forces was their last employers; or
  - ❖ since their discharge they have not had any significant continuous employment.
- Applicants who are not shortlisted will be contacted by letter or telephone to explain the reason why.