



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

# Employment Committee

22 September 2021

**Report of:** Councillor Annie Mason

Cabinet Member for People & Safer Communities




## Name Blind Recruitment

This report provides information on name blind recruitment and recommends that the Employment Committee consider the implementation of name blind recruitment.

### Report Author

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Corporate Priority:	Decision type:	Wards:
<b>High Performing Council</b>	<b>Administrative</b>	<b>All Wards</b>

<b>Reviewed by:</b>	Alan Robinson, Deputy Chief Executive	16 August 2021
<b>Approved by:</b>	Karen Bradford, Chief Executive	24 August 2021
<b>Signed off by:</b>	Councillor Annie Mason, Cabinet Member for People and Safer Communities	9 September 2021

### Recommendation (s) to the decision maker (s)

- 1. Approves the use of Name Blind recruitment**

## **1 The Background to the Report**

- 1.1 Name blind recruitment was widely brought to the attention of employers in 2015. Its aim is to ensure that people will be judged on merit and not on their background, race or gender and enable employers to build a more diverse, inclusive workforce that better reflects society and acts as an exemplar of good practice
- 1.2 Name blind recruitment involves removing personal data which can identify background characteristics from candidate information that is available to recruiting managers when carrying out shortlisting.
- 1.3 Currently, in accordance with best practice, equal opportunities data is collected as part of the recruitment process and is kept by HR and not provided to managers at any stage. This includes racial/ethnic origin, nationality, gender, sexual orientation, age, religion and belief and disability information. However, it may be possible to identify some of these characteristics from someone's age and educational background. This could lead to unconscious bias during the shortlisting process.
- 1.4 When the issue was raised by Committee a number of years ago, the HR IT system did not have the functionality to automate name blind recruitment. To do this manually would have been time intensive and there were insufficient resources within the team to take on this additional task. A commitment was given to implementing name blind recruitment once the IT functionality was available, however no formal decision was made by Members to this effect.
- 1.5 A recruitment module of the HR information system, iTrent has recently been implemented and is now being used for all recruitment. This module has the functionality to enable blind recruitment by removing personal data, such as name and educational background that is available to recruiting managers until after the shortlisting process has been completed.
- 1.6 Name blind recruitment is considered to be best practice and has been used for a number of years by the Civil Service.
- 1.7 Research with other local authorities has identified that several have either implemented or are planning to implement name blind shortlisting as part of their recruitment process.
- 1.8 One of the benefits of introducing name blind recruitment is an effective intervention for increasing diversity in organisations and reducing unconscious bias in recruitment.
- 1.9 Name-blind recruitment also provides the opportunity for tackling unconscious bias which according to the Chartered Institute of Personnel and Development, makes good business sense to ensure that organisations don't miss out on talent, and individuals get the opportunity they need to get into and on at work.
- 1.10 Therefore, the Employment Committee is asked to consider the implementation of a policy on name blind recruitment at South Kesteven District Council.

## **2 Available Options Considered**

- 2.1 To continue with the current practice of providing recruiting managers with personal details of applicants, including name and educational achievements.
- 2.2 To implement a policy on name blind recruitment where personal details are not accessible to recruiting managers until the shortlisting process has been carried out.

### **3 Preferred Option**

3.1 The preferred option is to implement name blind recruitment.

### **4 Reasons for the Recommendation (s)**

4.1 Name blind recruitment is considered to be best practice and provides the opportunity to increase diversity across the Council and reduce unconscious bias by recruiting managers.

### **5 Next Steps – Communication and Implementation of the Decision**

5.1 If a decision is taken to implement name blind recruitment, the necessary changes will be made to the iTrent recruitment module to enable candidate information to be anonymised. The recruitment pages of the Council's website would be updated to ensure that applicants are aware of its commitment to equality and diversity by introducing name blind recruitment.

### **6 Financial Implications**

6.1 There are no financial implications associated with this report.

**Financial Implications reviewed by: Alison Hall-Wright, Head of Finance & ICT**

### **7 Legal and Governance Implications**

7.1 There are no legal implications. The current recruitment process meets the required legislative requirements. Name blind recruitment is considered to be best practice and enhances the recruitment process as set out in the reasons for the recommendation, section 4 above.

**Legal Implications reviewed by: Mandy Braithwaite, Legal Executive**

### **8 Equality and Safeguarding Implications**

8.1 The implementation of name blind recruitment will enhance the reputation of the Council as an Equal Opportunities Employer, and improve the processes in recruitment to remove unconscious bias.

### **9 Risk and Mitigation**

9.1 Not applicable.

### **10 Community Safety Implications**

10.1 There are no community safety implications relating to this report.

### **11 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?**

11.1 The recommendations in this report have no carbon impact.