



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Employment Committee

17 November 2021

Report of: Councillor Annie Mason

Cabinet Member for People and Safer Communities



Name Blind Recruitment Procedure

The Employment Committee on 22 September requested that a policy document on the implementation of Name Blind Recruitment is brought to the next meeting.

Report Author

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Corporate Priority:	Decision type:	Wards:
High Performing Council	Administrative	All Wards
Reviewed by:	Alan Robinson (Deputy Chief Executive)	4 November 2021
Approved by:	Karen Bradford (Chief Executive)	9 November 2021
Signed off by:	Councillor Annie Mason (Cabinet Member for People and Safer Communities)	9 November 2021

Recommendation (s) to the decision maker (s)

- Approves the updated Recruitment and Selection Procedure to include Name Blind Recruitment**

1 The Background to the Report

- 1.1** At the meeting of 22 September 2021 Employment Committee were asked to consider the implementation of a policy on name blind recruitment at South Kesteven District Council.
- 1.2** The decision at that meeting was that the Employment Committee supported the use of name blind recruitment and at the next meeting agreed to bring forward a policy document on the implementation of it.
- 1.3** The Council has a Recruitment and Selection Policy which sets out the scope, objectives and principles of its approach to recruitment and selection (Appendix 1).
- 1.4** One of the principles of the Recruitment and Selection Policy states:
The Council is committed to employment practices which ensure that no potential or current employee is treated less favourably on grounds of sex, race, religion or belief, disability, age, sexual orientation, gender reassignment, marriage and civil partnership or pregnancy and maternity.
- 1.5** The implementation of name blind recruitment helps the Council to deliver on this principle.
- 1.6** The Recruitment and Selection Policy is supported by a comprehensive Recruitment and Selection Procedure which provides details of the processes to be followed at the various stages of recruitment and selection.
- 1.7** Draft amendments have been made to the Recruitment and Selection Procedure to include a section on Name Blind Recruitment (Section 11, p5, Appendix 2).
- 1.8** To enable the name blind recruitment process, the recently implemented iTrent recruitment module is being rolled out to managers on a phased basis with priority being given to those areas with higher levels of recruitment, for example Street Scene and Housing.
- 1.9** Training content is being developed by the HR team and sessions will be held with managers to support them in the use of the recruitment module. How To guides are also being developed as an additional resource for managers.
- 1.10** The HR and OD team, together with support from an iTrent consultant will configure the recruitment module of iTrent to ensure that name, age and dates of educational qualifications are removed from the information that is accessible to recruiting managers until the shortlisting process has been completed.
- 1.11** This work is due to take place before the end of 2021 and it is anticipated that the system will have the capability to restrict personal details of candidates with effect from early 2022.
- 1.12** Once the changes have been made to the iTrent recruitment module, managers will have access to candidate applications which are identified only by an applicant number.
- 1.13** Following the closing date of a vacancy the recruiting manager will complete the shortlisting process and select those candidates they wish to take forward to the next stage of the recruitment process. This is likely to be assessment and/or interview.
- 1.14** Once the shortlisting has been completed the system will enable access to the full application for those candidates that have been shortlisted. This will provide the recruiting

manager with the details needed to contact applicants and invite them to the next stage of the process.

1.15 Whilst every effort is made to avoid identity of candidates prior to shortlisting there may be occasions where it is possible, for example for senior posts where there is a limited network of people who are likely to meet the job requirements.

1.16 The Employment Committee is asked to approve the amendment to the Recruitment and Selection Procedure to include details of the name blind recruitment process.

2 Next Steps – Communication and Implementation of the Decision

2.1 The information for candidates on the Council's website will be updated to advise them that their information will be anonymised prior to the shortlisting process being carried out.

2.2 Recruiting managers will receive training and guidance which includes details of the name blind recruitment process.

2.3 The Recruitment and Selection Procedure will be updated on the Recruitment Framework on the Council's intranet.

3 Financial Implications

3.1 There are no specific financial comments arising from this report.

Financial Implications reviewed by: Richard Wyles, Assistant Director of Finance and s151 Officer

4 Legal and Governance Implications

4.1 There are no specific legal and governance implications arising from this report. The Council's current recruitment processes are undertaken in accordance with legislative requirements. The proposal outlined in the report strengthens the principles of the Council's Recruitment and Selection Policy as outlined in paragraph 1.4 of the report.

Legal Implications reviewed by: Graham Watts, Head of Democratic Services and Deputy Monitoring Officer

5 Equality and Safeguarding Implications

5.1 The implementation of name blind recruitment has a positive impact and will enhance the reputation of the Council as an Equal Opportunities Employer and improve the processes in recruitment to remove the potential for unconscious bias.

5.2 Equality Analysis has been carried out on the draft amendments to the Recruitment and Selection Procedure (Appendix 3).

6 Risk and Mitigation

6.1 Not applicable.

7 Community Safety Implications

7.1 Not applicable.

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

8.1 Not applicable.

9 Appendices

9.1 Appendix 1 – Recruitment and Selection Policy

9.2 Appendix 2 – Draft Recruitment and Selection Procedure