

Equal Opportunities in Employment - Monitoring Notes for Guidance

General Statement

In accordance with the Disability Discrimination Act, the Race Relations Act and the Sex Discrimination Act, the relevant Codes of Practice and the college's Equal Opportunities in Employment Policy, the college and Council monitor recruitment and selection procedures to ensure that everyone is dealt with fairly and equitably.

The information you provide overleaf will be used to examine trends in job applications and relative success rates in order to identify specific targets for improvement. The selection panel will not have access to the information prior to selection. It will be stored securely and confidentially and will be destroyed after six months. A copy of the successful applicant's details will, however, be held by the college/Council for future monitoring purposes.

Gender

The City Council is concerned at the relatively low numbers of women in senior positions and needs information to monitor the gender of applicants.

Disability

Where the postholder is disabled, every effort will be made to supply the necessary employment aids, equipment or adaptations to enable him/her to carry out the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given consideration.

Guide to the Definition of Disability

Under the Disability Discrimination Act, 1995, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Racial or Cultural Origins

The Council recognises that people who come from a variety of racial and cultural backgrounds share a common experience in Britain of racial discrimination and disadvantage. The categories used are based on the 2001 census classifications.

Many different responses may be given in answer to the questions in this section. It is important that you are happy with the answer you give. For example, many of Hull's black population are born or naturalised British people, therefore the "Black Other" box may be ticked. Equally, a white person born in Africa might tick the "White Other" box. The important thing, in terms of monitoring the Council's Equal Opportunities Policy, is to ensure that people from ethnic minority groups are getting a fair deal.

Value for Money Advertising

In order to ensure that the college obtains value for money for its advertising, it is important that we know where applicants see posts advertised.

Further Assistance

If you would like any further information on the issues addressed on this page, please contact the college.