

How we use positive action in our recruitment and selection

1. Introduction

From time-to-time Tai Pawb may use positive action in our recruitment and selection process. The below describes a range of actions we may take. We will only use positive action, if we identify that people from a particular group or with a particular protected characteristic are underrepresented amongst our team or board and we wish to remedy this.

2. Job Advert

The below describes statements and messaging we may use in our job adverts. The statements will refer to particular groups we may want to attract if we have identified underrepresentation amongst staff or board and/or particular barriers to recruitment.

Statement to use:

Tai Pawb is an equal opportunities organisation. **We particularly welcome applications from candidates from *[state which background(s)]*.** At least two candidates from *[state which background(s)]* who also meet essential criteria will be guaranteed an interview at Stage 1.

The above statement means that where a candidate meets all the essential criteria AND they are from the specific underrepresented group, at least two top scoring candidates from that group would be offered a Stage 1 interview (the number may be higher than two, depending on the number of applications we receive).

In order to comply with equality legislation and prevent unlawful discrimination, candidates who are NOT from an underrepresented group AND score higher than the candidates from underrepresented group whom we decide to shortlist – will also be offered a Stage 1 interview.

In the unlikely event that the above process leads to the widening of the pool of shortlisted candidates to a number which is unmanageable for Tai Pawb to administer, we reserve the right to set a threshold of essential criteria scores which we will admit to the interview.

The process below describes how we would make sure we do not unlawfully discriminate against others when shortlisting candidates from underrepresented groups.

3. Use of equality monitoring form

Our recruitment panels have no access to diversity data during the recruitment process. Forms are kept securely and separate from the application forms by a designated person in Tai Pawb. The same pertains to personal details section of the application forms

Diversity data collected through the equality monitoring form may be used in two different ways:

- For statistical monitoring of diversity of applicants: Tai Pawb monitors the percentage of applications it receives from people from diverse groups. Data from equality forms is analysed anonymously by a designated person and percentages are inserted into a monitoring table and graph. We use this to monitor whether we are reaching diverse groups of candidates and whether our efforts have an impact. Detailed notice of how we use the data is provided on the form.
- For positive action as described above: a designated person in Tai Pawb (but not a member of recruitment panel) reviews the candidate characteristics for the highest scoring applications and

determines the length of shortlist needed to ensure that at least two top scoring candidates from the relevant underrepresented group (who also meet essential criteria) are included. The process used is described below. This use of data is more sensitive therefore requires consent from the candidate. Information and consent box is included in the equality monitoring form.

4. Shortlisting process

- 4.1. Applications and equality forms are received by Tai Pawb designated person. The designated person removes personal information from the application form and assigns a code. The same code is assigned to the equality monitoring form.
- 4.2. Recruitment panel receives coded applications and a) scores them according to objective criteria linked to person specification b) marks which candidates meet all the essential criteria.
- 4.3. Codes for all candidates meeting all the essential criteria are passed on to the designated person. Designated person checks consent on equality monitoring forms for the above candidates.
- 4.4. Designated person reviews relevant protected characteristics for the above candidates and checks their scores. Designated person informs the recruitment panel about the score threshold required for the shortlist to include the two top ranking candidates from underrepresented group who meet all the essential criteria.
- 4.5. All candidates within the score threshold are invited to Stage 1 interview.

In the (unlikely for Tai Pawb) event that the number of such candidates is unreasonably high, Tai Pawb may:

- a) Increase the score threshold needed to progress to Stage 1 or
- b) Use the so-called 'tie-breaker' rule for any candidates with lower scores, where the scores are exactly the same. The rule allows for the employer to select candidates from underrepresented groups where they are equally as qualified as other candidates, [as per s 159 Equality Act](#)