**Wayne:**

**Job Adverts & Job Profiles**

We asked Penna (consultancy specialising in candidate attraction) to evaluate the inclusivity of current job roles across all directorates. This forming part of the wider D&I project to review the entire recruitment process to reduce any barriers to entry for underrepresented groups. Feedback focused on the flow, volume and inclusivity of the documents

**Job Adverts**

* Removed non-essential criteria. This was too ‘generalist’ and could put candidates off (e.g good writing skills might put off a dyslexic candidate even though good writing skills wasn’t really relevant to the role)
* Moved or shortened many of the statements, moving items to the Website and/or Job profile. Ie politically restricted role information moved to Job Profile
* The layout has been amended to improve the flow.
  + quick look up info listed at the top such as pay, location etc
* Inclusivity
  + changing language used. Ie masculine/Feminine wording considerations
  + 'Asking for adjustments' is really clear and puts in the mind of the applicant that, yes, they can request adjustments, i.e. if you don't ask, you don't get.
  + Included Neurodiverse in the adjustments statement – “A significant proportion of the population are neurodiverse, and the number of, for example, autistic people in employment is very low.
  + Where we’re advertising – Stonewall are now promoting our roles on their job board.. as well as reaching out to Evenbreak and other diversity job board specialists.

**Job Profiles:**

* We created a simpler template with headlines including:
* About Camden
* About the role
* About You
* Over to you

The above is more in line with the advert just much more detail..

* Only including key essential skills, maximum of 10
* Removing desirable content – as with the advert this could be too generalistic
* Advert statements have been included at the foot of the document
  + Is this role Politically restricted
  + Diversity & Inclusion
  + Agile working
  + Asking for adjustments

Flick to example on next slide so people can see D&I statement etc.

**Anonymised Recruitment**

Resourcing team have been trialling the recruitment platform Applied for mostly level 5 roles and above, as Level 5 and above is where Camden are less well represented by minority groups. Applied is an (Applicant Tracking System) ATS designed to allow organisations hire the best person for the job regardless of their background.

The Applied platform anonymises every candidate, before chunking and randomising their application response. These processes removes biases from the hiring process.

Each reviewer then scores a set of answers, averages are calculated and we are left with candidates listed in order of scores.

So far we trialled the platform with over 20 jobs and appointing 31 people. Only 12 of the 31 people appointed were White British, the rest being made up of numerous ethnicities.

Be Applied are here to demo the tool that we use and explain how it works – will come on to this later.

**Quality Assurance**

We are due to start auditing Interview notes sent through to the resourcing team on sporadic basis to see if interview notes are being completed in the right and proper way. Interview notes should consist of what the candidates says and should not contain personal opinions or anything derogatory. We will also check against the Job Profile to see how much of the essential criterial is evidenced

**Recruitment Policy**

We are currently reviewing and updating our recruitment policy to ensure it is in line with Camden’s D&I commitments, changes include:

* Interview panels should be diverse
* Introduction noting our commitment to D&I
* Specific notes around employees who may be transitioning eg references, DBS checks and qualifications
* Altered the opening statement for “Avoiding Discrimination” to be inclusive for all minority groups
* Shortlisting panels should be diverse
* Offers should be judged on performance

**Candidate Survey:**

we are in the process of implementing a survey for candidates to complete post interview so we can monitor the inclusivity of the interview process and find out from candidates what could improve the process for them and make them feel more comfortable

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**SLG Make Up:**

Since we have been doing this work we have recruited 4 non-white directors. In March 2020 there were 24 members of SLG, 13% were Black, Asian or another ethnic group.

March this year, 28 members of SLG and 21% are Black, Asian or another ethnic group.

Black Asian and other ethnic residents make up 31% of all residents in Camden, so still have work to do to make sure we are proportionally representing our community, but we are making progress.

**New Camden Jobs Portal**:

We are creating a new jobs website which will incorporating our new EVP and showcasing what it’s like to work at Camden. It has a section dedicated to D&I as well as having the space and flexibility to post regular updates about our D&I work on our journey to creating a truly inclusive organisation.. all will be revealed at a later date!