

Stock Parish Council

SAFER RECRUITMENT POLICY

1. Introduction

- 1.1 The Parish Council's ability to provide quality responsive services to our community depends upon the skills, abilities and knowledge of our employees and the recruitment process is vital in ensuring that the best people are appointed;
- 1.2 The Parish Council is committed to promoting the welfare and protection of vulnerable groups. This procedure should be used in conjunction with the Safeguarding Policy. These policies and procedures are in place to ensure that the right people are hired and to minimise the risk to children, young people and vulnerable groups;
- 1.3 The procedure has been produced to assist those involved in recruitment and selection in making these appointments and aims to ensure that the process is carried out fairly, efficiently and cost effectively in accordance with relevant legislation;
- 1.4 The procedure applies to all employees of the Parish Council when undertaking recruitment and selection activity and should be used in all Parish Council recruitment;

This procedure applies to permanent, temporary, casual and voluntary vacancies

- 1.5 Full guidance on the recruitment process and the necessary forms are available.

2. Stage 1 – What to do when a vacancy arises

- 2.1 When a position has or is going to become vacant, the first step is to review whether it needs to be filled and how the requirements have or may need to change. Whilst there is a tendency to replace like for like, the Parish Council recognises that positions and service requirements can develop over time and this is a good opportunity to look at the different options available.

3. Stage 2 – Authorisation to fill

- 3.1 If it is decided that the position (either as it is or amended) needs to be filled then the Clerk must review the position with the Council;
- 3.2 If a new job role is identified (or the existing post has changed significantly) then a job description should be submitted to the Council so that job evaluation can be completed. This will determine the grading of the position, and the grade it will be advertised at;
- 3.3 The Clerk will then be required to gain authorisation from the Council;
- 3.4 A proposed advertisement text, a copy of the job description and person specification will be provided to the Council.

These documents will underpin the recruitment process and it is important that they accurately reflect what the Parish Council will want someone to do and the skills, experience and knowledge that they will need to do this;

3.5 In the event that the vacancy is not authorised by the Council the post may be removed from the Parish Council's establishment;

3.6 The Council will not proceed to advertisement without the job description and person specification.

4. Stage 3 – Advertising the vacancy

4.1 Selecting the advertising media/placement.

Once the relevant documentation is prepared, the Council will look at the pool of employees for whom redeployment or relocation needs to be considered and identify anyone for whom the job could be a suitable alternative to the one currently held. Only when it is agreed that the job is not suitable for someone in this position, the Council will work with the Clerk to decide the most effective recruitment method. This may include: internal and/or external advertisement, or the use of recruitment and selection agencies.

All recruitment exercises must be co-ordinated by the Council to ensure a corporate approach and compliance with employment legislation.

Internal Advertisement

Positions should be advertised internally first and then via the Parish Council's website in order to encourage internal progression and provide opportunities for development. Only in exceptional circumstances should a position not be advertised internally first – and this should be with the agreement of the Council. Positions that do not go internally first will still be placed on the website with the same closing date as the external advert.

Internal candidates will include all permanent and temporary employees of the Parish Council.

External Advertisement

The Council will liaise with the Clerk on the best choice of media. Decisions on the placement of adverts will be made based on the following criteria:

- Advice from advertising agency
- Cost of advertising
- Relevance of media
- Target audience
- Time of year

The Parish Council is required to fund all specific external advertising and will need to provide an expenditure request to Council prior to the placement of the advert. Specific media will require different deadlines for text and this should be considered when deciding closing date.

External signposting advertisements (detailing job title, grade / salary, closing date and where to apply only) can be placed. The costs for this advert must be met within the agreed budget.

All external adverts will also be placed on the Parish Council's website and circulated via the Essex Association of Local Councils. Where employees do not have access to the internet the information can be made available in an alternative format.

4.1.1 Wording of Adverts – Safeguarding

Adverts should include a safeguarding message as per below and where appropriate should also notify applicants of the requirement of Disclosure and Barring Checks.

Stock Parish Council is committed to safeguarding vulnerable groups and expects all employees to share this commitment. This includes obtaining references and ensuring compliance to the Disclosure and Barring Service process.

4.1.2 Wording of Job Description - Safeguarding

Job descriptions should include the wording:

'You will be made aware and undertake training as required in line with your responsibilities set out in the Parish Council's Safeguarding Policy.'

4.1.3 Job Centre Plus and charitable organisations

Stock Parish Council has a commitment to local jobs for local people. All external adverts will be advertised at Job Centre Plus to enable local people and those who are long term unemployed the opportunity of viewing and applying for jobs at the Parish Council.

The Parish Council also has a list of charitable organisations that represent minority groups in the Civil Parish. All external advertisements will be sent to these via e-mail for distribution to their members.

The list will be managed and updated by the Council.

4.1.4 Recruitment and selection agencies

For short term temporary requirements (i.e. less than 6 months) which cannot be filled internally, the Clerk may use one of the Parish Council's approved recruitment agencies. This must be approved by the Council.

The recruitment agencies will then be contacted to search a pool of applicants they hold on their books, or in some cases, search for applicants suitable for the role currently employed in other organisations to see if they are interested. Alternatively, it may be appropriate just to advertise on the Parish Council's website. The Council will advise on the best course of action in these circumstances.

Where the Parish Council is considering the use of agency temps for posts which require a Disclosure (see Para 6.2.3) they must ensure that the agency has evidence that these checks have been carried out at the appropriate level. The Clerk must also consider when the disclosure was obtained and for what purpose prior to accepting these checks. Further advice can be obtained from the Council.

4.2 Recruitment Information

The Council will prepare a job pack for all Council vacancies. This will usually consist of:

- the job description and person specification;

- Information on the salary, hours;
- Details of any special requirements e.g. DBS disclosures;
- Details of interview dates;

Stock Parish Council wants to ensure that candidates who apply for roles are clear about our commitment to safeguarding. As such all adverts and recruitment documentation will highlight the recruitment process.

Should the Clerk wish to include any additional information (e.g. annual reports, Parish Council guides, promotional material) they will be required to supply this at least one week in advance of the advertising date.

The Council will manage the issuing and receipt of all application packs to ensure that appropriate monitoring can take place.

CVs will not be accepted on their own. Anyone submitting a CV will be contacted and asked to complete an application form via web recruitment.

4.3 Duration of Advertising

Deadlines for receiving completed applications will be clearly outlined on the advertisement.

For internal advertisements the deadline will generally be one week after advertisement. For external advertisements this will generally be two weeks after advertisement. However longer periods can be agreed in liaison with the Council.

Applications received after the closing date will only be considered in exceptional circumstances by agreement with the Council and the Clerk. This is to ensure fair treatment for all candidates.

5. Stage 4 – Selection Process

Short listing

Short-listing is the process by which candidates' applications are reviewed and selected for interview. This must always be completed against the person specification which has been prepared for the post.

Once the closing date has passed, the Council will prepare the completed applications for short-listing and will send to the Clerk. As part of this process the Council will remove all monitoring information.

Short-listing must be carried out by at least two individuals and should ideally be the same people who will sit on the interview panel.

The Clerk is responsible for ensuring that short-listing occurs in accordance with the recruitment procedure. If any proposed panel member is related to an applicant, or has a close relationship (married, co-habiting, dating, relation, close or family friend) with him/her outside work, they must not take part in the selection process.

For Clerk appointments, a panel of Councillors must be fully involved in the short-listing and interview process.

Wherever possible short-listing should occur within two weeks of the closing date.

When short listing, Councillors should be aware of:

- Incomplete sections in application;
- Unexplained gaps in employment history;
- Employment history inconsistent with referees;
- Reasons for leaving past employment;
- Career changes without any clear career or salary progression;
- Moves from permanent to temporary positions;

These elements are important as they may suggest that information is being withheld.

Once the short-listing has been completed and Councillors have decided on the most appropriate assessment methods, the short-listing and interview schedule forms should be completed and copies returned to the Council.

It is important to make notes of the reasons for selection and non-selection. This will be useful if any concerns about the selection process are raised by candidates at a later stage.

The Council will advise candidates who have not been successful after the shortlisting stage.

5.1 Assessment Methods

For all advertised vacancies Councillors will be required to conduct an interview. However, the use of other assessment tools, in addition to the interview, is recommended as this can help to improve the robustness of the selection process.

Councillors need to think carefully about how they intend to assess each element of the person specification and decide on the most appropriate method. This may be via interview questions but can also include, for example, psychometric testing, work sample tests and presentations etc.

Any tests must be related to the requirements of the job/person specification and be shown to be valid as part of the selection process.

The Council should be consulted in the selection and application of tests.

For some tests a trained administrator or assessor will be required.

5.2 Interview Preparation

The dates for interviews can be advertised with the vacancy and those candidates who have been successful at shortlisting stage will then be invited to book an interview slot. The Council will then send the necessary paperwork.

5.3 The Clerk is responsible for ensuring that the appropriate arrangements have been made for their interviews i.e.:

- Ensuring that a suitable room is available (this should be fully accessible);
- Booking and setting up any equipment required i.e. laptops for presentations;
- Ordering refreshments.

Interview timetables are available to view by all Councillors. The Council will inform the Clerk of any special requirements that an applicant may have informed them of.

The Council will also prepare interview packs for all interviews that they have co-ordinated. There will be one per panel member and will include:

- Copy of each candidate's application form;
- Assessment forms;
- Job Pack for the vacant post;
- List of appropriate documentation to evidence eligibility to work in the UK.

The lead panel member will also receive an appointment form.

The Council will update all monitoring information.

5.4 Interview Panel

The interview panel must consist of at least two people who should be the same people who completed the short-listing. It is desirable that at least one member of the panel has been trained in interview techniques.

If any proposed panel member is related to an applicant or has a close relationship with him/her outside work, they should not take part in the selection process.

Consideration should also be given to the composition of the Panel to ensure that this is balanced and reflective of the main equality strands (age, gender, race, ethnicity, disability etc).

Interviews should be conducted face to face, even if there is only one candidate.

5.5 Interview Questions

A set of questions matched to job requirements/person specification needs to be agreed by the panel prior to the interview. This is to help ensure that the interview is conducted on an equitable basis and means that all candidates are asked essentially the same questions. This does not prevent the panel from asking follow-up questions or additional questions related to the candidate's application form.

Panel members must avoid questions which could be interpreted as being unfairly discriminatory and potentially unlawful e.g. about marital status, family/domestic arrangements. It is essential to concentrate on job requirements and ensure that candidates' evidence that they can meet them.

Guidance on how to write interview questions can be obtained from the Council.

Panel members should review application forms thoroughly before interview and highlight discrepancies or gaps in employment history so that these can be discussed with the candidate during the interview.

5.6 At the Interview

Before the interview commences a member of the Panel will introduce themselves and their colleagues to the candidate and will ensure that the candidate understands the format that the interview will take.

At least one panel member must take notes throughout each interview. Candidates can request to see their assessment forms and interview notes so panel members must ensure that these are factually correct and do not include any subjective remarks. The notes will help in the completion of assessment forms and can be referred to at a later stage to assist in the fair comparison of candidates. Interview notes should be legible and factual as they could be requested by a third party as part of legal action.

The lead panel member will also be required to collect and check any documentation which the candidate has been asked to bring to the interview (see Para. 5.7)

At the end of the interview candidates should be asked if there are any questions which they wish to ask about the job or the appointment process. Finally, the candidates should be informed when a decision is likely to be made and how this will be conveyed to them.

Assessment forms should be completed for each candidate interviewed. These should be completed jointly by the panel with evidence for each mark clearly indicated.

If it becomes apparent that a candidate does not meet all of the essential criteria, he/she should **not** be appointed.

The person with the highest assessment against the essential criteria should generally be the person whose application should be progressed to the next stage. However, this needs to be considered along with the results of any selection testing used. In the event of a tie, the panel should review the marks against the desirable elements.

Ensure that any gaps in employment history or discrepancies highlighted in preparation stages have been asked and clarified, detailing answers so these can be attached to application form to ensure that questions are not asked unnecessarily at the vetting stages.

5.7 Checking Documentation

The lead panel member will be required to collect and check any documentation which the candidate has been asked to bring with them. This will include:

- Criminal conviction form (in sealed envelope – not to be opened);
- Evidence of essential qualifications;
- Documentation to prove that they have eligibility to work in the UK.

A list of suitable documents, (to evidence eligibility to work in the UK), are included in the interview pack and are available. Councillors must check the original documentation and take a photocopy for the Parish Council's records, ensuring that they write 'This is a true Copy', sign, print name, state Job Title and then date.

**Please note, if the successful applicant does not hold a British passport, the passport and any other right to work documentation will need to be seen by the Council.

All documents must be returned to the Council. These will be stored or destroyed in accordance with the Parish Councils Document Retention Policy.

The Council will review the criminal conviction form and will inform the Clerk of any information which is relevant to the post.

6. Stage 5 – Appointment Process

6.1 Offer of Appointment

Once a decision has been made by the Panel, the lead member must complete an appointment form detailing all information relevant to the post and successful applicant.

Once the criminal convictions form has been checked by the Council an initial verbal offer can be made to the candidate, subject to placement health questionnaire, references, and DBS disclosure if applicable. This offer can be made by the Clerk or the Council.

No offer should be made if eligibility to work in the UK has not been evidenced. Please consult the Council for advice in such cases.

The commencing salary will be at the minimum of the advertised grade.

NB When making a verbal offer it must be clear that the offer is conditional and subject to successful pre-employment vetting. Verbal offers have the same contractual status as those in writing.

The Council will send out a conditional offer of employment letter along with DBS forms (if applicable to the post). Start dates will not be confirmed till the pre-employment vetting has been completed.

The Council will co-ordinate all pre-employment checks and will inform the Clerk when these have been completed. No individual should start employment with the Parish Council until these checks have been cleared.

6.2 Pre-Employment Vetting Checks

All posts require pre-employment checks to ensure there are no known reasons why a candidate should not undertake the role they have applied for. Some checks will be specific to posts that have contact with children or vulnerable people.

6.2.1 References

For all permanent appointments or temporary appointments over 3 months in duration, two references must be obtained for each applicant. These should include the present and/or most recent employer and must cover a 2-year period. If the two references that have been requested do not total the 2-year period, then a third must be obtained. For a contract 3 months or under, one reference must be obtained. In the case of first-time employees, references may also be sought from their school or other educational institution. Friends and family members will not be accepted as referees except in a professional work capacity.

The Council will review the candidate's previous 5 years' employment / education history from the application form.

Any gaps of 3 months or more not detailed under the relevant question on the application form, or detailed from notes, will be queried with the applicant to ensure that the candidate has disclosed all employment / education history.

Telephone references may be taken up in order to avoid delay. However, the questions should be restricted to those asked for all candidates and must be followed up in writing, either by the Clerk noting the responses or by the referee completing a pro forma and sending this on at a later date.

As part of the Data Protection Act 2018, if a candidate requests to see their reference, then the Authority is legally required to provide them with a copy of any information that the Parish Council stores about them. However, the contents of a reference may only be disclosed to a candidate with the referee's permission. As our obligation is to provide information rather than documents, if the referee has not consented to the disclosure then the third party's information must be obscured or removed from the document, (Data Protection Act 2018).

When requesting sickness details on reference forms, absence periods relating to pregnancy or gender re-assignment should not be included.

6.2.2 Placement Health Questionnaire:

Placement Health Questionnaires should be completed for all employees, whatever the duration of the contract.

The placement health questionnaire will be sent to the successful applicant by the Council with the conditional offer of employment letter. The response will be forwarded straight to the Occupational Health Provider. The basis of this document will decide the needs of the post and if the applicant's health fits this requirement. An employee may be required to attend a post-employment health check or health surveillance during the probationary period.

6.2.3 Disclosure and Barring Service (DBS) Checks:

In line with the Parish Council's commitment to safeguarding children, young people and vulnerable groups it is necessary that in certain roles that we carry out a Disclosure and Barring check.

Where a DBS disclosure is required the applicant will be sent a Disclosure Application form to complete (in accordance with the processing requirements).

No employee will be able to start until a satisfactory disclosure from the DBS has been received.

The Disclosure and Barring Service has introduced an Update Service enabling portability of checks between organisations. Where an employee has subscribed to this service The Parish Council can, with the employee's consent, check that the information is still current online.

Disclosure and Barring checks are only valid on the day of issue. Consequently, employees may be subject to a further disclosure request every three years.

6.2.4 Checks for Agency Staff appointed to Council employment:

Where agency staff, apply for and are offered posts within the Parish Council the above pre-employment checks will apply.

The Clerk is responsible for ensuring that these checks occur in accordance with the recruitment procedure.

Agency staff will not be able to transfer from the agency to the Parish Council's employment until all necessary checks have been successfully carried out.

Once references, medical clearance and a satisfactory DBS check (where appropriate) have been obtained the Council will arrange a start date in liaison with the Clerk and candidate and will send out a contract to the new employee.

7. Employment of Young People

- 7.1 Under the Health and Safety (Young Persons) Regulations 1997 it is necessary to review the risk assessment of the intended work activity for any person under 18 years before they commence. This review should take into account specific health and safety considerations and procedures, which apply to such young people. For more information please contact the Council.
- 7.2 Specific regulations also apply to the employment of persons below school leaving age. Please contact the Personnel Committee for further information.

8. Employing people with disabilities

- 8.1 The Parish Council actively promotes employing disabled people.
- 8.2 The Parish Council guarantees interviews to all applicants with a disability who meet the essential requirements of the post as set out in the person specification.
- 8.3 To ensure consistency the Council will identify all appropriate candidates and will advise Clerk in the short-listing pack.
- 8.4 The Council can also assist in making any special interview arrangements for candidates with a disability.
- 8.5 If at the interview stage the Clerk is unsure if the applicant will be able to fulfil all aspects of the job then contact should be made with the Council who will assist the Clerk in deciding whether it is necessary or possible to make reasonable adjustments to enable them to carry out the role. They will consider the following:
 - Whether any of the duties they may find difficult can be reallocated / removed from the post;
 - Offering a temporary work trial, this will show more than an interview if the person can fulfil the role;
 - Seek advice from Access To Work. They can assist with and fund adaptations to work equipment, transportation to and from work and the provision of assistants/mentors etc.

9. Casual Enquiries

Casual enquiries received about job opportunities will not be used to fill long term temporary or permanent posts. These persons will be notified of any current potentially suitable advertised positions and with regard to future vacancies advised to look in relevant journals and local newspapers as well as the Parish Councils website. CV's will not be kept by the Council or the Clerk.

10. Induction

Good Induction will ensure that new employees understand how their role fits in to the organisation and that they have the basic tools to do the job. I.e. IT equipment, email, safeguarding protocols etc.

Appendix 1: Employing Disabled People and People with Health Conditions

Please note that this information is taken from the guidelines produced by the Department for Work and Pensions <https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions>

Definition of disability

Equality Act 2010 - physical or mental impairment that has a 'substantial' and 'long-term' negative effect on one's ability to perform normal daily activities

- 'Substantial' – is more than minor or trivial, e.g. takes longer to complete a daily task;
- 'Long-term' – means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection.¹

The benefits of employing disabled people

1. Increase the number of high-quality applicants available;
2. Create a workforce that reflects the diverse range of customers it serves and the community in which it is based;
3. Bring additional skills to the business, such as the ability to use British Sign Language (BSL), which could result in large savings;
4. The benefits of retaining an experienced, skilled employee who has acquired an impairment are usually greater than recruiting and training new staff. It is also good for individual.

Help with employing disabled people

1. Make reasonable adjustments
Make reasonable adjustments so disabled job applicants and employees can overcome any substantial disadvantages they may have doing their jobs and progressing in work (Equality Act 2010). An individual can take you to an employment tribunal if they think you have not made reasonable adjustments.

Many reasonable adjustments involve little or no cost and could include:

- Making changes to a disabled person's working pattern
 - Providing training or mentoring
 - Making alterations to premises
 - Ensuring that information is provided in accessible formats
 - Modifying or acquiring equipment
2. Allowing extra time during selection 'tests' .Help with the extra costs disabled people face in work
Access to Work usually provides a grant to pay for the cost of the support.
For example, it can provide funds towards:

• Special aids and equipment	• Communication support at interview
• Adaptations to equipment	• A wide variety of support workers
• Travel to and from work	

Access to Work also has a Mental Health Support Service. This can offer support to individuals with a mental health condition who are absent from work or finding work difficult.

3. Supporting disabled people to remain in work

You can get help from the Disability Employment Adviser and Work Psychology Services at Jobcentre Plus if an employee:

- Becomes disabled;
- Has a change in their impairment or health condition that could mean they face barriers to remaining in work.

Disability Law

Discrimination

You can discriminate indirectly with working conditions or rules that disadvantage a group of people more than another.

For example:

- Not hiring someone because of their disability;
- Selecting a particular person for redundancy because of their disability;
- Paying someone less than another worker without good reason.


Dealing with performance issues


All employees, whether or not they are disabled, have changes in their performance levels. These could be problems with attendance, behaviour or conduct. Before starting action to deal poor performance, you must make reasonable adjustments to allow a disabled employee to improve their performance. If you don't, they could take you to an employment tribunal.

How to recruit disabled people	
Have accessible job adverts	<ul style="list-style-type: none"> • Use a font that is easy to read and large enough to read • Make sure that they don't exclude any section of the community • Do not set criteria which automatically exclude certain groups, for example stating that applicants must have a driving licence when there is no requirement for travel within the role • State clearly that you welcome applications from all sections of the community and that you have an equal opportunities policy • Offer alternative formats for applications, for example if the application is to be made online, provide a paper-based form as an alternative • Include in your person specification only the skills and experience which are vital to the job


How to recruit disabled people	
Conducting interviews	<p>Equality Act 2010 – you must not ask about a job applicant's health until you have offered them a job, except to:</p> <ul style="list-style-type: none"> • Find out whether they need any reasonable adjustments during the recruitment process • Find out if they can carry out an essential function of the job • Monitor whether applicants are disabled (this must be anonymous)
Reasonable adjustments to the interview	<ul style="list-style-type: none"> • Ensuring premises is accessible • Changing lighting or room layout • Showing a visually impaired applicant to their seat • Allowing extra time • Allowing applications to complete a written test using a computer

process could include:	
When interviewing a disabled applicant, help them to perform to the best of their ability by:	<ul style="list-style-type: none"> • Speaking directly to them rather than any support worker • Telling them about any flexible working patterns that you may be able to offer them • Making sure that you ask each applicant the same questions, whether or not they are disabled

Advice on specific conditions	
Mental health conditions Mental Health conditions cover a wide range of illnesses which can affect how people feel, think and behave. They can include: <ul style="list-style-type: none"> • Depression • Anxiety • Bipolar disorder 	<u>Suggestions for reasonable adjustments</u> <ul style="list-style-type: none"> ✓ Offering flexible working patterns, including changes to start and finish times and adaptable break times ✓ Changing their working environment, for example providing a quiet place to work ✓ Working with them to create an action plan to help them manage their condition ✓ Allowing them leave to attend appointments connected with their mental health For more information: [the Mind website] [Time to Change campaign]

Advice on specific conditions	
Hearing impairment Someone with a hearing impairment may have: <ul style="list-style-type: none"> • Partial or complete hearing loss • Had their impairment from birth or it may have increased gradually over time • Temporary or permanent impairment 	<u>Suggestions for reasonable adjustments</u> <ul style="list-style-type: none"> ✓ Providing information in accessible formats ✓ Seating an employee in a quiet area, away from distracting noises ✓ Using adapted telephones with adjustable volumes and lights For more information: [Action on Hearing Loss]
Visual impairments There are almost 80,000 registered blind and partially sighted people of working age in the UK. The majority have some useful vision. They represent a huge pool of potential employees.	<u>Suggestions for reasonable adjustments</u> <ul style="list-style-type: none"> ✓ Offering additional training about visual impairments for other colleagues ✓ Making alterations to the working environment ✓ Supplying documents in audio or Braille formats ✓ Carrying out a risk assessment of the workplace ✓ Arranging a tour of the workplace

<p>Advances in technology mean that blind and partially sighted people can now overcome many of the barriers to work that they faced in the past. With the right training, skills and experience a blind or partially sighted person can do just about any job.</p>	<ul style="list-style-type: none"> ✓ Providing software or technology that magnifies onscreen text and images or converts text to sound <p>For more information: [RNIB website]</p>
<p>Physical impairments</p> <p>A physical impairment is one which limits a person's ability to do physical activity such as walking. These impairments may be as a result of:</p> <ul style="list-style-type: none"> • Amputation • Cerebral palsy • Injury • Muscular dystrophy • Multiple sclerosis 	<p><u>Suggestions for reasonable adjustments</u></p> <ul style="list-style-type: none"> ✓ Providing assistive computer equipment such as modifications to hardware or voice activated software ✓ Agreeing an emergency evacuation procedure with them if they require assistance ✓ Making sure that the layout of the working environment is accessible and free from obstructions

<p>Advice on hidden impairments</p> <p>Hidden impairments are conditions that are not apparent to others and are thought to affect 10% to 15% of the population. They include Autistic spectrum conditions (ASCs), Dyslexia, Learning disabilities</p>	
<p>Autistic spectrum conditions (ASCs)</p> <p>In the UK, half a million adults are thought to have an ASC. They may have difficulties with:</p> <ul style="list-style-type: none"> • Communication • Understanding the feelings of others • Meeting new people <p>People with an ASC may also have high levels of accuracy, attention to detail and a good memory for figures.</p>	<p><u>Suggestions for reasonable adjustments</u></p> <ul style="list-style-type: none"> ✓ Maintaining a structured working environment and routine ✓ Avoiding language which is hypothetical or abstract ✓ Avoiding making statements which could be taken literally <p>For more information and support visit [The National Autistic Society website].</p>
<p>Dyslexia</p> <p>About 10% of the UK population are thought to be affected by dyslexia. People with dyslexia have difficulties with reading, writing and spelling. They may struggle with tasks such as:</p> <ul style="list-style-type: none"> • Writing or structuring documents • Remembering instructions • Note taking <p>Potential strengths of people with dyslexia include creative and innovative thinking and good communication skills.</p>	<p><u>Suggestions for reasonable adjustments</u></p> <ul style="list-style-type: none"> ✓ Providing text-to-speech or speech-to-text software ✓ Allowing meetings to be recorded ✓ Giving instructions verbally ✓ Providing written information on coloured paper <p>For more information: [Dyslexia Action website]</p>

<p>Learning Disabilities</p> <p>It is estimated that up to 1.5 million people in the UK have a learning disability. They may have difficulties learning new skills and coping independently with everyday tasks.</p>	<p><u>Suggestions for reasonable adjustments</u></p> <ul style="list-style-type: none"> ✓ Altering the recruitment process to allow work trials instead of formal interviews ✓ Using supported employment providers to offer in work support to help learn a role ✓ Providing information in accessible formats <p>For more information: [Mencap website]</p>
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Date of last review:	
Next review:	September 2022