



## Equality of Opportunity

The Civil Service is committed to providing services which embrace diversity and equality of opportunity. Every stage of the recruitment process at the department must adhere to the requirements of the Equality Act 2010.

The vacancy application process has to treat everyone fairly and ensure that Civil Service policies and legislation are adhered to and no applicant is treated any less favourably.

The [Civil Service Talent Action Plan](#) sets out a vision for a diverse Civil Service and sets out actions, based on research to understand the issues faced by our under-represented groups, to address barriers to progression.

Our own departmental ambition as set out in the Equality, Diversity and Inclusion plan aligns with that outlined in the CS Talent Action Plan. The aims of the departmental plan are to:

- Ensure that we are maximising the diversity of all our talent, improving decision-making and our ability to think differently and in new ways about policy issues, how we deliver services to our customers, and how we engage our stakeholders and the public.
- Create a department which reflects, at all levels, the society we serve.
- Ensure equality in all our management and HR systems and challenge any form of discriminatory practice.

But it goes beyond this to state clearly that our goal to achieve a fully representative workforce; our determination to address inequality in all its forms; and our commitment that we will not tolerate any form of discriminatory practice at any level.

### The Guaranteed Interview Scheme

The department is committed to providing equality of opportunity for all candidates during the selection process so that we can select staff from the widest pool of talent available.

Part of that commitment is that we guarantee an interview to any candidate who:

- has disclosed a disability as defined under the Equality Act 2010; and
- meets the minimum (essential eligibility) criteria for the post(s) in question, as set out in the job advertisement.

For the purposes of the Guaranteed Interview Scheme we guarantee to interview anyone with a disability whose application meets the minimum criteria for the post.

By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you meet the minimum level of competence required for each advertised competency, as well as meeting any of the qualifications, skills or experience as defined within the job description/advert.

### Two ticks – Positive about disability symbol

The department is a "two ticks" employer. The 'two ticks' positive about disability symbol is awarded by Jobcentre Plus to employers who have made commitments to employ, keep and develop the abilities of disabled staff.



## Guidance for applicants

### Disclosing a disability or a long-term health condition

If you have a disability or a long term health condition, you will have an opportunity to disclose your disability on the application form.

This is completely optional, but if you do disclose a disability as defined under the Equality Act 2010, you will be eligible for consideration under the Guaranteed Interview Scheme.

## Guidance for vacancy holders

### Reasonable adjustments at interview

When applicants disclose a disability, the vacancy holder needs to establish what adjustments need to be put in place for interviews. For further support and advice please contact the CSHR Casework team Monday - Friday on 0845 000 0331 between 8am and 6pm.

### Sift and Panel Composition

In line with the department's Equality, Diversity and Inclusion Plan sift and interview panels need to be of a diverse nature and single sex panels are the exception. This is to guard against individual bias.

In addition all panel members both at sift and interview will need to have completed the Unconscious Bias training available on CS Learning prior to panel attendance.