



WORKING TOGETHER

Chorley  
Council

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## Recruitment Equality Monitoring Guidance

### The Councils as an employer

The Councils are committed to equality of opportunity at all stages of employment. This includes advertising jobs, the recruitment and selection process, appointment, promotion, training and development, disciplinary proceedings, grievance and complaints procedures. All Human Resources policies are reviewed and developed with due consideration to the implications of legislation, specifically the Equality Act 2010, and best practice relating to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity, along with other equality and social inclusion issues.

### Recruitment and selection

The Councils recognise their specific and general duties under the Equality Act 2010, in relation to the arrangements for monitoring of employees and potential employees. Equal Opportunities monitoring of applicants, shortlisted and successfully appointed candidates takes place at all stages of the recruitment and selection process. Monitoring covers the following areas and is taken from the equal opportunities monitoring form of the Council's application form:

- Age
- Disability

- Race
- religion and belief
- sex
- sexual orientation
- caring responsibilities

Positive action measures will be taken where it is found, through monitoring of the work force and the recruitment and selection process, that there is under-representation of certain groups. Positive action measures may include the provision of training targeted at people from specific groups so that they may gain appropriate experience and skills to give them an equal opportunity in competing for jobs.

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