



THE LIVERPOOL INSTITUTE  
FOR PERFORMING ARTS

## Equality, Diversity and Inclusion Statement Recruitment Charter

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| <b>Responsible for</b>   | David Fletcher, Chief Operating Officer<br>Melaney Doyle, Head of HR, Culture and Transformation |
| <b>Relevant to</b>   | All prospective candidates   |
| <b>Date Approved/Last Approval</b>   | December 2024  |
| <b>Next review date</b>  | December 2026  |
| <b>Relevant Documents</b>  |  |
| Application Forms<br>Job Descriptions<br>Guide to recruitment and selection      |  |
| <b>Related Policies and Documents</b>  |  |
| Recruitment Policy<br>HR EDI Policy<br>Equity Strategy<br>Data Protection Policy |  |

## **1. Introduction**

- 1.1. This document sets out our inclusive approach to recruitment and the expectations that all applicants should have in terms of our commitment to equity and clarity of process.
- 1.2. Applicants should also refer to our guide to recruitment and selection, which provides more detail on the expectations at each stage of the recruitment process.

## **2. Equality, Diversity and Inclusion Statement**

- 2.1. We are committed to applying our equality, diversity, and inclusion policy at all stages of recruitment and selection. We always carry out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.
- 2.2. We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Line managers must only ask a candidate question about their health where this is directly necessary for a particular role and, in any event, only once they have been shortlisted.
- 2.3. To prevent any candidate from being disadvantaged because of a disability, the HR Department will ask candidates whether they require reasonable adjustments to be made. These may include ensuring easy access to the premises for an interview / adapting psychometric tests / replacing psychometric tests with an alternative option / providing an alternative to a telephone interview for a deaf candidate / providing a suitable chair for an interview with a candidate suffering from back problems.
- 2.4. The HR Team are always available to provide guidance on reasonable adjustments.
- 2.5. To monitor the effectiveness of the recruitment and equality, diversity and inclusion, LIPA asks that all candidates complete the Equal Opportunities Monitoring Form. Any data which is collected regarding gender and ethnic origins will be collected solely for the purpose of monitoring equality of opportunity and will be held confidentially by LIPA in accordance with its Data Protection Policy.

## **3. Recruitment Charter**

- 3.1. We are committed to working together to create an inclusive environment that offers equitable opportunities for all, pursuing our vision to be a leading vocational training institution. As part of our Strategic Plan for 2023-2026 we are seeking to increase the diversity within our community and would particularly encourage applications from under-represented groups, such as people from Black, Asian and minority ethnic groups, people with disabilities and those identifying as female, non-binary or trans-gender.

- 3.2. Appointments will always be made on merit.
- 3.3. HR team members will make every effort to ensure that you are dealt with in accordance with the following standards:

#### General

- You will be treated in a polite, helpful and friendly manner at all times;
- Whenever we write to you we will provide the name and telephone number of someone who will deal with any queries you may have;
- Any vacancies which are advertised externally are usually advertised in relevant professional trade journals depending on the nature and level of the job;
- Applicants will be treated sensitively and with courtesy and will not be subject to any unfair discrimination at any time during the recruitment and selection process;

#### Application

- All roles include an information pack about the job to help you to decide whether or not to apply. This pack will normally contain an application form and equal opportunities monitoring form and policy statement, a job description, person specification and further particulars. In some cases additional information will be provided;
- Your application will be dealt with efficiently and confidentially;
- Applications will not be accepted after the closing date unless there are exceptional circumstances. They will not be considered after the shortlisting stage in any event;
- All disabled applicants who meet the essential job related shortlisting criteria will be guaranteed an interview;

#### Shortlisting

- Shortlisted candidates will be contacted within three weeks of the closing date and will receive clear details about the date, time and location of the interview. If the selection process consists of anything more than an interview such as a test or presentation, we will notify you when we first write to you;
- You will only be assessed against the job-related shortlisting criteria obtained from the person specification;

#### Interviews

- Where appropriate we will pay travel expenses for your interview based on standard rail fare or its equivalent within the UK only. If it is not possible for you to travel to and from Liverpool in time on the day of your interview we will arrange and pay for overnight accommodation;
- All interviewees will normally be informed of the outcome within two working days of the final interview unless there are exceptional circumstances in which case you will be notified within five working days;

- You will be kept informed of any delays that may occur together with the reason(s);

#### Appointment

- Appointments will be made subject to references satisfactory to us and confirmation of qualifications;
- We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or our organisation being able to carry out a check on the Home Office online right to work checking service confirming their right to do the work in question;
- For some roles, DBS (Disclosure and Barring Service) Disclosures will be required to check a candidate's suitability for a particular post. This will be stated in the further particulars within the application pack. If a Disclosure is required, a member of the HR team will coordinate with the successful candidate prior to appointment to facilitate the check, which we will pay for;
- Referees will not be contacted without your permission. However, reasons for refusing permission at this stage will be explored;
- An offer of employment will be issued within five working days of receipt of confirmation of qualifications and references which are satisfactory to LIPA;
- New entrants to LIPA are required to serve a probationary period of twelve months during which time they are required to demonstrate their suitability for the post;
- We will treat the information you provide in confidence. Your application form will only be seen by those involved in the recruitment and selection process. Forms from unsuccessful applicants will be kept securely for six months and then destroyed in accordance with the data protection requirements.