

Inclusive Recruitment

Report of the OD Manager and Senior HR Business Partner

3rd March 2026

PURPOSE OF REPORT

To provide members of the People and Organisational Development Committee with details of an amendment to a report presented in November 2025 setting out on-going work to ensure that Lancaster City Council's recruitment processes are inclusive and effective

This report is public

1.0 Introduction

- 1.1. At the People and Organisational Development Committee on 20 November 2025, a report was presented to describe the inclusive recruitment practices at Lancaster City Council.
- 1.2 Since that meeting, a new Applicant Tracking System (ATS) has been introduced, which is the system used to advertise jobs, for job applications to be made, for the selection process, and for the onboarding of successful candidates.
- 1.3 As a result of the new system, a change has been made to the report that was presented to the committee in November 2025.

2.0 Change to the report presented in November 2025

- 2.1 As a result of the new system, it is now not possible to receive anonymous applications. Recruiting managers are now able to view names of candidates and dates of job and educational history.
- 2.2 The change has come about as a result of making the application process simpler for candidates, who are now able to upload a CV to automatically populate some of the fields required on the application form. It is not possible for the system to hide names and dates submitted by candidates via CV.
- 2.3 The report that was presented in November 2025 is included with the particular reference to anonymised applications highlighted and crossed through.

3.0 Conclusion

- 3.1 Lancaster City Council remains committed to inclusive recruitment, through delivery of the Recruitment Strategy and Workforce Inclusion strategy within the over-arching People Plan. In addition the People team works closely with service areas to ensure

inclusive and effective recruitment practices to ensure that the Council is well-resourced to deliver for our residents.

4.0 Recommendations

4.1 This report is for noting but feedback is welcome.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):	
n/a	
LEGAL IMPLICATIONS	
Update only	
FINANCIAL IMPLICATIONS	
None.	
OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:	
None.	
SECTION 151 OFFICER'S COMMENTS	
The s151 Officer has been consulted and has no further comments	
MONITORING OFFICER'S COMMENTS	
The Monitoring Officer has been consulted and has no further comments	
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