

RECRUITMENT AND SELECTION POLICY (covering all employees)

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Approved: 2 October 2012
Updated: July 2015

RECRUITMENT AND SELECTION POLICY (covering all employees)

1. INTRODUCTION

- 1.1 The City of Edinburgh Council is an equal opportunities employer and positively values the different perspectives and skills of a diverse workforce. The Council is committed to promoting equality of treatment, opportunity and outcome for all employees and job applicants.
- 1.2 Recruitment and Selection decisions will always be based on merit. The procedures followed will comply with all relevant legislation, codes of practice and guidelines.
- 1.3 The Council will inform potential job applicants about this policy by making it available on the Council website and on myjobscotland, the national recruitment portal.

2. SCOPE

- 2.1 This policy applies to the recruitment and selection of any person applying for any post at any level within the Council. It includes temporary as well as permanent vacancies.
- 2.2 Anyone involved in the recruitment and selection of Council staff has a duty to act in line with this policy.

3. OBJECTIVES

- 3.1 The objectives of this policy are to:
 - put in place best practice procedures to make sure the best person is selected based on merit
 - meet the requirements of relevant employment and equalities legislation and associated codes of practice
 - make sure that potential employees are treated fairly and lawfully at all stages of the recruitment and selection process
 - make sure that the principles of Safer Selection are applied for all those posts involving work with vulnerable groups

4. SAFER SELECTION

- 4.1 The Council is committed to safeguarding and promoting the welfare of children and vulnerable groups and requires all staff to share this commitment. It is essential that all employees working with vulnerable groups are robustly assessed and checked.

Key Principles of Safer Selection

- 4.2 There are six key principles which form the basis of the Council's approach to Safer Selection. The Council will:
- a) tell potential applicants about the Council's commitment to the welfare of vulnerable people and about the robust nature of assessment and pre-employment checks;
 - b) assess candidates' suitability for a post through rigorous and robust assessment of competencies;
 - c) assess candidates' attitudes and commitment to the safety, care and wellbeing of vulnerable people;
 - d) obtain a record of candidates' full employment history and any gaps in employment history;
 - e) carry out thorough checks on candidates before employment, including criminal record checks; and
 - f) make sure that anyone involved in recruitment and selection receives relevant training.

5. MANDATORY REQUIREMENTS OF RECRUITMENT AND SELECTION

- 5.1 The following list sets out the mandatory requirements for recruitment and selection to all Council vacancies:
- a) Before a vacancy can be advertised, there will be a post in the structure with a current job description and evaluated salary grade;
 - b) there will be at least two people on the interview panel. All panel members must have received the relevant Council training;
 - c) the panel will produce an employee specification listing essential and desirable criteria. This cannot be changed once the post has been advertised;
 - d) the essential criteria will include the Council's core competencies. An exception to this is teachers whose competencies are decided by their professional regulatory body;
 - e) all authorised vacancies will be advertised and an information pack will be available for potential applicants;
 - f) the panel will shortlist candidates against the criteria in the employee specification;
 - g) there will be a structured panel interview to assess the candidates' suitability against the competencies. Other relevant assessment methods may also be used;

- h) candidates with a disability who meet the minimum criteria will be guaranteed an interview. Reasonable adjustment will also be considered;
- i) the panel will record their final assessment of the candidates in relation to the selection criteria; and
- j) salary placing will be in line with Council guidelines.

Pre-Employment Checks

5.2 No employee, casual worker or volunteer will start a new post before all relevant checks are completed satisfactorily. The policy applies to existing Council employees and external candidates. The following checks must be carried out before employment starts:

- verification of identity;
- verification of eligibility to work in the UK;
- criminal record check where allowed i.e. Protecting Vulnerable Groups (PVG) or disclosure check;
- overseas criminal record check, where allowed;
- verification of membership/registration with a regulatory or other professional body, where required;
- proof of required qualification;
- verification of valid driving licence, where required for the post;
- two suitable and satisfactory written references addressed to the Council, one of which should be from the current or most recent employer (one reference for internal candidates **only** where the post does not require a PVG/Disclosure check);
- health assessment (not required where internal candidates will be undertaking the same type of job tasks and there are no potential health impacts associated with the role).

Advertisement and Application

- 5.3 The Council will normally advertise vacancies on the internet using the national recruitment portal. Other forms of advertising will be used for hard to fill posts.
- 5.4 The Council will make potential applicants aware of the Council's commitment to the welfare of vulnerable people by including a statement in job advertisements and packs.
- 5.5 For posts where a criminal record check is needed, the level of check will be set out in job advertisements and packs.
- 5.6 A standard application form will be used for all vacancies. Extra information may be requested where posts have specific needs.
- 5.7 Applicants will be given the opportunity to apply online. Paper applications will also be accepted and other reasonable adjustments put in place.

Declaration of Criminal Convictions

- 5.8 The Council will make sure that ex-offenders are not unfairly discriminated against because of any previous offences. Where PVG and disclosure checks are needed, the Council will ask all candidates invited for interview to complete a self declaration. They will be asked to give details of their criminal record in line with legislation.
- 5.9 Where checks are not needed, the Council will not ask candidates to declare their criminal convictions since this information is not relevant to the post being applied for and cannot be verified.

Inaccurate or Misleading Information

- 5.10 Where a candidate gives inaccurate or misleading information or withholds relevant information, this will be considered grounds for withdrawing a job offer. Where the candidate has already been appointed, the Council may take disciplinary action up to and including dismissal on grounds of gross misconduct.

Former Employees

- 5.11 Where a candidate is a former employee who was dismissed from the Council for gross misconduct, the Council will be entitled to consider the circumstances of the dismissal to inform its decision whether to select for interview, and to recruit the individual. This will also apply where the candidate resigned before the outcome of a disciplinary hearing or investigation into an allegation of gross misconduct,

Agency Staff

- 5.12 Where the Council uses agency staff, the employing agency is required to carry out the pre-employment checks that apply to a Council employee doing the same work.

6. EXCEPTIONS

- 6.1 Vacancies may be exempt from certain aspects of this policy where the following Council policies/procedures allow this:
- Young Persons Training Policy Framework
 - Redeployment Procedure
 - Compulsory Transfer of Teaching Staff in School Education
 - Procedures for the Transfer of Surplus Promoted Teaching Staff
 - Guaranteed Interview Scheme for Disabled Applicants.

Positive Action

- 6.2 The Council will undertake positive action, in line with equalities legislation, to increase employment of members of under represented groups.

7. TRAINING AND GUIDANCE FOR MANAGERS

- 7.1 All individuals involved in the recruitment and selection of potential candidates on behalf of the Council must receive Council training in equality issues, Safer Selection, and the application of this policy.
- 7.2 Managers are responsible for managing and conducting the recruitment and selection process. They must make sure that they are familiar with this policy and have up to date knowledge of relevant Council procedures and legislation.
- 7.3 This policy is supported by a Managers' Toolkit containing procedural and best practice guidelines. This will be updated as necessary to reflect changes to legislation and Council requirements. The toolkit will be available on the Council intranet.

8. EQUALITY MONITORING

- 8.1 The Council will ask job applicants for Information on a voluntary basis for equality monitoring purposes. This information will not be made available to the interview panel. As required by legislation, statistical information on successful and unsuccessful applicants who share protected characteristics will be produced for each stage of the recruitment and selection process. This information will be reported in line with equalities legislative requirements and will be used to monitor and develop an equality action plan.

9. AUDIT AND INSPECTION

- 9.1 The Council will cooperate fully with external and internal audits and make sure that any recommendations are carried out when required under legislation. The Council will also take account of recommendations about continuous improvement in recruitment and selection.

10. REVIEW OF POLICY

- 10.1 This policy will be reviewed, as required, by the Council in consultation with the recognised Trade Unions.

11. LOCAL AGREEMENT

- 11.1 This document is a local collective agreement between the Council and the recognised Trade Unions. Every effort will be made by both parties to make sure that this document is maintained as a local collective agreement and adjusted by agreement to meet changing future needs.

If there is a failure to reach agreement, both parties reserve the right to end this local agreement by giving four months notice in writing. In such circumstances the terms of the local agreement will cease to apply to existing and future employees.