

Recruitment and selection policy

The City of Edinburgh Council is committed to attracting the best candidates and recruiting the highest calibre of employees.

As an equal opportunity employer, we recognise the benefits that a diverse workforce with different values, beliefs, experience, and backgrounds brings. We are committed to building an inclusive recruitment culture where all people feel valued, included and able to be at their best.

All candidates will be given the opportunity to demonstrate their ability regardless of age, disability, sex, gender, race, marital status, sexual orientation, religious or political beliefs.

We will provide supplementary guidance for managers and candidates which support this policy.

To comply with this policy, each recruitment and selection process must follow the supplementary guidance.

Author

Human Resources, Resources Directorate.

Scope

This policy applies to the recruitment and selection of any person, applying for any post, at any level within the Council. It includes casual, fixed term and permanent vacancies.

Anyone involved in the recruitment and selection of Council employees has a duty to act in accordance with this policy.

The following vacancies may be exempt from aspects of this policy:

- Redeployment procedure
- Compulsory transfer of teaching staff in school education
- Procedures for the transfer of surplus promoted teaching staff

Purpose

The purpose of this policy is to ensure fairness and equality of opportunity at all stages of the recruitment and selection process.

Review

The policy will be reviewed as necessary, including but not limited to changes to legislation; agreement of new national terms and conditions of service or government policy, organisational change or changes agreed through trade union consultation.

1. Inclusive and non-discriminatory

We aim to ensure that no person experiences discrimination as part of our recruitment process. To assist us with this, we will gather voluntary diversity data from all candidates to enable us to report on how candidates progress through each stage of the recruitment process. This information will not be made available to the recruitment panel.

We are committed to attracting and retaining a diverse workforce that reflects and can respond to the diverse needs of the citizens of Edinburgh. In order to support this commitment, we will undertake positive action in line with equalities legislation, to increase the employment of groups that are defined by one of the nine protected characteristics.

Candidates with a declared disability who meet the minimum essential criteria will be guaranteed an interview. Reasonable adjustments will always be accommodated.

All candidates will be encouraged to apply online, but we will provide and accept applications in accessible formats where necessary. We can offer alternative versions of the application form in formats such as large print, braille and audio (CD).

2. Consistent and fair

All individuals involved in recruitment and selection on our behalf must have received training in the application of this policy.

Prior to advertising a vacancy, there must be a post in the organisational structure with a current job description and an evaluated salary grade.

A job description and person specification will be available for potential candidates.

There will be a structured panel interview to assess a candidate's suitability against the essential and desirable criteria requirements of the person specification. Other relevant assessment tools may also be used (appropriate to the post being advertised).

All candidates will be given reasonable information about what to expect in advance regarding application format and assessment tools.

Where a member of the recruitment panel is related to a candidate or have a close relationship outside work, they must declare their relationship and take no further part in the selection process.

Colleagues on the redeployment list will normally be given the opportunity to note interest in jobs before they are released for open advert. If successful, the post will not be advertised externally or internally. More information is available in the managing change user guide.

For posts where a criminal record check is required, this will be detailed in the job advertisement and pack. Only successful candidates will be asked to give details of their criminal record in line with UK legislation. Where checks are not required for the post, we will not ask candidates to declare their criminal convictions.

Where a former employee has received voluntary redundancy or Voluntary Early Release Arrangements (VERA), we will not normally re-employ or re-engage them for a period of one year from the date of leaving.

Where a candidate gives inaccurate or misleading information or withholds relevant information, this may be considered grounds for withdrawing a job offer, if a reasonable explanation is not provided. If the candidate has already been appointed, we may take disciplinary action up to and including dismissal on grounds of gross misconduct, if a reasonable explanation is not provided.

Where a candidate is a former employee who was dismissed by us, we will be entitled to review and consider the circumstances of the dismissal when deciding whether to select the candidate for interview, and/or recruit. This will also apply if the candidate resigned before the outcome of a disciplinary hearing or investigation into an allegation of gross misconduct.

3. Caring and protective

The safety and wellbeing of the vulnerable groups in our care is our top priority and we require all employees and prospective employees to share this commitment.

We want to deliver the highest quality of care for our most vulnerable citizens.

All candidates will be assessed in a rigorous and robust manner to ensure that they demonstrate the mindset and behaviours that will enable us to safeguard and promote the wellbeing of our vulnerable groups.

We will obtain a record of each candidate's full employment history and explore any gaps with the candidate.

All the necessary pre-employment checks must be completed satisfactorily before the successful candidate commences employment with us.

Where it is necessary to use agency staff, the employing agency is required to carry out the same level of pre-employment checks that apply to a Council employee doing the same work.

4. Legislative context

This policy is compliant with relevant employment legislation and various codes of practice including.

- Equalities Act (2010)
- Rehabilitation of Offenders Act (1974) (as amended)
- Scottish Social Services Council (SSSC) Code of Practice for Social Service Employers
- Safer Recruitment through better Recruitment (2016)

5. Responsibilities

Responsibility for advising, developing, implementing and monitoring this policy lies with the Executive Director of Resources. Day to day operation of the Policy is the responsibility of Executive Directors who will ensure that the Recruitment and Selection principles and procedures are adhered and along with HR colleagues provide advice and support within their service.

6. Audit

The Council will co-operate 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.

7. Local Agreement

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.