

# RECRUITMENT & SELECTION POLICY

## 1. Purpose of the Policy

Recruitment and selection decisions are of key importance to enable the best possible person-to-job fit which will contribute significantly to the Council's strategic priorities and enable effective delivery of its commitments.

Peterborough City Council's Recruitment & Selection Policy will:

- Be fair and consistent. Recruitment decisions will be based solely on the applicant's abilities and individual merit as measured against the essential criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.
- Only list qualifications as essential criteria where there is a statutory or otherwise justifiable requirement for the post holder to hold the qualification in order to perform the duties of the role.
- Be used in accordance with the Council's Equality & Diversity policy and ensures the Council does not discriminate in its recruitment practices on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Conform to statutory requirements and agreed best practice.
- Enable recruitment activity to be conducted in a systematic and efficient manner.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## 2. Scope

This policy applies to the internal and external recruitment and selection of all staff, including relief, temporary and fixed term contract appointments.

Employees and members involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy.

Any external consultants, recruitment agencies or third party suppliers who assist in the recruitment process in any way, must act in accordance with this policy. The recruiting manager is responsible for providing such parties with this policy prior to their involvement with the recruitment process.

## 3. Monitoring

Equal opportunities monitoring is normally carried out during the recruitment process and is for the purpose of ensuring the Council's compliance with its statutory duties to promote equality in the workplace.

To monitor compliance with and the effectiveness of this policy and the recruitment and selection procedures, a member of the Human Resources department can elect to be present at any stage of the recruitment process.

The council will keep all documents relating to the recruitment process for 6 months from the date an appointment decision is notified and in accordance with the council's retention policy.

### 4. Policy Principles

- 4.1 When a vacancy arises, managers should first consider whether the duties, responsibilities and work hours have or could be changed or whether recruitment is needed at all. Managers should consider if the post would be suitable for the council's apprenticeship scheme. This is to ensure greater operational efficiency and/or service provision.
- 4.2 Line managers must ensure a current job description and person specification is produced before recruitment activity starts. The grade must have been agreed through the job evaluation panel.
- 4.3 Financial approval for the establishment of a new post or the filling of a vacancy must be obtained before the recruitment process begins.
- 4.4 Heads of Service/Directors are responsible for ensuring that members of their team who recruit people, familiarise themselves with and follow this policy and the Recruitment & Selection procedures. Recruiting managers who act outside of this policy without seeking approval may face disciplinary action.
- 4.5 All Line Managers who take part in selection interviews must have attended the Council's Recruitment & Selection, and Interviewing Skills training or sit on a panel where at least one member of the panel has attended this training.
- 4.6 When recruiting to posts where the duties involve working with children, recruiting managers must ensure compliance with the Key Safeguarding in Employment Standards as operated and endorsed by the Safeguarding Board (this usually includes Personal Interviews that must only be conducted by personnel trained in this technique). At least one member of the panel should have undertaken Safer Employment training and passed the assessment. There may also be a children/young people recruitment panel involved in the selection and decision making process.
- 4.7 If the nature of the post warrants it consideration will be given to extending the use of Personal Interviews to posts outside of Children's Services.
- 4.8 Anyone with a close personal or familial relationship with an applicant must declare this in advance and not take part in the recruitment process at any stage in accordance with the Council's Code of Conduct.
- 4.9 The Employment of Ex-Offenders Policy will be made available to all applicants required to disclose spent and unspent convictions at the outset of the recruitment process.

- 4.10 All disabled applicants who meet the essential criteria requirements of the job as set out in the job description and person specification will be guaranteed an interview. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.
- 4.11 Recruitment for posts at or above SCP 60/Grade 15 will be directly managed by a nominated member of the HR Management Team.
- 4.12 All vacancies must be advertised internally in order to provide staff with opportunities for career development and support the retention of skills and expertise, unless exceptional circumstances exist, for example, a post has been ringfenced to an “at risk” employee. The central register of staff awaiting redeployment (the ‘at risk’ register) should be reviewed before the recruitment process begins, usually by the HR Business Partner.
- 4.13 Generally, internal advertisements will appear for a minimum of 7 calendar days and external advertisements for 14 calendar days. Decisions to vary this can only be made by a Director in agreement with the Head of Human Resources or their nominated deputy.
- 4.14 Applicant(s) details, who meet the essential criteria on the person specification and at interview, will be kept for six months. Recruiting Managers may directly approach and offer one of these applicants a position if an identical position to the one that they were interviewed for arises within the six month period. In this instance the recruiter does not need to re-advertise.
- 4.15 Selection method(s) will be determined based on the requirements of the position set out in the person specification. This could include but is not limited to:
- structured interviews
  - presentations
  - work based exercises or
  - a combination of exercises to test knowledge, skill and ability
- Applicants will be told about selection methods to be used when they are invited to interview.
- 4.16 All applicants will be notified of the outcome of their application and offered feedback usually by the recruiting manager.
- 4.17 For posts working with children and vulnerable adults the standard template application form must be completed by all applicants for an advertised post. For all other posts the applicant may complete the application form and upload their Curriculum Vitae and/or supporting letter of application if required.
- 4.18 Satisfactory employment and/or education references, proof of qualifications, and satisfactory medical information, must be obtained prior to employment commencing. However, medical information will not be sought before an offer of employment has been made.

- 4.19 All applicants will be expected to provide written information that confirms their eligibility to work in the UK and (where necessary) in the role they have applied for.
- 4.20 Additional steps (including criminal record checks) will be taken for recruitment to posts working with children and other vulnerable groups to ensure the statutory duty to safeguard is upheld. The relevant checks required will be notified to the applicant during the recruitment process. The council will not knowingly employ in regulated activity or use as a volunteer a person who is barred from this work. Any individual doing, or attempting to do, work from which they have been barred is committing an offence and will be reported to the relevant enforcement agencies.
- 4.21 The council reserves the right to implement and undertake further applicant vetting procedures prior to appointment to protect the council from losses of any kind. Any vetting requirements will be notified to the applicant at the commencement of the recruitment process.
- 4.22 The council may use internet searches to perform due diligence on candidates in the course of recruitment. This will only be carried out in accordance with our data protection and equalities obligations.
- 4.23 All employees will receive a departmental induction within their first weeks of employment and attend a corporate induction training session ideally within the first few months of joining the council. Unless specifically agreed otherwise, all appointments are subject to a six month probationary period.
- 4.24 Where Qualification or Membership to a professional organisation is considered to be an essential criteria then the Council will pay the annual fees as appropriate.

### 5. Further information

The Recruitment & Selection Procedure is available on Insite and further advice is also available from Human Resources. Internal or external applicants with concerns about recruitment decisions or the process should write to the Head of HR.