

# Recruitment and Selection Policy Statement

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# Recruitment & Selection Policy Statement

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## **1. Introduction**

The aim of this statement is to give a clear understanding of the council's process and expectations regarding recruitment and selection.

Recruiting Managers should refer to the Recruitment Toolkit for more detailed advice on undertaking recruitment and specific guidance around pre-employment checks.

## **2. Key Principles**

- Appointments will be based on merit.
- We will strive to employ a workforce that reflects the community we serve.
- The diverse needs of candidates will be respected and accommodated where reasonable and practicable.
- Through our recruitment practices we retain our skilled people by encouraging a flexible workforce who can adapt and change.
- Recruitment processes will be completed through the Applicant Tracking System (ATS), which will adopt 'nameblind' shortlisting.
- Recruitment processes will follow 'safer recruitment' where this is applicable to the job role.
- Recruitment will meet the needs highlighted in service succession and workforce plans and contribute towards the council meeting its outcomes.

## **3. Vacancy Management**

All requests to recruit staff must follow the Vacancy Management Process. This process can be found on the intranet.

## **4. Deployment**

Roles will first be offered through deployment. Priority access will be provided through a dedicated recruitment portal for deployees.

## **5. Eligibility to Apply**

Some roles will be restricted to internal applicants. Where this is the case, the advert will clearly state that the role is internally restricted, and applicants will be asked to confirm that they meet the internal applicant requirements.

## **6. Safer Recruitment**

The council employs staff to work in a range of settings that include working with children and vulnerable adults. These types of roles are covered by additional statutory

requirements. Roles working with children or vulnerable adults are therefore subject to additional checks throughout the recruitment process.

The recruitment Applicant Tracking System (ATS), which is used to collect information and pre-employment checks is designed to guide managers through a safe process and will not allow appointments to be made without the required level of checks being in place. All recruiting managers will be supported by a dedicated HR Support Officer throughout their process and the HR Support Officer conducts a final check of all recruitment paperwork before a final offer is issued.

The purpose of Safer Recruitment practices is to:

- **Deter** - From the beginning of the recruitment process, it is important to send the right message – that the council has a rigorous recruitment process and does not tolerate any form of abuse. Standard wording is included in adverts to demonstrate our commitment to safeguarding, where relevant to the role.
- **Identify and Reject** - It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks, and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Prevent and Reject** - There are no guarantees that even the most robust safer recruitment process will prevent an inappropriate appointment. However, this does not mean it is too late to act. Ensuring that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture will all help to prevent abuse or identify potential abusers.

Details of the pre-employment checks that support Safer Recruitment are included in **Appendix A**. These are regularly reviewed to ensure that, as a minimum, current processes address statutory requirements.

## 7. Recruitment of Ex-Offenders

Having a criminal record will not necessarily bar someone from working with the Council. This will depend on the nature of the position and the circumstances and background of the offences. More information can be found in the [Policy Statement on the Recruitment of Ex-Offenders](#).

## 8. Recruitment Panels

All members of the recruitment panel must have completed the Recruitment and Selection training on My Learning.

The Chair is responsible for the process. The Panel should comprise of at least two members. The Panel should be impartial. After shortlisting, candidate names become available to the panel. If at this stage any member of the panel identifies that they have any kind of previous relationship with the candidate, they must seek advice from HR before continuing to form part of that panel. This includes, but is not limited to - friends, relatives,

or neighbours; colleagues in past employment (internally or outside of the council); professional relationships (known through an institute or client/contractor relationship) or any other situation where impartiality may be challenged.

## **9. Selection Processes**

Selection processes should be designed based on the requirements of the role – and will generally include interview and other work-based test.

## **10. Support into Employment**

### ***10.1 Guaranteed Interview Schemes***

The Council operates three Guaranteed Interview Schemes which cover disabled applicants, young people in care or care leavers and veterans. Candidates must meet the minimum criteria for the job to be eligible to be offered a guaranteed interview.

### ***10.2 Apprenticeships***

The Council offers a range of apprenticeship opportunities throughout the year, these are advertised as normal vacancies through the Council's jobs website.

### ***10.3 Support into Employment Initiatives***

Where individuals are part of wider Support into Employment initiatives, but may not be an internal employee (e.g., Project Search / REAL Employment), access to internal roles may be granted up to Grade 8 to support a positive outcome for the individual and the council's talent attraction approach.

## **11. Keeping Records**

HR Recruitment may conduct random audits of recruitment processes and files to ensure fair and safe recruitment. Recruiting managers are expected to retain all documentation relating to a recruitment exercise in line with the retention schedule available on the intranet.

## **12. Recruitment Complaints**

The Council has both a desire and statutory duty to ensure that employees are appointed solely on merit and that all processes and procedures are fair, transparent and accommodate individual needs by way of reasonable adjustments where these are required. Please refer to the [Complaints Procedure](#) for more information.

## Appendix A

	Enhanced & Barred List DBS Required Regulated work or settings.	Standard / Basic or No DBS (including BPSS)
<b>Requirements of recruiting managers</b>	All panel members must have completed Recruitment and Selection e-learning.	
<b>Work history</b>	Full work history with all gaps accounted for including reasons why employment ended for all roles where the applicant worked with adults at risk and/children.	Minimum of last 5 years employment (or to entering work after full time education if period in work less than 5 years).
<b>Work History Internal Candidates</b>	If internal can review file to check if full work history already held.	If internal can review file to check that already have 5 years covered (if not already on application form).
<b>References &amp; Absence Check</b>	<p>At least 2 references to include all current employment/study (most recent if not currently employed) . Request to include safeguarding questions. (Oleoo automatically does this where a DBS is required).</p> <p>PLUS - any relevant roles within a 5-year period (roles in care settings, working with vulnerable adults or children).</p> <p>NOTE: If a candidate has working in a care setting but not in the last 5 years, then a reference should also be obtained from the last employment in the care setting.</p>	At least 2 references to include all current (most recent if not currently employed) employment/study.
<b>References for internal candidates</b>	Current line manager and to include safeguarding questions. NOTE: If moving to a regulated role from non-regulated must consider anything that is missing and that there is a reference from work with vulnerable adults and/or children.	One from current line manager. Not required if remain in same line management.
<b>Telephone verification of references</b>	Telephone verification required of jobs in fostering (fostering regulations) Some services may expect managers to undertake telephone verification as good practice.	Managers may contact referees to explore content in more detail if any concerns are raised.
<b>Additional References</b>	Candidates advised that the council reserves the right to contact any employer to explore work history. Managers may seek additional references appropriate to the role if deemed necessary/appropriate.	
<b>ID / Right to work (Internal &amp; External Candidates)</b>	Original document to be seen in presence of the individual (face to face), copied, and recorded. BRP no longer accepted, Share Code may be required, please seek advice from HR Recruitment.	
<b>Health screening / Baseline Assessment</b>	Dictated by the nature of the job and determined on creation of the job.	
<b>Lived and worked abroad checks</b>	If a candidate has lived or worked abroad for a period of 6 months or more in the last 5 years – additional checks may be undertaken as guided by Home Office guidance.	
<b>Qualifications</b>	Dictated by the nature of the job and determined on creation of the job.	
<b>Driving Licences</b>	Dictated by the nature of the job and determined on creation of the job.	

Full details of the checks and relevant regulations can be found here: <https://intranet.kirklees.gov.uk/Policies-and-procedures/Council-wide/Human-Resources/Recruitment-and-selection/Pre-Employment-Checks-Matrix-2024.aspx>