

Recruitment & Selection Policy

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1. Aim of this Policy

This policy has been developed to ensure that the Council's recruitment processes are transparent, fair, and provide equal opportunities for all, that are in line with employment legislation. The aim of the policy is to ensure that roles and responsibilities are clear relating to how we attract, assess and select the right people into roles, based on an applicant's abilities and attributes which are measured against the job criteria and competencies.

This Policy should be read in conjunction with the Recruitment and Selection guidance, the Equality Act Statement and the Alternative Employment Policy.

2. Scope

This policy applies to the recruitment of internal and external applicants, except those on Chief Officer terms and conditions. The policy applies to all recruitment, whether permanent, temporary, casual or volunteers.

Please refer to the Alternative Employment Policy and Flowchart for re-modelling / restructuring procedure which includes for further information regarding the process and our duty to explore suitable alternative

vacancies for those employees whose employment is likely to end.

3. Roles & Responsibilities

Directors and Heads of Service will be responsible for:

Ensuring all employees engaged in recruitment and selection processes are aware of, understand and are able to implement this Policy and have received adequate training.

The recruiting manager will be responsible for:

Selecting the appropriate role profile and key requirements document to accurately and fairly reflect the requirements of the post. Protecting time to plan for recruitment activity so that it is robust and in a timely manner.

Ensuring that ALL vacancies follow the authorisation process, and that the Alternative Employment Policy is followed.

Writing the job advert to ensure that the advert fully reflects the role to attract candidates with the required skills, attributes and experience.



Following the MyView recruitment process.

Ensure media expenditure is approved

Shortlisting applicants, preparing and conducting the interview and selection process in accordance with the guidance

Keeping accurate records relating to the selection process for 12 months.

Providing shortlist or interview feedback to candidates on request.

Undertaking any relevant qualification, registration, DBS and Right to Work identity checks

HR will be responsible for:

Quality checking requirement documents provided by recruiting manager

Placing advertisements.

Issuing the relevant documentation for the successful candidate.

Ensuring the appointed candidate is transferred to the HR & Payroll system.

4. Attract, Assess, Select

Please refer to the Recruitment & Selection Guidance for further detail on these stages.

Identifying a Vacancy

Consider the need for the vacancy and whether the role may require changing in any way, this may also include identifying the role as apprenticeship opportunity, supported by the apprenticeship levy.

ATTRACT

Approval

Seek necessary approval

Advertise

Consideration should be given to similar advertised roles within a 3 month period if suitable candidates were appointable.

ASSESS

Shortlist

The shortlisting process must be undertaken by a minimum of two people.

All applicants who declare that they have a disability and who meet the key requirements for a vacancy must be shortlisted.

All legal obligations will be adhered to relating recruitment and selection (see recruitment and selection guidance).

Interview

If candidates have declared any disabilities or stated they may need adjustments during the assessment process then this must be taken into consideration prior to assessment as we want to ensure we support them fully. We use a range of methods to assess candidates which can include interview and practical assessments.

Interview / selection should be undertaken by a minimum of two people.

SELECT

A panel member will inform the successful candidate of the offer of employment subject to the appropriate pre-employment checks A Details of Successful Candidate Form must be completed and forwarded to HR.

A panel member should inform the unsuccessful candidates by telephone or personal contact, normally within 24 hours of the interview taking place.

Offer of Appointment

No internal appointment can be confirmed without receipt of a minimum of one satisfactory reference and external must have two satisfactory references, one of



which must be from current or recent employer.

All offers of employment to internal and external candidates will be conditional and will not be confirmed until all the appropriate pre-employment checks have been satisfactorily completed. Once the successful candidate has been selected by the recruitment panel, HR will progress the appointment process.

Commencing employment prior to receipt of satisfactory checks can only be authorised by the departmental director.

All candidates will be given an opportunity to make representations should any reference or other check indicate a discrepancy, which may or may not result in the offer being confirmed.

Ensuring references and medical checks are undertaken prior to appointment unless authorised by a Director.

5. Confidentiality

To comply with legislation, Blackburn with Darwen Borough Council will:

- Ensure all data is processed lawfully, fairly and in a transparent manner,
- Ensure data is only collected for specified, explicit and legitimate purposes,
- Ensure data is adequate, relevant and limited to what is necessary,
- Ensure data is accurate and where necessary kept up to date,
- Ensure data is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes, for which those data are processed,
- Ensures data is processed in a manner that ensures appropriate security of the personal data.

6. Complaints

Internal complaints will be dealt with via the Councils grievance procedure and complaints from external candidates will be dealt with via the Corporate Complaints Procedure (available on the council website)

7. Approving Body & Date:

LJNCC: 31/01/2018

Review Date: January 2021