

# Recruitment and Selection Policy

## Policy Purpose

Our vision for Derby is that we are proud of our city and want to make it an even greater place to live, work and visit – a city which is safe, strong and ambitious.

Key to this vision is that we have a modern, flexible and emotionally intelligent workforce. A robust Recruitment and Selection Policy means that we have a framework for recruiting the right people, at the right time, with the best skills, knowledge and experience to deliver excellent services to the citizens of Derby. Additionally, we want to make sure we can resource future vacancies at a more senior level. We want to be known and recognised as an employer of choice and that job applicants feel they will be respected and treated with dignity when they go through the recruitment process with us.

This policy makes sure our Recruitment and Selection practices will be delivered to resource employees in a timely, cost effective, fair and efficient manner by:

- making sure that all our recruitment practices are responsive, predict needs, are cost effective and timely and attracts and retains the very best talent;
- making sure that all recruitment practices takes into account current employment legislation and meets our responsibility as an Equal Opportunities employer under the Equality Act and Public Sector Equality Duty and our status as a Disability Confident Leader;
- outlining the general principles for the recruitment process and any associated processes for employment;
- outlining the process for making sure all appropriate employment checks are carried out for all employees.

## Document Control

Implementation date	
Author	Andrea Cauldwell
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Revised/updated	
Version Control	V1
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## **1 Policy application**

- 1.1 The Policy applies to the recruitment and selection of all employees who are being recruited including agency, temporary and relief. It includes all employees involved with the recruitment and selection of permanent, fixed term and temporary contract employees for Derby City Council.
- 1.2 This Policy does not apply to employees being recruited or employed under the delegated powers of Governing Bodies of community, voluntary controlled schools and trust schools. However governing bodies of these schools are strongly urged to adopt this policy for non-teaching staff within their delegated powers.

## **2 Principles**

- 2.1 All recruiters must have completed the mandatory training on Recruitment and Selection.
- 2.2 Derby City Council is committed to equality and diversity in recruitment and selection. This Policy sits alongside our Equality, Dignity and Respect Policy. We aim to recruit a workforce that is as diverse as the community we serve, in all our services and at every level. We value the diversity of our job applicants and want to encourage as many applicants as possible from people with protected characteristics under the Equality Act 2010. We will make reasonable adjustments for disabled applicants throughout the recruitment process if we know their requirements. We will also be respectful of key religious dates when organising interviews.

Our aim is to remove barriers to employment, promotion and development so that all employees have equal access to these on the basis of ability and the requirements of their role.

- 2.3 Recruiters must follow the [recruitment process](#) as outlined on iDerby.
- 2.4 Any disabled applicant who meets the essential criteria given in the person specification will be guaranteed a place on the shortlist for interview, if they choose to select this option.
- 2.5 Where large numbers of applicants meet the essential criteria, the desirable criteria will be used to reduce the number of interviewees, unless they are disabled applicants who have chosen a guaranteed interview.
- 2.6 All applications must be completed on-line. Applicants who require reasonable adjustments under the Equalities Act 2010 may use other methods that are more accessible for them.
- 2.7 Criminal records will only be taken into account when a conviction is relevant. Having an 'unspent' conviction will not necessarily bar applicants from employment, and will depend on the circumstances and background to the offence(s).

- 2.8 Vacancies must be filled internally or by external recruitment where possible. The use of Agency workers to cover vacancies should only be considered when all other options have been exhausted.
- 2.9 Internal vacancies can be used to reduce the potential for redundancy, offer development opportunities, career progression and capacity building. The full recruitment process need not be followed but managers must have a fair process that meets our requirements as an equal opportunities employer.
- 2.10 All offers of employment will be conditional on successful pre-employment and 'right to work in the UK' checks.
- 2.11 All appointments will be to the lowest spinal column point of the role's grade. Requests for Market Rate Supplement for difficult to recruit posts and exceptional requests for appointment above the lowest point must be authorised by Chief Officer Group (COG). Please refer to the Appointment above the minimum policy or the [Market Rate Supplement Policy](#) for more information.

### **Recruitment authorisation**

- 2.12 A recruiting manager must first obtain approval to recruit by completing an Establishment Control Form (ECF) to be approved by the appropriate Director or Head of Service and Finance.

All roles must be job evaluated with a Job Interview Questionnaire (JIQ) number included on the ECF form. This process must be completed and signed off before recruitment can begin.

### **3 Support and guidance**

- 3.1 Guidance and procedures for recruiting managers on the implementation of this policy can be found on the Council's intranet [Guide for Recruiters](#)
- 3.2 You must discuss any queries on the application or interpretation of this policy with the Recruitment Manager prior to any action being taken.
- 3.3 Any complaints about the recruitment process should be referred to the HR Shared Services Manager.

**POLICY ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS**

Chief Executive and Chief Officers Tiers 1 and 2	Head of Service Tier 3	Managers	Employees	Human Resources
<b>Every employee must use the procedure and guidance on iDerby</b>				
<b>Fairness and equality</b>				
To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.	To provide reasonable adjustments as required.	To notify managers of reasonable adjustments required.	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.
<b>General Operation of the Scheme</b>				
Refresh training in recruitment and selection every five years	Refresh training in recruitment and selection every five years	Refresh training in recruitment and selection every five years		Provide advice to managers and employees
All managers should follow the policy and guidance in each recruitment campaign	All managers should follow the policy and guidance in each recruitment campaign	All managers should follow the policy and guidance in each recruitment campaign		Provide advice to managers as required
<b>Document Retention</b>				