



Recruitment and Selection Policy

Author of Policy	
Date Effective From	
Review Date	
Version	
Signed By	

Our Commitment

To ensure that all activities in relation to recruitment and selection are appropriate, ensuring a fair and consistent process is followed. We recognise that our people are our greatest asset, and the right recruitment process is vital in ensuring the best candidate with the right skills and abilities for the role are selected, and that no discrimination occurs during the recruitment and selection process.

Scope

This policy applies to all candidates, internal and external who are part of a recruitment and selection process within the Council. The Human Resources Panel will lead this process.

Advertising Roles

The aims of advertising a role include attracting the best candidates with the relevant skills and attributes. All roles will be advertised internally and externally to promote equal opportunities.

All roles will have an application deadline and candidates applying after the deadline, will not be considered.

All applications are treated confidentially and are assessed consistently against the set criteria as laid out in the job description. Candidates meeting the criteria of the role, will be subject to an appropriate selection process depending on the role. Unsuccessful candidates will be notified, and the reasons recorded.

Written Submissions and Interviews

A wide body of research has demonstrated serious shortcomings in using interviews as a selection tool. Further, unless it is recorded verbatim, the interview does not provide a completely accurate record of what was said. With these points in mind, the interview panel will take steps to check the veracity of claims made by all candidates chosen for interview, made in CVs and interviews. These checks will include references from current or previous employers. All else being equal, the successful candidate will be chosen on the merits of their CV or application form.

Protected Characteristics

Should an applicant make the appointment panel aware of a protected characteristic according to the Equality Act 2010, the panel will endeavour to take account of that protected characteristic and make reasonable adjustments. If the applicant does this part way through the process, the panel will do so for the remainder of the process.

Successful Candidates

Once a successful candidate has been identified, a verbal offer of employment will be made. Upon verbal acceptance, we will make a formal written offer of employment. A contract of employment will follow.

Unsuccessful Candidates

Unsuccessful candidates will receive feedback if requested.

Data Protection

All candidate information gathered throughout the recruitment and selection process will follow the requirements of relevant legislation, including the Data Protection Act 2018.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR), which controls how personal information is used by organisations, businesses, or the government.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

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