



*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

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## **Recruitment and Selection Policy**

<b>Recruitment and Selection Policy</b>			
<b>Review Cycle: To align Policy with WDC and include 'Guaranteed Interview' and 'Flexible Recruitment' schemes</b>			
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## **Recruitment and Selection Policy**

### **1. INTRODUCTION**

- 1.1 Dunbartonshire and Argyll & Bute Valuation Joint Board (The Joint Board) recognises that delivery of its statutory functions and the achievement of its aims are dependent on the recruitment and retention of a skilled and committed workforce. The Joint Board's Recruitment and Selection Policy, procedures and practices are designed to help secure this. Equality of opportunity is an integral part.
- 1.2 The Recruitment and Selection Policy provides a framework to ensure that recruitment and selection result in the fair appointment of the most suitable person for the job.

### **2. SCOPE**

- 2.1 This Policy, Procedure and supporting Managers Recruitment and Selection Guidance applies to all employees within Dunbartonshire and Argyll & Bute VJB.
- 2.2 The Joint Board will ensure that good equal opportunities practice underpins the operation of this policy and the policy will apply to all applicants and employees irrespective of age; disability; sex; gender re-assignment; race; religion or belief; sexual orientation; marriage and civil partnership; and pregnancy and maternity.

### **3. KEY PRINCIPLES**

- 3.1 This policy aims to:
- provide an effective framework to ensure sufficient candidates are encouraged to apply
  - assist with distinguishing between suitable and unsuitable candidates
  - ensure all recruitment and selection practices comply with legislation and are clear, valid and consistently applied by those involved in recruitment and that they provide fair and equitable treatment for those who apply for work
  - ensure that selection decisions and criteria are based directly on the demands and requirements of the job and the competencies identified as necessary for satisfactory performance and ensuring that all appointments are made on merit
  - ensure recruitment campaigns attract sufficient applications
  - develop and maintain procedures which will assist in ensuring the appointment of the most suitable candidate
  - ensure that advertising, recruitment and selection methods are cost effective and appropriate to the post

### **4. LEGISLATIVE CONTEXT**

- 4.1 This policy complies with the Joint Board's legal obligations under the following key employment legislation:
- The Equality Act 2010
  - Data Protection Act 1998
  - The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 as amended
  - Access to Medical Reports Act 1988
  - Immigration Asylum and Nationality Act 2006

- Employment Rights Act 1996
- The Police Act 1997 (Criminal Records) (Scotland) Amendment Regulations 2012

## 5. APPLICATION OF POLICY

- 5.1 To support the application of this policy separate Recruitment and Selection Guidance has been developed.

## 6. COMPLAINTS

- 6.1 Applicants have the right to complain if they feel that they have been unfairly treated at any stage of the recruitment and selection process and/or are dissatisfied with the feedback given. Applicants should write to the Assessor & ERO who will have the complaint investigated by a Senior Officer within the organisation.

- 6.2 The Assessor & ERO will give a response to the applicant, in writing, within 10 working days. However, internal applicants can take further steps if they continue to be dissatisfied, as follows:

- **Internal** applicants should refer to the Joint Board's Grievance Procedures, to consider the matter further

- 6.3 These steps do not detract from any applicants' right to complain.

## 7. ROLES AND RESPONSIBILITIES

In order to support the application of this policy and procedure the following roles and responsibilities will apply:

### The Joint Board

- 7.1 The Joint Board has a responsibility to provide a robust recruitment and selection policy and process to underpin legislative requirements. The Joint Board will ensure that training is provided for those involved in the recruitment and selection process and ensure that recruitment and selection are undertaken in a fair, open and transparent way.

### Recruitment Panel

- 7.2 The members of the Recruitment Panel need to be familiar with the Recruitment and Selection Policy, Procedure and Guidance and to have undertaken training specific to these as appropriate. They are required to declare any potential conflict of interest relating to candidates.

### West Dunbartonshire Council Human Resources

- 7.3 Monitoring the effectiveness of the Recruitment and Selection Policy, Procedures and Guidance and updating this in line with changes to legislation, guidance and best practice.
- 7.4 Providing administrative support and guidance to support the recruitment process.

## Occupational Health

- 7.5** Undertaking Pre-employment Health screening on preferred applicants and providing the Chair of the Recruitment Panel with information on the fitness of those applicants for the post for which they are the preferred applicant. Evidencing the justification where a preferred applicant is deemed not fit to undertake a post.

## Applicants

- 7.6** Completing accurately all necessary paperwork for any vacancy that they have applied for and, where appropriate, attending Occupational Health for Pre-employment Health Screening

- 7.7** Full details of the roles and responsibilities are detailed in the Managers Guidance

## **8. REVIEW AND MONITORING**

- 8.1** The policy will be updated to incorporate any relevant change to legislation or best practice as required.

## PROCEDURES

**Note that all administrative support for the Recruitment and Selection processes is provided by the HR&OD Service of West Dunbartonshire Council (WDC). All reference to 'HR Connect' and 'HR Online' should be read as meaning the HR support available through WDC and the intranet HR facilities provided by WDC, respectively. 'Talentlink' is the on-line tool through which all recruitment and selection are managed.**

**Occupational Health support is provided by a third party, through WDC.**

### **1. INTRODUCTION**

- 1.1 The procedures have been developed to provide managers with the steps to be followed at the different stages of the recruitment and selection processes and in particular how to fill a post.
- 1.2 A Recruitment and Selection Process Map containing the salient parts of the process can be found within the Recruitment and Selection pages within HR Online.
- 1.3 Recruitment and Selection Managers' Guidance has also been prepared for managers seeking more detailed information regarding the recruitment and selection processes.

### **2. STEP 1 - PREPARING TO RECRUIT**

- 2.1 The first step in successful recruitment and selection is ensuring that an up to date and accurate Job Profile (including Person Specification) is available. The inclusions of requirements in a job description or person specification which are unnecessary or seldom used are likely to lead to indirect discrimination. Managers should review job descriptions and person specifications each time they decide to fill a post.
- 2.2 When a new post is created a new job profile will require to be developed and submitted for job evaluation for a grade to be established. Guidance regarding producing a job profile can be found within the Job Evaluation pages within HR Online.
- 2.3 In order to request that the post is evaluated the manager must complete the Establish Change Form to enable to the position to be added to the establishment and trigger the job evaluation process. Once the post has been added to the establishment and evaluated the manager must complete the Recruitment Request Form found on HR Online. Guidance on the completion of the person specification form can be found within the Recruitment and Selection pages of HR Online.
- 2.4 The Recruitment Request Form contains questions which assist managers in the completion of the form. Any queries regarding the form can be made by contacting HR Connect. The form should be submitted by the manager and is then approved by the appropriate HR Business Partner and relevant Senior Manager.
- 2.5 The Recruitment Request Form allows the Chair of the Panel to inform HR Connect if either screening questions or application questions require to be added on the recruitment portal. More information regarding questions that can be used to assist in the recruitment and selection process can be found within the Recruitment and Selection pages on HR Online.
- 2.6 Authorisation for Chief Officer appointments must be obtained from the Joint Board.

### **3.0 STEP 2 – ADVERTISING**

- 3.1 All vacancies are advertised on the myjobscotland.com website
- 3.2 Other means of advertising relevant vacancies, such as through professional journals, may also be appropriate.
- 3.3 Support for Recruitment Campaigns for senior posts should be obtained from the Employment Policy and Practice Section of WDC HR&OD.

### **4.0 STEP 3 – SHORT LISTING**

- 4.1 Managers must not make recruitment decisions that are directly or indirectly discriminatory as defined by the Equality Act 2010.
- 4.2 Information regarding the composition of Recruitment Panels can be found in the Recruitment and Selection Managers' Guidance.
- 4.3 The Chair of the Panel is responsible for managing the vacancy through Talentlink.
- 4.4 The panel members will assist in short listing the candidates who meet the essential and /or desirable criteria (as appropriate) as detailed on the person specification. Guidance how to shortlist can be found within the Recruitment and Selection Pages of HR Online.
- 4.5 The Chair of the Panel updates the outcome of shortlisting on Talentlink, contacts the successful candidates to schedule interviews and notifies the unsuccessful candidates via Talentlink.
- 4.6 The Joint Board operates the double tick initiative as defined by Jobcentre plus. The Joint Board is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and consider them on their abilities.

### **5.0 STEP 4 – SELECTION PROCESS**

- 5.1 The Chair of the Panel and panel members should meet to prepare the interview questions and agree any other selection methods chosen to assist in the assessment of the candidates. Guidance regarding preparing for interview can be found within the Recruitment and Selection pages of HR Online.
- 5.2 During the interview process the Chair of the Panel will ensure that the appropriate pre-employment checks for the specific post are carried out and that the relevant documents are forwarded to HR Connect. Guidance regarding the checks required can be found within the Recruitment and Selection pages of HR Online
- 5.3 The Chair of the Panel and Panel members should individually score the candidates on the Interview Assessment Form to establish the best candidate for the post. They should also record the reasons for appointment or not appointing on this form. The completed forms should be forwarded to HR Connect by the Chair of the Panel.
- 5.4 The Chair of the Panel should arrange for reasonable adjustments as appropriate to assist interviewees. Further support can be obtained by contacting HR Connect.

## **6.0 STEP 5 – OFFER OF EMPLOYMENT PROCESS**

- 6.1 The Chair of the Panel should verbally advise the preferred candidate that they have been successful and that the offer of employment is subject to satisfactory pre-employment checks including the pre-employment health questionnaire. Guidance can be obtained from Employment Policy and Practice if an unsatisfactory check is received.
- 6.2 HR Connect will undertake any further pre-employment checks (as appropriate)
- 6.3 HR Connect will send a written offer of employment to the successful Candidate.
- 6.4 Separately, and subsequent to the interview stage, the Chair will update the Talentlink system of the preferred and unsuccessful candidates and the unsuccessful candidates will be notified by e-mail.

## **7.0 APPLICANT FEEDBACK PROCESS**

- 7.1 To support good practice, managers should offer feedback to unsuccessful candidates if this is requested. Demonstrating objective reasons for the applicant's lack of success, based on the requirements of the job, can minimise the risk of any claims for unlawful discrimination.
- 7.2 Section 10 of the Recruitment and Selection Managers' Guidance provides the Chair of the Panel with the process to follow if a candidate requests feedback from the interview.

## **8.0 APPLICANT COMPLAINTS PROCESSES**

- 8.1 Applicants have the right to complain if they feel that they have been unfairly treated at any stage of the recruitment and selection process and/or are dissatisfied with the feedback given. Applicants should write to the Assessor & ERO detailing their concerns.

## **9.0 INDUCTION PROCESS**

- 9.1 Effective induction and integration of staff into or across the Joint Board will assist in the retention of staff and provide a mechanism through which new employees can acquire the necessary knowledge, skills and behaviours to become effective members of staff.



## **APPENDIX 1 – CARER GUARANTEED INTERVIEW SCHEME**

### **1. INTRODUCTION**

- 1.1 A significant body of research exists which shows that workers who are obliged to take time out from their working lives/careers due to caring responsibilities face significant barriers to returning to work, returning to a role with a positive work-life balance, and returning to a role suitable for their knowledge and qualification. Research also shows that women face the greatest disadvantage, but barriers can also extend to working fathers.

### **2. SCOPE**

- 2.1 The Scheme applies to all prospective employees of The Joint Board.

### **3. KEY PRINCIPLES**

- 3.1 The Joint Board aims to attract the best available talent and is committed to providing the opportunity for prospective employees to re-enter the workplace following a break from employment where the reason for that break relates to a need to provide care for a child, children or an adult.
- 3.2 Subject to the specified criteria, all vacancies advertised by the joint Board will offer a guaranteed interview for candidates returning from a break from employment following a period of providing care.
- 3.3 The following criteria must be met to guarantee an interview for an advertised vacancy:-
- The candidate must meet the essential criteria for the role
  - The candidate must have had a break from their employment
  - The break from employment must have been as a result of a caring responsibility

### **4. APPLICATION OF THE SCHEME**

- 4.1 The on-line vacancy application form will ask the following question: \_

- Are you currently on a break from employment as a result of your caring responsibilities?

If the candidate answers yes to this question the employee's application should be given preference. In addition, HR Connect will alert recruiting managers that, should the candidate meet the essential criteria, they will be interviewed for the post.

- 4.2 Candidates will then be invited to attend for interview in the usual way and the procedures specified in the Recruitment and Selection policy should be followed.

### **5. REVIEW AND MONITORING**

- 5.1 The Scheme will be reviewed in line with employment legislation and employment practice. Any amendments to the policy will be implemented after consultation with Joint Board staff or their trades union representatives.

## **APPENDIX 2 – FLEXIBLE RECRUITMENT SCHEME**

### **1. INTRODUCTION**

- 1.1 The Joint Board is committed to providing the opportunity for employees to achieve a positive work-life balance through effective and productive ways of working that meet both business and employee needs.
- 1.2 The Joint Board aims to attract and retain the best available talent and offers an opportunity for *prospective* employees to talk to us about flexible working at the recruitment stage.

### **2. SCOPE**

- 1.3 The Scheme applies to all prospective employees of The Joint Board.

### **3. KEY PRINCIPLES**

- 3.1 Under the Children and Families Act 2014, all employees with 26 weeks continuous service have the statutory right to request flexible working irrespective of caring responsibilities. The Joint Board will extend this opportunity to all prospective employees, thereby removing the statutory 26 weeks qualifying criteria.
- 3.2 The Joint Board adopts a “reason neutral” policy with no qualifying criteria with regards to flexible working requests and therefore extends the statutory provisions to all current and prospective employees.
- 3.3 The Joint Board will provide every possible opportunity to all candidates to apply to work flexibly in their new role. All posts will, in the first instance, be considered ‘suitable for flexible working.’
- 3.4 *Some* examples of flexible working arrangements are listed below;
- part time
  - job share
  - shift working
  - change in hours
  - homeworking (potentially)
  - flexible hours
  - staggered hours
  - compressed hours

### **4. APPLICATION OF THE SCHEME**

- 4.1 The electronic Recruitment Request Form will state that vacancies are suitable for flexible working. If the recruiting manager states that any vacancy is not, the Recruitment Request form will ask the manager to justify this position. Only when verified with the Joint Board’s HR Business Partner, will the recruitment approval process be allowed to proceed.
- 4.2 It is expected that only in exceptional circumstances will vacancies be unsuitable for flexible working and rigorous scrutiny will be applied.

**4.3** All posts (subject to 4.2) will be advertised as suitable for flexible working. Candidates will be asked the following questions:

- Would you like to work flexibly?
- Please advise what pattern / arrangement you would like

**4.4** The recruiting manager should then proceed with shortlisting / interviews in the usual way using the essential / desirable criteria in the job profile

**4.5** At interview, the manager should engage in a positive discussion with applicants who have indicated a preference to work flexibly with respect to their request, doing everything possible to accommodate the request, or to come to a mutually beneficial alternative flexible working arrangement.

**4.6** During the recruitment process, managers must not be negatively influenced by any request for flexible working intimated by the candidate. All applicants must be treated fairly and consistently.

## **5. REVIEW AND MONITORING**

**5.1** The Scheme will be reviewed in line with employment legislation and employment practice. Any amendments to the policy will be implemented after consultation with Joint Board staff or their trades union representatives.