



People & ICT

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Recruitment & Selection Policy

Document Control

Version	Date	Authority	Change
1.0	27.05.15	Partnership Working Forum / Resources Committee	Standard policy format

Introduction

The Council recognises that the recruitment and retention of a skilled and committed workforce is key to supporting our values and achieving our goals. The Council's Recruitment and Selection policy and supporting guidance are designed to achieve this in a fair and consistent way that supports equality of opportunity.

Aims

High quality recruitment and selection decisions make best use of Council resources and ensure that we have a highly competent workforce ready to meet current and future challenges. A policy on recruitment and selection is essential to:

- attract sufficient applications from potential candidates for appointment with the skills, qualities, abilities, experience and competencies required to do the job
- ensure that the most suitable candidate is appointed based on the requirements of the post
- observe legal requirements which apply to the recruitment and selection process. In particular to ensure that employees are aware that accepting a bribe, offering a bribe, promising a bribe, agreeing to a bribe or giving a bribe is a serious criminal offence under the Bribery Act 2010

Principles

- All appointments will be made on merit
- Selection criteria and decisions will be based solely on the demands and requirements of the job and the competencies identified as necessary for satisfactory performance.
- All employees involved in the recruitment and selection will be adequately trained
- All recruitment procedures and practices will be clear, valid and consistently applied by those involved in recruitment and will provide for fair and equitable treatment of candidates

Guidance

Guidance, information and tools will be developed and maintained in partnership through the Highland Council Partnership Framework. In relation to recruitment and selection this guidance will:

- ensure all recruitment and selection procedures and practice comply with the Council's Equal Opportunity Policy
- ensuring the appointment of the most suitable candidate
- provide for clear, relevant and current recruitment information that assists potential applicants in their decisions whether or not to submit applications

- provide for accurate job descriptions detailing the post title, its purpose, scope, reporting relationships, duties and responsibilities (these must not contain unnecessary or unjustifiable conditions or requirements)
- provide for accurate non-discriminatory person specifications detailing the essential skills, education and training, attitude, knowledge and experience directly related to the job description, and competencies needed for effective performance
- provide for the use of assessment techniques appropriate for the level and needs of the job with such techniques being fairly and consistently applied
- support the conduct of structured and systematic interviews to ensure non-discriminatory decisions are made using job related criteria
- ensure the appropriate use of references, medical questionnaires and vetting

Legislation

The development and application of this policy is guided by:

- Equalities Act 2010
- Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 (SI 2012/162)
- Data Protection Act 1998

Monitoring

The application of this policy will be monitored through the Highland Council Partnership Framework and the Highland Council Resources Committee.

To ensure that the policy is operated effectively data equalities data relating to recruitment and retention will be reported, analysed and reported every two years.