



# Recruitment & Selection Policy

## Our commitment

Wokingham Borough Council is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing value to our customers. A motivated and committed workforce with appropriate knowledge and skills is critical to the Council's performance and fundamental to the delivery of high quality service.

The Council is committed to providing equality of opportunity and will not discriminate, or tolerate discriminatory behaviour, either directly or indirectly, on the grounds of gender, race, marital status, nationality, disability, sexuality, age and religion. We hold the "Positive about Disabled" symbol - guaranteeing to interview all applicants with disabilities who meet the minimum criteria for a job vacancy.

The purpose of this policy is to ensure that recruitment is conducted in a fair, effective and efficient manner.



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Version	Date	Description
1	22/08/01	New Policy and Guidance for Recruitment and Selection
2	18/01/06	Amendment to Guidance
3	15/08/08	Incorporate change of title to Recruitment and Retention and all Council processes relating to recruitment and Legislation
4	27/11/09	Amended to include Occupational Driving Checks
5	15/01/11	Amended to update right to work, references and agency staff.
6	01/10/16	Developed in new format to exclude process and requirement for WBC Interview training and introduce reasons for not advertising
7	01/03/18	Added Apprenticeship coming to an end as a reason not to advertise
7.1	30/04/18	Reflect changes in DPA legislation through GDPR
7.2	23/11/18	Align with constitution re approval to appoint candidate who is related to Councillor or Officer
8	12/12/18	Automatic right for existing employees to be shortlisted if meet minimum essential requirements
<b>Document Approvals</b>		
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## Scope

The policy will apply to all employees of the Council except those employed within schools. The policy also does not apply to agency workers or casual workers. However, it is expected that recruiting managers will consider good practice when short-listing, assessing and appointing such workers.

Under the Local Authorities (Standing Orders) (England) Regulations 2001 Members are not permitted to be involved, formally or informally, in the recruitment and selection process except for Senior Appointments and Political Assistants.

## Rehabilitation of Offenders

It is unlawful to take into account spent convictions during the recruitment process and so such information cannot be considered. However, where roles are exempt from this, applicants will be asked to disclose such information and, where relevant, should be considered when making the appointment.

## Approval

It is the responsibility of the recruiting manager to ensure that all relevant approvals are in place before a campaign begins.

## Vacancy details

The recruiting manager must determine the vacancy details before planning the recruitment campaign. This will include:

- Writing or updating a job description and person specification to ensure it accurately outlines the role to be fulfilled and the person required to undertake it
- Grading the job through the formal job evaluation process to obtain the appropriate salary for the responsibilities within the role
- Determining the nature of the job or length of contract, to fulfil the needs of the service

## Politically Restricted Posts

Certain local government post holders have a restriction on their political involvement and these are known as politically restricted posts. Adverts for such vacancies must clearly state that the post is politically restricted.

## Redeployment

In advance of a vacancy being advertised externally, it should be reviewed to determine if it offers a suitable alternative to members of staff who are at risk of redundancy and so eligible for redeployment.

## Senior Appointments

The appointment of Directors, Head of Paid Service and S151 Officer must be undertaken in line with the Council's constitution. Such appointments will be supported by a Senior HR Representative and made by the Personnel Board, subject to confirmation by the Executive.

## Advertisement

All jobs should be advertised in a way that optimises the number of suitable candidates. As a minimum, all jobs must be advertised on the Council's jobs website unless there:

- Is an individual awaiting redeployment that meets the essential requirements of the role
- Is an Apprentice coming to the end of their Training Agreement and Fixed Term contract and is qualified to do the role
- Has been an advertising campaign for the role in the last 3 months where:

- there was more than one appointable candidate
- there were no appointable candidates, the role was successfully filled by an agency worker and you now wish to appoint that worker to the permanent position

### Applications

With the exception of roles that require a DBS check where an application form is required, the recruiting manager can determine the methods of application they wish to accept e.g. application form, CV, expression of interest etc. Whichever format is used, it must provide sufficient information to appropriately assess the applicant against the essential requirements of the role in an objective way. In addition, the application should provide equality and diversity information in order to enable the Council to effectively monitor and manage its commitments to this matter.

### Selection Panel

It is expected that a panel or more than one person should undertake all assessments throughout the process, with at least one panel member having undertaken relevant recruitment and selection training or have significant experience in successful recruitment campaigns. The constitution of this panel can be different at each stage of the process but should be consistent when undertaking the same assessments to ensure fairness and objectivity.

It is expected that the panel(s) will be led by the recruiting manager.

A panel member must not be involved in the selection where they are related to, or have a close personal relationship, with one of the candidates.

### Selecting Applicants for Assessment

Applications will be reviewed by the selection panel either individually or jointly, to an agreed approach. This will include the objective assessment of applications against the criteria outlined within the job description and person specification as well as incorporating any other criteria outlined within the application pack.

Decisions on the selection of applicants to take forward to formal assessment must be agreed by the panel.

Applicants will be short-listed for formal assessments where they meet the essential requirements for the role if:

- 1) ~~Where applicants~~They have declared that they have a disability, ~~then they will be short-listed for formal assessment where they meet the essential criteria for the role~~ and having considered any reasonable adjustments.
- 2) They are an existing employee of Wokingham Borough Council (excluding Schools).

Where the candidate has declared that they are a foster or respite carer for the Council this should be raised at interview. Consideration should be made regarding flexibility in working patterns to continue to meet WBC fostering expectations, and the different working relationships involved. Where the role applied for is in People Services, consideration must also be made regarding conflicts of interest and confidentiality. .

### Assessing short-listed Candidates

The assessment methods chosen must be appropriate and relevant to the level of post and type of role, and may include simple tests through to a full assessment centre as well as an interview.

A standardised approach to all assessments is required to ensure that all candidates are treated fairly and equally. The only exception is where reasonable adjustments are required due to a disability.

The formal interview with the selection panel must be organised around set questions and a structured format, with some room for flexibility to cater to the uniqueness and responses of the candidates.

No matter which assessment methods are used, they must enable the selection panel to assess against the criteria outlined within the person specification and allow candidates to be objectively assessed against each other.

### **Confirming the Outcome**

All applicants should be quickly informed of the outcome, which may be verbally but should always be followed up by letter or email.

It is expected that the recruiting manager or, where appropriate, another member of the selection panel should be available to provide feedback to unsuccessful candidates.

If the successful candidate has declared they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer of the Council; or of the partner of such persons then approval to appoint must be sought from the relevant Director or an Officer nominated by him/her.

An offer of employment can be made to the successful candidate(s) verbally or by other formal means, but this must be conditional on the successful completion of all required pre-employment checks.

A formal offer and contract will be issued and pre-employment checks carried out following the completion of the Appointment Form.

### **Pre-employment Checks**

Successful candidates will be required to undertake a number of pre-employment checks before they take up their post. The specific pre-employment checks will be determined by the nature of the role and could include: references, medical, criminal clearance, qualifications (including driving), professional registrations and right to work in the UK.

In exceptional circumstances, with the express permission of their Director, the recruiting manager can start an employee before all the checks have been completed (except the right to work in the UK).

### **Safer Recruitment**

To help deter, reject, or identify people who pose a risk to children and/or vulnerable adults additional safeguards are put in place during the recruitment to such roles. The approach taken by the Council is informed by national best practice and includes: seeking references before interview, follow up calls with referees, requesting a full employment history with all gaps explained, and at least one member of the selection panel having undertaken relevant and appropriate safer recruitment training.

### **Induction**

When the employee starts it is expected that they will receive a suitable induction to the; organisation, service and role. In addition, they should be provided with important skills and learning, as well as ongoing support, to be able to fully undertake their role and understand and fulfil their responsibilities.

### **Complaints**

The Council's complaints procedure provides applicants with the mechanism to complain where they feel they have been treated unfairly or discriminated against in the recruitment and selection process.

### **Data Protection**

The Council will maintain recruitment records in confidence, in line with the provisions of the Data Protection legislation and the Council's Privacy Notices. Special categories of data and criminal records data will be handled in accordance with the Council's Management of Sensitive Personal Data Policy.

### **Further information**

Guidance for Managers on how to deal with each stage of the recruitment and selection process, relating policies, template forms and letters are available on the Intranet. Further help and advice can be obtained through [hrenquiries@wokingham.gov.uk](mailto:hrenquiries@wokingham.gov.uk) via 0118 974 6116.