

**HR Policy**

Strategic Human Resources



**Recruitment and  
Selection Policy**

This information can be made available in a range of formats and languages, including Braille and large print and further details can be found on the intranet/SLN.

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## **POLICY STATEMENT**

The County Council is an employer who abides by all legislation relating to the recruitment of staff.

The County Council is committed to:

- improving performance by recruiting and selecting the best people. It aims to attract potential employees who have the relevant knowledge, skills, qualifications, experience, behaviours and talent to make a positive and innovative contribution.
- safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- the principles of equal opportunities in the recruitment and selection of staff and promotes fair treatment.

## **WHO THE POLICY COVERS**

This policy applies to the recruitment and selection of all employees and potential employees.

Any reference to “the County Council” refers to Staffordshire County Council.

The County Council commends the principles set out in this policy for adoption by the governing body to apply to the recruitment of school staff.

## **PURPOSE**

The purpose of this recruitment and selection policy is to ensure that the best candidates are recruited on the basis of their ability and potential to support the delivery of our corporate strategy:

- Based on performance and capability;
- Through a process that supports our values and behaviours;
- With regard to value for money;
- In an equal and inclusive way that complies with employment and equality legislation and good practice.

Accordingly, this policy will ensure that:

- a fair, open, transparent and consistent approach is taken to all aspects of recruitment;
- selection is valid and justifiable and based on an individual’s relevant skills and experience;
- current employment legislation is adhered to, to safeguard individuals’ right to fairness and equality of opportunity in conjunction with the business needs and values of the County Council.

## **POLICY PRINCIPLES**

This policy has been developed in line with the appropriate National Conditions of service for employees of the County Council.

The County Council recognises its statutory duty under all relevant employment legislation and is committed to meeting them.

All recruitment and selection decisions must be equitable and fair and taken on the basis of the applicant's competence or ability assessed against the person specification for the post.

The selection criteria must be consistent and objective and communicated at the outset of the process. They must be adhered to throughout each stage of the recruitment and selection process.

All appointments must be made on skills and experience (a requirement of the Local Government & Housing Act 1989) – the candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

All core County Council appointments must be processed via the Council's recruitment portal, TalentLink. For schools staff recruitment, current processes should be followed on the SLN.

Any member of staff involved in the selection of staff must satisfy themselves that they are appropriately trained and can comply with the requirements of this policy.

For core County Council roles, the Council must ensure access to appropriate training, development and support to those involved in recruitment and selection activities.

Those responsible for recruitment in schools must ensure they are equipped with the necessary skills including safer recruitment training for undertaking recruitment in line with this policy framework.

All external appointments for core County Council and school support roles will be made on the minimum spinal column point of the assigned grade. Any exceptions to this require a business case and further details can be found in the council's Grading policy FAQ's. Teaching posts will be paid in accordance with the Whole School Pay policy.

The County Council does not make payment for interview expenses. Decisions on interview expenses for teaching staff appointments should be taken by individual governing bodies.

### **PRE-EMPLOYMENT VETTING**

All pre-employment checks for new starters must be completed and deemed satisfactory before the successful candidate commences in their role.

There must be compliance with safer recruitment procedures and processes. Those responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements. Further information can be found in the Safeguarding checks section on the intranet/SLN.

The table below details the checks that need to be satisfactorily completed before starting in role, for both internal and external candidates.

<b>Pre-employment check</b>	<b>Standard role</b>		<b>Safeguarding role</b>		<b>Specialist role<sup>1</sup></b>	
	Internal candidate	External candidate	Internal candidate	External candidate	Internal candidate	External candidate
Employment references	No	Yes 5 years	Yes 5 years	Yes 5 years	No	Yes 5 years

Right to work in the UK <sup>2</sup>	No	Yes	No	Yes	No	Yes
DBS check	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes <sup>4</sup>
Proof of address <sup>2</sup>	No	Yes	No	Yes	No	Yes
Qualifications <sup>3</sup>	Yes	Yes	Yes	Yes	Yes	Yes
Medical clearance	No	No	No	No	Yes	Yes

**Notes**

<sup>1</sup> role where medical clearance is specifically required as a condition of service: school crossing patrol, ranger, bus driver

<sup>2</sup> proof of address cannot be from the same source as “right to work” documentation

<sup>3</sup> relevant to the role, as set out in the person specification

<sup>4</sup> eligible roles only, that involve working with children, young people or vulnerable adults

**SAFER RECRUITMENT**

The County Council has responsibility for ensuring that recruitment, selection, and retention decisions for posts working with children and vulnerable adults are safe, and that the authority meets its statutory obligations as detailed in the Department for Education statutory guidance.

As set out in the Department for Education statutory guidance,

- Schools must keep a single central record, which must cover the following
  - all staff (including supply staff, and teacher trainees on salaried routes) who work at the school;
  - for independent schools, including academies and free schools, all members of the proprietor body.
- The County Council is responsible for carrying out checks on employees seeking to work with children or vulnerable adults (or where their work may bring them into contact with either of these groups). These checks will be made in accordance with the Rehabilitation of Offenders Act 1974 (as amended), and with the Disclosure and Barring Service as appropriate.
- For those areas that are subject to Ofsted inspection, evidence of appropriate training will be assessed. At least one selection panel member must have completed this training.

**EQUALITY**

As an employer, the County Council is committed to ensuring that it provides equality of opportunity to all in employment. Through its recruitment and selection policy and procedures it aims to eliminate barriers and encourage applicants from all sections of the community by:

- Ensuring recruitment and selection procedures are fair and equitable;
- Only considering applicants for jobs on the basis of their relevant experience, skills and abilities unless a Genuine Occupational Qualification (GOQ) exists for specific posts;

- Interviewing all applicants with disabilities who meet the essential criteria of the post in line with the County Council's accreditation of the Job Centre Plus 'Two Ticks' symbol.
- Ensuring that all employees receive fair and equal treatment in relation to their employment regardless of whether they are part-time, full-time or employed on a temporary basis.

Full details of the County Council's commitment to promoting equal opportunities can be found in the Equality policy on the intranet/SLN.

### **REDUNDANCY AND REHIRE (applies to core County Council only)**

Any employee requesting Voluntary Redundancy and receiving an enhanced redundancy package will not be eligible for employment with the County Council until six months from their date of leaving has elapsed.

Any employee who is dismissed on grounds of compulsory redundancy will be eligible to apply for any posts advertised and will be required to attend a selection process if they are shortlisted. This selection process will be the same as applied to any other applicant.

An employee who is rehired may be subject to the provisions set out in the Local Government Modification Order.

### **REDEPLOYMENT**

Employees in a redeployment situation will be considered against suitable vacancies. All applicants who meet the essential criteria for the post (as set out in the person specification) will be offered an interview. Further guidance can be found in the Redeployment section of the intranet/SLN.

### **RESPONSIBILITIES**

The individual within the business unit or school who is responsible for carrying out the recruitment process ie the "hiring manager" and the shared service resourcing team are responsible for different elements of the recruitment process. The split of roles and responsibilities is detailed in the recruitment procedures section of the intranet/SLN. For schools, the "hiring manager" will be the governing body or whoever the governing body choose to delegate this authority to eg the Headteacher.

There are many trade unions recognised within the County Council who can assist and offer support with this process to their members.

### **CROSS REFERENCES**

This policy should be read in conjunction with the following policies and processes:

- Criminal records checking (DBS) policy
- Equality policy
- Flexible working policy
- Grading policy
- Redeployment policy
- Pre-employment vetting process
- Safeguarding process
- Local Government Modification Order

The above list is not exhaustive and you are reminded to refer to the HR Policy section on the intranet/SLN.

#### **DOCUMENT AND VERSION CONTROL**

<b>Version</b>	<b>Author</b>	<b>Implementation Date</b>	<b>Revision Detail</b>
1.0	Strategic HR	Jan 2009	Initial Release
2.0	Auralia Bourne-Jones/Tracey Beardmore - HR	May 2016	To reflect changes in recruitment process and automation