
Recruitment and Selection Policy

INCLUDING SAFER
RECRUITMENT



Council of the
ISLES OF SCILLY

October 2015

REVISIONS TO SOURCE DOCUMENT

Version		Approving Committee	Full Council
Date	October 2015	Ratified by Council	
Responsible Officer	HR Officer	Review Date	November 2016

VERSION HISTORY

Date	Version	Author/Editor	Comments
October 2015	1.0	SO: Shared Services	New Policy
27/10/15	1.1	SO: Shared Services	Amendments following SCG
22/03/16	1.2	SO: Shared Services	Change SLT to CLT. Clarified pre employment checks at para 8
16/01/17	1.3	SO: Shared Services	Links to policies at para 8

EQUALITIES IMPACT ASSESSMENT RECORD

Date	Type of Assessment Conducted	Stage/Level completed (where applicable)	Summary of Actions Taken Decisions Made	Completed by.	Impact Assessment Review date

DOCUMENT RETENTION

Document retention period	
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If you require this document in an alternative language, in larger text, Braille, easy read or in an audio format, please contact the Council at diversity@scilly.gov.uk or telephone 01720 424000

Law relating to this document:

Equality Act 2010
Equality Act 2010 (Specific Duties) Regulations 2011 (SI 2011/2260)
Data Protection Act 1998
Rehabilitation of Offenders Act 1974
Safeguarding Vulnerable Groups Act 2006
Immigration, Asylum and Nationality Act 2006

This policy complies with guidance outlined in *'Keeping Children Safe in Education'*.

INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
 - attract the best possible applicants to vacancies;
 - deter prospective applicants who are unsuitable for work with children, young people or adults who need support or assistance because of their age, health or disability;
 - identify and reject applicants who are unsuitable for work with children young people or adults who need support or assistance because of their age, health or disability.
- 1.2 The Council of the Isles of Scilly aims for a well-planned and structured recruitment procedure to ensure openness, transparency and a fair system of recruitment and selection. This is also vital to determine suitability to work with children, young people and adults who need support or assistance because of their age, health or disability.
- 1.3 The key to safer recruitment is rigorous scrutiny and a process to ensure all information gathered during the process is thoroughly checked at every stage by the line manager and Human Resources. The need to safeguard vulnerable groups is considered throughout the recruitment and selection process.

POLICY STATEMENT

- 2.1 It is the policy of the Council of the Isles of Scilly that Human Resources are responsible for recruitment in conjunction with the line manager. A line manager who wishes to recruit must first obtain approval from the Corporate Leadership Team.
- 2.2 All vacancies are to be posted on noticeboards throughout the Council and placed on the Council's webpage. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.
- 2.3 The Council aims, at all times, to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.
- 2.4 The Council is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.
- 2.5 Any candidate with a disability will be included unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that applicants are not disadvantaged because of a disability.

- 2.6 Interviews will be conducted ensuring that the interview questions are not in any way discriminatory or unnecessarily intrusive.
- 2.7 Psychometric testing may be used as part of the recruitment process. This type of testing is usually undertaken for posts at Senior Manager or Chief Executive level, although this may be applicable at other levels, but only with the prior approval of the Human Resources section. Any test used must have been validated in relation to the job, be free of bias, and be administered and validated by a suitably trained person.
- 2.8 The successful applicant for certain specific posts will be asked to undergo a pre-employment medical examination with a doctor nominated by the Council. Any offer of employment will be conditional on the result of this medical examination being satisfactory.
- 2.9 The Council will request the candidate's consent to seek two written references, one from the most recent employer and one personal reference, and documentary proof of qualifications and identity. Any offer of employment will be conditional on all of these being satisfactory.
- 2.10 Where a job requires the candidate to work with a vulnerable group, in the interest of safer recruitment practices, the Council will request the candidate's consent to seek two written references, one from the most recent employer and one personal reference and, where possible, prior to interview. In addition, where the candidate has been in another country for at least 6 months, a certificate of good conduct will be requested from that country's consulate. The Council will also require that candidate to apply for a Disclosure and Barring Service check and produce proof of qualifications. Any offer of employment will be conditional on these being satisfactory.

RECRUITMENT OF EX-OFFENDERS

- 2.11 The Council will consider ex-offenders for employment on their individual merits. The Council's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. (See Recruitment of Ex-Offenders Policy at <Y:\Shared Resources\Policies\Recruitment of ex-offenders.pdf>)

EMPLOYING PEOPLE FROM ABROAD

- 2.12 The Council will not employ an individual unless they have a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents showing evidence of their right to work in the UK (on an ongoing or restricted basis). Human Resources will check the necessary documents during the recruitment process.

- 2.13 In the event that an individual has time-limited permission to live and work in the UK, they will be required to provide evidence of their renewed right to live and work in the UK at the expiry date of the relevant current permission.
- 2.14 If a successful job candidate is unable to provide evidence of their right to work in the UK, the Council will withdraw the job offer.
- 2.15 If it becomes evident to the Council during the course of an employee's employment that they do not have the right to work in the UK, the Council will, following an investigation into the circumstances and having established that the employee does not have the right to work in the UK, terminate the employee's contract of employment.
- 2.16 The Council will comply with the requirements of the Home Office's points-based system for employing foreign workers. Where a worker who is subject to immigration control is to be recruited, Human Resources will ensure that the position comes within one of the tiers of the system and will comply with the requirements of that tier.
- 2.17 Senior Managers are responsible for ensuring that individuals recruited into their departments have the legal right to work in the UK.
- 2.18 In the event that a Senior Manager becomes concerned that an employee in their department is working in the UK illegally, they should report the matter to Human Resources, giving reasons for the concern. Human Resources will investigate the matter further.

RECRUITMENT AND SELECTION PROCESS

RECRUITMENT NEED

- 3.1 Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. If, however, the line manager wishes to upgrade a post, or create a new post, justification for this must be presented using the relevant form shown at Annex 1.
- 3.2 Before embarking on the process of recruitment, the line manager must ensure that there is an up-to-date role profile for the post. The role profile will describe the duties, responsibilities and level of seniority associated with the post and specify the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job. See Annex 2.
- 3.3 Job Evaluation may be required where a new post has been created; where a post has changed significantly and permanently; significant new responsibilities have been added to or removed from a post. Information on job evaluation can be found in the Council's Job Evaluation Policy at <Y:\Shared Resources\Policies\Job Evaluation Policy oct 2015.pdf>

INVITING APPLICATIONS

- 4.1 Where the job is to be advertised, the proposed advertisement is drafted by Human Resources and submitted to the line manager for approval. Line managers should also consider, and discuss with the HR department, whether it is appropriate to post the vacancy in a jobcentre or place it with an approved employment agency.
- 4.2 Advertisements for jobs, whether in newspapers, journals or on-line, must include the statement:
- “The Council is committed to safeguarding vulnerable groups. Where applicable, postholders will be subject to a satisfactory enhanced Disclosure Barring Service check.”
- 4.3 Prospective applicants will be supplied, as a minimum, with the following:
- role profile;
 - application form;
 - the recruitment policy (this document);
 - the selection procedure for the post;
- 4.4 All prospective applicants must complete an application form in full and submit to the Human Resources by the time and date specified in the advertisement. Applications that are not received by the required date and time will be rejected.

IDENTIFICATION OF RECRUITMENT PANEL

- 5.1 The Council will aim for the recruitment panel to consist of, at least:
- a representative of Human Resources,
 - the line manager and/or a Senior Officer.
- 5.2 Where a job involves working with children, young people or adults who require assistance or support because of their age, health or disability, the panel will also include:
- at least one recruiter who has successfully achieved accredited training in safe recruitment procedures.
- Safer Recruitment training is available on the Council’s Moodle by visiting <http://moodle/>
- 5.3 It is the responsibility of any person involved in the selection panel to declare any interest to HR in writing.

SHORT-LISTING AND REFERENCES

- 6.1 Short-listing of candidates will be against the role profile criteria for the post.

- 6.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 6.3 References will be sought by HR directly from the referee. References or testimonials provided by the candidate will not be accepted.
- 6.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 6.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 6.6 Referees will always be asked specific questions about:
- the candidate's suitability for this post;
 - sickness record;
 - attendance record;
 - disciplinary record.
- 6.7 Where a job involves working with children, young people or adults who require assistance or support because of their age, health or disability, the referee will also be asked questions about:
- the candidate's suitability for working with children, young people, or adults who require assistance or support because of their age, health or disability, if appropriate;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children young people, or adults who require assistance or support because of their age, health or disability, if appropriate.

THE SELECTION PROCESS

- 7.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 7.2 Interviews will usually be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link). Shortlisted candidates may be eligible for interview expenses as identified in the Relocation Policy [Y:\Shared Resources\Policies\Relocation Policy oct 2015.pdf](#)
- 7.3 Candidates will always be required to:
- explain satisfactorily any gaps in employment;
 - explain satisfactorily any anomalies or discrepancies in the information available to recruiters with a signed form of declaration.

7.4 Where a job involves working with children, young people or adults who require assistance or support because of their age, health or disability, the candidates will also be required to:

- declare any information that is likely to appear on a DBS disclosure at an appropriate level relevant to the post;
- demonstrate their capacity to safeguard and protect the welfare of children and young people.

PRE-EMPLOYMENT CHECKS

8.1 All successful applicants are required to provide evidence of each of the following to HR:

- proof of identity,
- actual certificates of qualifications,
- completed a confidential health questionnaire,
- proof of eligibility to live and work in the UK.

8.2 Where a job involves working with children, young people or adults who require assistance or support because of their age, health or disability, (see <https://www.gov.uk/find-out-dbs-check> if you are not sure) the candidates will also be required to:

- complete a DBS disclosure application and receive satisfactory clearance at the appropriate level:
- allow sight of the DBS to HR prior to employment commencing.

8.3 All checks will be:

- documented and retained in the personnel file in accordance with data protection and best practice,
- recorded on a single central record,
- followed up if a DBS check is unsatisfactory or if there are any discrepancies in the information received. This will be discussed with the recruiting senior officer and a risk assessment completed and signed by the Senior Manager. (See Recruitment of Ex-Offenders Policy at <Y:\Shared Resources\Policies\Recruitment of ex-offenders.pdf>)

SUCCESSFUL CANDIDATES

9.1 Any offer of employment will be conditional on all checks and references being satisfactory.

9.2 The line managers must complete an Appointment Form (See Annex 3), to inform Human Resources of the details of the successful candidate. This form initiates the process of sending an offer of employment letter and Statement of Particulars to the

successful candidate and to inform payroll.

INDUCTION

- 10.1 All staff, volunteers and those in work experience who are new to the Council will receive induction training that will include:
- the Council's safeguarding policies and guidance on safe working practices (currently in review).
- 10.2 New employees to Local Government Service are advised that confirmation of their appointment will be subject to the satisfactory completion of a probationary service of six months to establish suitability for the post. Regular meetings will be held during this time between the new employee and the appropriate line manager.
- 10.3 All new employees will be required to complete mandatory training on:
- Health & Safety at Work,
 - Data Protection,
 - Equality & Diversity.
- 10.4 Where a job involves working with children, young people or adults who require assistance or support because of their age, health or disability, the new employee will also be required to complete mandatory training on Safeguarding Children and Adults.

FURTHER EMPLOYMENT CHECKS

- 11.1 As an employer, the Council are under a duty to refer to the Disclosure and Barring Service (DBS) and the relevant professional body, any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a child, young person, or an adult who require assistance or support because of their age, health or disability. The Council may refer any concerns prior to the completion of this process.
- 11.2 Staff and volunteers will be expected to reapply for an updated DBS checks every 3 years.
- 11.3 The Council will require proof of professional registrations, where applicable.

CLAIMING INTERVIEW EXPENSES

- 12.1 Where a candidate has been shortlisted and is invited to attend a job interview on the islands and is travelling from mainland UK, the Council will normally reimburse reasonable travel and, if applicable, accommodation costs from the interview expenses budget held by HR. This will be for the individual candidate; the Council will not be able to meet any costs for anyone else travelling with them.
- 12.2 The Council reserves the right not to pay the expenses of a candidate who withdraws their application or is offered employment but declines to accept it where the reason(s)

for non-acceptance are relating to issues not disclosed to the Council prior to the interview or which the interviewing panel considers inadequate. The decision made by HR in relation to the application of this policy is final.

TRAVEL COSTS AND ASSOCIATED EXPENSES

- 13.1 Candidates who are shortlisted will be required to meet their own cost of travel to Newquay Airport, Lands End Airport or passenger ferry from Penzance and any mainland UK overnight accommodation.
- 13.2 The Authority will pay the cost of return travel from Newquay, Lands End or (if travelling by sea) Penzance to St Mary's, along with the overnight accommodation costs (if necessary) and a subsistence allowance for the duration of the interview process on St Mary's.
- 13.3 Accommodation on the islands and return travel to and from the islands will be booked by the Authority.
- 13.4 Where the interview process dictates that the candidate will require overnight accommodation on the islands, the maximum rates claimable are:
- | | | | |
|-------|-------|--------------|--------|
| Lunch | £9.00 | Evening meal | £13.00 |
|-------|-------|--------------|--------|
- 13.5 Any additional expenses incurred (e.g. food and drink, newspapers, telephone calls etc.) will not be reimbursed.

SUBMITTING AN EXPENSES CLAIM

- 15.1 Expense claims must be submitted on the Council's Interview Expense Claim Form (see Annexe 7). Applicants should send their completed expenses form and tickets/receipts to the HR office to be authorised. The Council's finance office will make a BACS payment or send a cheque to the candidate's address specified on the form.
- 15.2 Expense claims can only be processed where they are fully completed and accompanied by the appropriate original receipts confirming date of travel, purchase and cost. Bank statement or credit/debit card receipts alone cannot be accepted as evidence of expense.
- 15.3 Any queries regarding an expenses claim should be made to the HR office.



COUNCIL OF THE ISLES OF SCILLY

RECRUITMENT REQUEST FORM

DETAILS OF POST	
Business Unit:	
Section:	Location of post:
Line manager:	
Post title:	
Status: Permanent	If temporary, reason and length of appointment:
Hours per week:	
Post included in structure: Yes <input type="checkbox"/> No <input type="checkbox"/>	Cost code: Dept Code:
Post funded from existing budget: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain how funded:	
Post number:	Grade:
New post? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, current/previous postholder:
Disclosure needed? Yes <input type="checkbox"/> No <input type="checkbox"/> Type n/a	Political Restrictions apply to this post Yes <input type="checkbox"/> No <input type="checkbox"/>
Advert requested: Internal only	
Business Case for Recruiting to this Vacancy	
Reason for the vacancy and reason for recruiting:	
What alternatives to recruitment have been considered?	
What are the implications of not filling the vacancy (including the impact on stakeholders/service users/other team members etc)?	
Signed (Line Manager)	

	Date
Accountancy Approval (<i>to confirm funding a budget</i>)	
	Date
Senior Manager Approval	
	Date
Corporate Leadership Team decision Approved / Not Approved (Delete as necessary)	
Signed	Date

HR use: Post advertised



COUNCIL OF THE ISLES OF SCILLY

ROLE PROFILE

Role Profile			
Job Title		Job No. (Office Use)	Grade (Office Use)
Business Unit			
Team			
Reports to (Job Title)			
Location		Shift Pattern	
DBS check required			

Job Purpose	
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Autonomy and Accountability	
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Relationships and Communications	
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Management of Resources	
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Working Conditions and Demands	
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Experience, Knowledge and Qualifications	Essential
	Desired

Corporate Standards	•
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Pay Ref:



COUNCIL OF THE ISLES OF SCILLY

APPOINTMENT FORM

PROTECTED BY THE DATA PROTECTION ACT

This form should be completed and signed by the Line Manager and signed by the Senior Manager. It is essential that all items are completed - *failure to do so will result in the return of the form and no payment will be made to the employee*

Line Managers : please complete the following in order for appointment to be made

Minute number		Budget Codes – CC/Dept	
---------------	--	------------------------	--

PERSONAL DETAILS:			
Surname		Miss <input type="checkbox"/>	Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/>
Forenames			
Address			
		Postcode	
Date of Birth		Telephone No	
Nat Ins No		Mobile No	

Commencement of continuous employment with local government	
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DETAILS OF EMPLOYMENT			
Post Title		Post No	
Business Unit			
Section			
Contract	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Casual <input type="checkbox"/>	Start date	
If temporary, state reason		End date	

SALARY DETAILS							
IOS Grade		Scale Points		to	Commencing Spinal Point		Hourly rate

If full-time hours: annual salary ÷ 12 months = monthly salary	
£	÷ 12 months = £ (monthly salary).
If part-time hours: annual salary ÷ full time hours x contracted hours ÷ 12 mths = monthly salary	
£	÷ 37 hrs x hrs = £ (ann salary) ÷ 12 = £ (mthly salary)
Comments	

CONTRACT DETAILS	
Contracted Hours	Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> contracted hours
	Payment to be made on receipt of timesheets (staff with variable hrs only) <input type="checkbox"/>
Contracted Months	Full-time Please tick 12 months <input type="checkbox"/>
	Part-time Number of months employed to work _____ months
Conditions of Service	Chief Executives <input type="checkbox"/> Chief Officers <input type="checkbox"/> NJC (Green book) <input type="checkbox"/> Local Conditions <input type="checkbox"/> Craftsmen <input type="checkbox"/> ATC <input type="checkbox"/>
Notice period	_____ month/s
Pensions	CCC Scheme <input type="checkbox"/> Already in <input type="checkbox"/> Opted out <input type="checkbox"/> Elected to join <input type="checkbox"/>
Allowances	Tool Allowance <input type="checkbox"/> Standby <input type="checkbox"/> Enhanced night rate <input type="checkbox"/> Enhanced Sunday rate <input type="checkbox"/> Retainer - amount £ <input type="checkbox"/> Protective clothing allowance <input type="checkbox"/>

Computer access:	Folders required:	Analogous user:
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Appointment recommended by:

Line Manager	_____	Officer	Date:	_____
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Appointment authorised by:

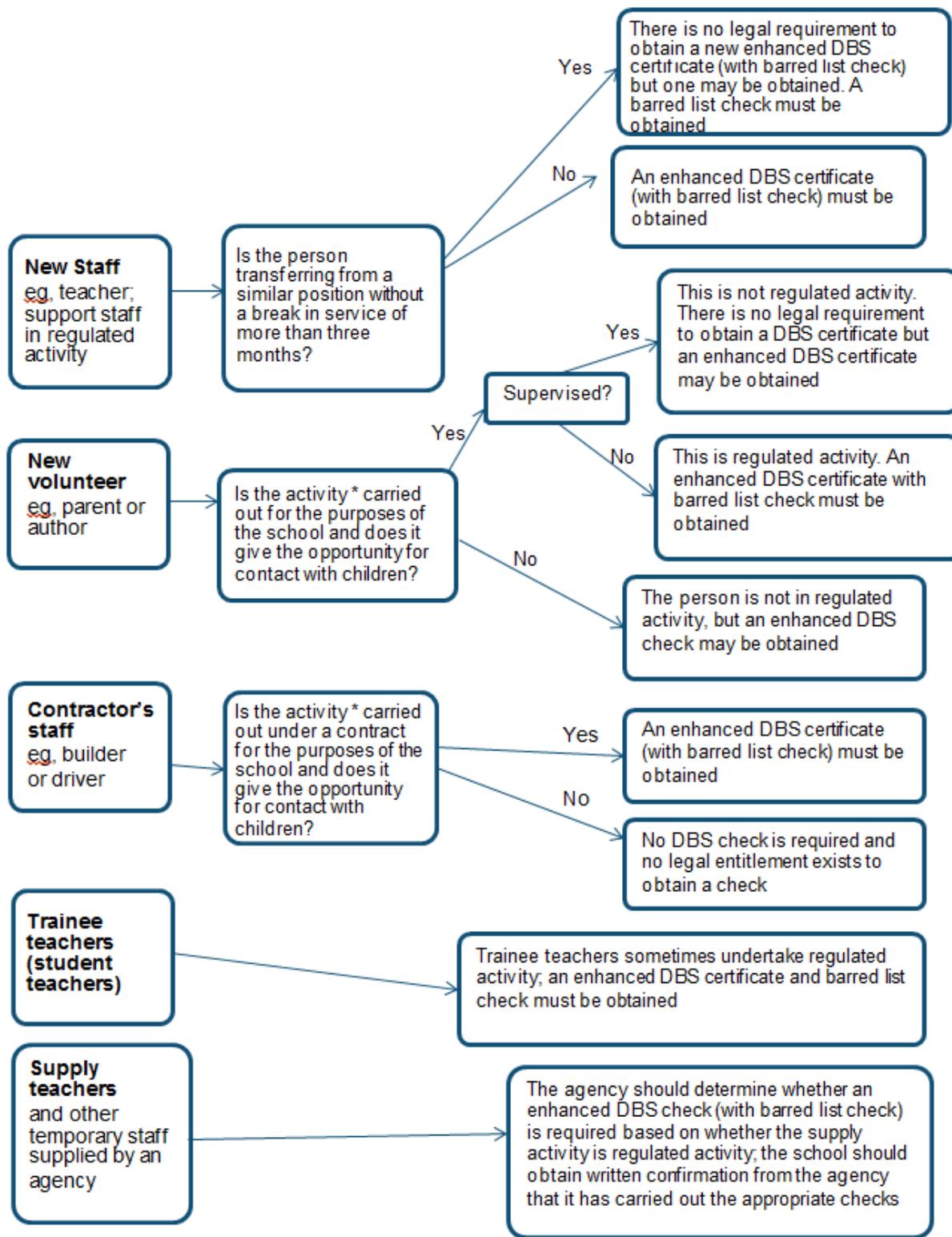
Senior Manager	_____	Officer	Date:	_____
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Blue shaded areas for HR use only:

Copies: 1) Original retained in HR 2) Copy to Payroll

Annex 4. DISCLOSURE AND BARRING CHECKS

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks. Line Managers are able to check whether DBS checks are appropriate at <https://www.gov.uk/find-out-dbs-check> . More information is available on the DBS website <https://www.gov.uk/government/organisations/disclosure-and-barring-service>



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

