
Recruitment, Selection and Promotion policy



Council of the
ISLES OF SCILLY

If you would like this information in another format, please contact the Human Resources team at HumanResources@scilly.gov.uk .

DOCUMENT DETAILS

| | | | |
|---------------------|------------|---------------------|--------------|
| Version | 1.0 | Approving Committee | Full Council |
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| Responsible Officer | Head of HR | Policy Review Date | January 2027 |

VERSION HISTORY

| Date | Version | Author/Editor | Comments |
|----------|---------|--------------------|--|
| DATE TBC | 1.0 | Interim Head of HR | New policy, to replace existing Recruitment policy |

EQUALITIES IMPACT ASSESSMENT RECORD

| Date | Version | Author/Editor | Comments |
|-----------|---------|--------------------|--|
| 1/10/2025 | 1.0 | Interim Head of HR | New policy to cover recruitment of employees, consultants, and interim/agency workers. To include travel & accommodation arrangements for equality of treatment of all new hires, to support recruitment & retention |

DOCUMENT RETENTION

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|---------------------------|------------------------------------|
| Document retention period | 6 years in hard or electronic copy |
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INTRODUCTION

This policy outlines the Council of the Isles of Scilly's approach to attracting and maintaining a competent and diverse workforce that can meet community and organisational needs.

The Council is committed to providing the best possible services to its communities. We recognise that in order to achieve this aim, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

As the largest local employer, the Council of the Isles of Scilly recognises its vital role in supporting sustainable employment and contributing to the economic wellbeing of the islands. We are committed to fostering a thriving local workforce and ensuring that our recruitment practices reflect the unique needs and opportunities of our island communities.

To this end, the Council actively encourages applicants for all roles to reside on the Isles of Scilly. We believe that a locally based workforce strengthens community ties, enhances service delivery, and supports the long-term resilience of the islands' economy.

While we welcome applications from all suitably qualified individuals, we particularly value those who are committed to living and working within our island community.

The purpose of this policy is:

- to ensure that the Council employs and promotes the most appropriate employees in a fair and consistent manner, free from discrimination, in line with our Equal Opportunities Policy.
- that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process, or in the terms and conditions offered to new employees or promoted employees.
- To encourage applicants to live and work within the local community, by advertising Council vacancies throughout our island communities and providing excellent relocation packages for other applicants
- to ensure the recruitment and selection process is clear and easy to follow for all.

This policy does not form part of your contract of employment and may be amended from time to time as appropriate.

SCOPE

This policy applies to all employees, workers, consultants, interim and agency workers of the Council of the Isles of Scilly. It covers resourcing in its broadest sense, including not only recruitment from external and internal sources but all other means of identifying the best people to enable us to meet our service needs.

POLICY

The following policy principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be screened against the job requirements as laid out in the job description and person specification, usually referred to as the Role Profile.

- Recruiting Managers taking part in recruitment and selection will have been appropriately trained or briefed.
- The principles of the **Equal Opportunities Policy** will be followed at all times.
- Reasonable adjustments will be made to reduce any disadvantage faced by disabled people in making a job application.
- The principles of the **Data Protection Policy** will be adhered to at all times. All information held about a candidate is used only for the purpose for which the information has been collected.

SAFER RECRUITMENT STATEMENT

Safer recruitment is a set of practices to help make sure our staff and volunteers are suitable to work with children, young people and/or vulnerable adults. It's a vital part of creating a safe and positive environment and making a commitment to keep children and vulnerable adults safe from harm.

The Council is committed to the following safer recruitment principles:

- safeguarding and protecting all children, young people and vulnerable adults by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children, young people and vulnerable adults
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection

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. Please refer to the Council's **Safeguarding Policy Statement** for further information about our safeguarding procedures.

EQUALITY AND DIVERSITY STATEMENT

As a Council, we recognise the positive value of diversity, promoting equality and challenging unfair discrimination. We draw on the different skills and experiences of our people to build an agile, professional, competent and diverse workforce, which can adapt to changing risk and add value to community outcomes.

Our commitment to providing the best service possible to our communities means that we recruit on merit, and we aim at all times to recruit the person who is most suited to the job. This means that appointments are made on the basis of the applicant's skills, knowledge, experience, behaviours, and/or values, when assessed against the requirements for the job.

We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.

We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace, including premises & equipment, duties, practices or policies.

Having difference in a team is so important to create new ways of thinking and having different points of view. It keeps an organisation alive with ideas and innovation. Positive Action is a way of encouraging people from under-represented groups to consider a career with us. It helps us reach out to people who often don't think of the Council or Fire Service as a place for them.

In line with our Equality and Diversity Policy, we aim to improve the number of applications we receive from people who are currently underrepresented in our workforce, or within the team or department who is recruiting. Our innovative Positive Action recruitment events promote the range of careers and opportunities available to attract, recruit and retain people from a variety of backgrounds. Our aim is to achieve a diverse workforce which enables us to better understand how to effectively engage with our community and tailor our delivery to meet their differing needs.

For more information, please refer to our **Equal Opportunities Policy**.

RECRUITMENT OF EX-OFFENDERS STATEMENT

The Council assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS). The Council applies for a criminal record check from the DBS only after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

As such, the Council complies fully with the [DBS Code of Practice](#) and undertakes to treat all applicants for positions fairly.

The Council makes every person who is the subject of a DBS criminal record check aware of the existence of the DBS code of practice and makes a copy available on request. This written statement on the recruitment of ex-offenders is also made available to all DBS applicants at as part of the recruitment process.

The Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

The Council can only ask an individual about convictions and cautions that are not protected. This means that we can only ask an individual to provide details of convictions and cautions that the Council is legally entitled to know about.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that a check is both proportionate and relevant to the position concerned. A DBS certificate at either standard or enhanced level can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). For those positions where a criminal record check is identified as necessary, the Recruitment Request

Form, all job adverts, and all application forms will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The Council ensures that all managers involved in the recruitment process have received suitable guidance and/or training in the relevant legislation and how to identify and assess the relevance and circumstances of offences.

The Council has regard to the safe recruitment practices required by Regulation 19: Fit and Proper Persons Employed and Regulation 18: Staffing of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014. This section of the policy should be read in conjunction with the [Disclosure and Barring Service: Handling and Security of DBS Certificate Information Policy](#) and [Disclosure and Barring Service: DBS Checks – detailed guidance](#).

In the cases of registered professionals (nurses, social workers, etc), who have applied for posts requiring registration and, who have declared or disclosed convictions, it might be necessary to carry out further checks to find out if the applicable registration body is aware of the conviction, and if not to determine if the body's code of conduct requires it to be notified so that it can investigate (or has investigated) any potential breach of its code. This process will be carried out in a transparent way with the involvement of the applicant. Their suitability for the post will then be reassessed in the light of the information received with due regard to the nature and seriousness of the offences committed.

At interview, or in a separate discussion, the Council will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. The Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

If an applicant fails to reveal information that is directly relevant to the position they are applying for, then this could lead to withdrawal of an offer of employment. Here, the Council of the Isles of Scilly is mindful of the fact that it must not knowingly employ anyone for a position involving regulated activity who has been placed on the relevant DBS barring list and where the person has been eligible for barring list checks.

The Council of the Isles of Scilly makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.

JOB ADVERTISING

Generally, jobs are advertised openly so that we reach the widest field of applicants and promote equality of opportunity to all applicants. This does not mean that every job is advertised, as there may be circumstances where:

- A role needs to be urgently covered on a temporary basis in the event of sudden unexpected absence of the role-holder.
- Talent development plans may mean that the vacancy will be filled as part of an overall talent development approach, for example if they are filled on rotation or used for secondment opportunities.
- We seek to redeploy staff in appropriate circumstances, for example for medical reasons, or if their role is at risk of redundancy (Please see Redeployment section below).
- There are sometimes circumstances where it is in our and our employees' best interests to recruit internally, and in this case the role may not be advertised externally.

Internal advertisement of vacancies

Job vacancies including secondments and temporary positions will normally be advertised council wide with an email to all staff, and may also be placed on noticeboards throughout Council premises. Following any period of internal advertisement, the recruitment process will continue as normal and internal applicants best meeting the person specification criteria will be offered an interview.

External advertisement of vacancies

Any roles that are to be advertised externally will be placed on the Council jobs webpage. Other platforms for advertising may include online job boards (general and niche), Council social media platforms, industry specific publications and general publications (local and national). Not all roles will be advertised externally in the first instance.

The Council will occasionally attend worthwhile and relevant recruitment fairs and events within their area of focus, or host specific recruitment-focused events. The purpose of these events is to give insight to and attract both active and passive candidates to apply for roles.

EMPLOYEE REFERRALS

The Council encourages a culture of referrals for open vacancies, and managers are encouraged to ask their teams if they know anyone who would be suitable for their roles. Referrals must follow the same application and selection process as all other applicants.

REDEPLOYMENT POLICY

The Council seeks to redeploy staff in appropriate circumstances. When employees may be affected by one or more of the situations listed below, they can ask to be placed on the Redeployment Register:

- Redundancy (when formally notified as being 'at risk' of redundancy, and/or where a 4-week trial period of a suitable alternative employment is unsuccessful)
- Disability (dependent on the case and following advice from occupational health)
- Pregnancy (as identified in a pregnancy risk assessment)
- Ill health or capability (dependent on the case and following advice from occupational health)
- Apprenticeship coming to an end (3 months before the end of the apprenticeship)
- Fixed term or temporary appointment coming to an end where the employee has been employed by the council for at least a year on the date their employment terminates (3 months before the fixed term or temporary appointment is due to come to an end).

Being placed on the Redeployment Register enables employees to seek suitable alternative employment within the Council. Requests to be placed on the redeployment register must be approved by the line manager. The employee requesting redeployment must complete a standard Council application form, to facilitate finding alternative employment as soon as possible. Reasonable adjustments for this process will be provided for employees with a disability.

Whatever the reason, the suitability of any alternative work which may be considered is to be assessed from the point of view of both the individual and the council and will take all relevant factors into account. These factors may vary depending upon the reason for the redeployment but will usually include:

- Job content and status
- Pay and other benefits
- Hours of work

- Location
- Consideration of reasonable adjustments.

The Human Resources team will ensure that the redeployment register has been checked prior to placing an internal or external job advert.

If there is a suitable match the application form will be shortlisted, and the applicant informed whether or not they will be invited for interview.

All redeployment register candidates will be considered for all council vacancies where the individual matches the essential criteria or slightly falls short of matching the criteria up until the closing date for a particular vacancy.

If an employee on the redeployment register does not meet the essential criteria for the role, the recruiting manager and interview panel members must give serious consideration as to whether or not with additional training, coaching or mentoring the candidate could potentially meet the essential criteria within a reasonable period of time.

It is a legal requirement for the council to seriously consider suitable alternative employment where an employee may potentially lose their livelihood in cases of redundancy. In cases of disability there is also a legal requirement to consider all reasonable adjustments, one of which could be an alternative type of work.

Where there is more than one employee from the redeployment register who may be suitable for the role, the line manager should seek advice from the Human Resources team.

Employees can remain on the redeployment register for up to a maximum of 6 months following which they shall be removed if alternative employment has not been found.

PROMOTIONS POLICY STATEMENT

The Council aims to plan for, invest in, develop, and nurture people at all levels, from when they join to when they leave. It values developing talent, potential and leadership from within, while also attracting it from outside. As part of nurturing the development of our teams, all employees will be made aware of the promotional and career opportunities available to them.

Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria. Unsuccessful candidates will be given feedback so as to facilitate improvement.

No employee will be overlooked in relation to promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion.

The process surrounding promotion will be fair, consistent, transparent and free from discrimination.

For more information about promotions, succession planning, and the learning and development available for employees, please see our **Learning and Development policy**.

EXTENSION OF TEMPORARY CONTRACTS, AND TEMPORARY TO PERMANENT POSTS

Where funding becomes available to allow a temporary or fixed term post to be extended, then the post-holder may continue in role, without the need to advertise the position. If a role is extended beyond four years in duration, the contract of employment becomes permanent.

Where the Council proposes to make a temporary or fixed term post permanent for any reason, and where the current postholder has a year or more service, then they may be confirmed as being permanent in post without having to advertise the position. However, where a permanent post becomes available and there is more than one person carrying out the role then all candidates must go through a competitive selection process.

EMPLOYING CONSULTANT, INTERIM & AGENCY WORKERS

The Council recognises its responsibilities to provide job opportunities to internal and external applicants on a fair, consistent and equitable basis, ensuring that all appointments to the Council are made on merit. However in certain circumstances the Council may need to engage consultant, interim/agency staff in order to comply with statutory responsibilities and to meet the demands of the service.

It is the policy of the Council that a consultant, interim/agency worker will only be used when there is a sound financial and business need to do so. It is accepted in principle that the employment of agency workers should only be used for short term cover. The use of agency workers will strictly be on an agency contract basis and such workers will not be Council employees.

The overall objectives of this section of the policy are to:

- Ensure consistent application in the use of Consultants, Interims and Agency Workers across the council;
- Ensure correct procedures are followed when sourcing a Consultant, Interim or Agency Worker, and as a result ensuring there is appropriate transparency;
- Minimise the use of non-payrolled workers to reduce overall spend; and
- Ensure the council complies with all HMRC regulations.

This policy does not apply to interim employees where that interim is employed under a fixed term employment contract, and paid via the payroll to carry out work which is “business as usual”.

The council defines non-payrolled workers as either:-

Consultant: Consultants are any party, whether an individual or a firm, with expertise that is typically not available internally. A Consultant is usually engaged for a limited period or for short-term projects to provide professional advice or services. A Consultant transfers skills and/or expertise to the council which, it either does not possess in-house, or which require an independent evaluation/assessment to be made. Consultants are not held against an existing post on the establishment. Engaging a Consultant is a procurement activity, therefore the usual procurement procedure should be used.

Interim/Agency Worker: An Interim and/or Agency Worker is an individual supplied by a temporary work agency to work temporarily for and under the supervision of the council. Interims are further defined as senior grade managers covering a substantive post within the council and are concerned with the fulfilment of a particular professional function or senior management position within the organisational structure. They usually cover business-as-usual activities/providing cover for a role and are ideally engaged on a short term basis. Interims/Agency Workers are usually fulfilling a substantive post on the establishment or undertaking a temporary increase in workload.

PROCESS THAT MUST BE FOLLOWED WHEN ENGAGING NON-PAYROLLED WORKERS
Officers should, wherever possible, seek to fill vacancies with a permanent employee where it is

beneficial for the council and consider all other available options (e.g. internal employees acting up) before seeking to recruit an interim/agency worker.

Where it is not possible to fill posts with a permanent or temporary employee this policy provides Council managers with clear instructions in respect of the engagement and management of Consultants, Interims & Agency Workers (referred to throughout this section of the policy as ‘non-payrolled workers’).

The council aims to ensure that value for money is received from all non-payrolled workers. Internal resources should always be used where they are available.

Under no circumstances must a Council Officer engage a non-payrolled worker without the approval of the Chief Executive and the Head of Human Resources (social care AND non-social care roles).

The following table will assist managers to understand the correct process for engaging a non-payrolled worker, and clearly differentiates between consultants, interims and agency workers

| Description | Payment method | Engagement process |
|------------------------------------|--|--|
| Consultant | Paid through invoice | <ol style="list-style-type: none"> 1. To hire a new consultant, or extend the contract end date of an existing one, a short business case must be written by the hiring manager and sent to the Chief Executive and/or Head of Human Resources. This must include the rationale, cost, timescales and objectives for the consultant’s work. 2. Determine IR35 status using the link here: Check employment status for tax - GOV.UK 3. Approval in principle from CEO and Head of Human Resources 4. Human resources team to carry out pre-hire check of certificates, registrations and other essential requirements of the role. This will include Right to work in the UK, and others as required for the role, for example registration with Social Work England, DBS certificate, NEBOSH – as required for the interim/agency worker duties 5. Onboarding training determined between hiring manager and HR, to ensure health and safety, safeguarding and all legal and regulatory compliance requirements are met. |
| Interims and agency workers | <p>Fee is paid to the agency via invoice.</p> <p>The agency pays wages to the worker</p> | <ol style="list-style-type: none"> 1. To hire a new interim/agency worker, or extend the contract end date of an existing one, a short business case must be written by the hiring manager and sent to the Chief Executive and Head of Human Resources. This must include: <ol style="list-style-type: none"> a. The reasons why an Interim/Agency Worker is needed and why the work is unable to be completed internally b. What the implications will be for the Council in performance and monetary terms if an Interim/Agency Worker is not used. c. How long the assignment will last (intended end date) d. The budgetary cost of using an Interim/Agency Worker |

| | | |
|--|--|---|
| | | <ol style="list-style-type: none"> 2. Approval in principle from CEO and Head of Human Resources. 3. CV's will then be obtained from appropriate agencies. Where appropriate, HR should be involved in the recruitment process for Interims occupying managerial positions to ensure that advice can be given on suitable candidates. 4. Human resources team to carry out pre-hire check of certificates, registrations and other essential requirements of the role. This will include Right to work in the UK, and others as required for the role, for example registration with Social Work England, DBS certificate, NEBOSH – as required for the interim/agency worker duties 5. Induction training determined between hiring manager and HR, to ensure health and safety, safeguarding and all legal and regulatory compliance requirements are met. 6. Where an interim/agency worker will be in post for more than 12 weeks, they must complete the Council's standard mandatory training. 7. The hiring manager must monitor and authorise interim/agency worker's hours/timesheet. |
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EMERGENCY SITUATIONS

It is only in exceptional circumstances or emergency situations that an interim/agency worker can be obtained at short notice without prior permission from the Chief Executive or Head of Human Resources. This will be in cases where there is a statutory obligation that requires a certain number of staff to deliver a front line service. A circumstance is defined as 'short notice' if it arises the day before or on the day. The relevant Chief Executive and Head of Human Resources must be informed at the first opportunity that an interim/agency worker has been placed in the Council under these emergency provisions, and the usual engagement process followed as soon as possible thereafter.

IR35 STATUS (HMRC REGULATIONS) CONSULTANTS/INTERIMS/AGENCY WORKERS

IR35 is the reference used to describe a piece of tax legislation which aims to differentiate between genuine businesses and workers who are for all intents and purposes a temporary employee.

Interims/Agency workers: The council will adopt a blanket approach in respect of the tax status of each interim/agency worker. All interims/agency workers will be classed as within the IR35 regulations. IR35 status need not be considered further unless the status is disputed by the interim/agency worker.

Consultants: A decision will be required for each consultant engaged. HMRC provide an [Employment Status \(ESS\) tool that](#) enables employers to check what the employment status of each consultant should be (that is whether they are employed or self-employed for tax, National Insurance contributions (NICs) or VAT purposes). This must be used to determine the exact status for each individual. Before starting to use the ESS tool, HMRC recommends that their [guidance on employment status](#) has been read. This explains the factors that determine whether a worker is considered employed or self-employed.

AGENCY WORKER REGULATIONS 2010

The Agency Worker Regulations 2010 provides Interim/Agency Workers with the entitlement to equal treatment on basic working and employment conditions as if they had been recruited directly by the hirer after 12 weeks in a given assignment.

‘Equal treatment’ means employers must allow Agency Workers:

- Access to the same pay as a comparable worker doing broadly similar work. The pay will include holiday pay and overtime allowances.
- Access to the same holidays, working time, overtime, breaks and rest periods as permanent workers
- Equal access to collective facilities
- Access to information about internal vacancies to give them the same opportunity as other workers to find permanent employment
- Access to training
- Equal access to on-site facilities such as child care, canteen facilities and transport services

MANAGEMENT AND OVERSIGHT OF CONSULTANT, INTERIM AND AGENCY WORKERS

Within services, line managers are responsible for the engagement of Agency Workers. Line Managers must keep detailed records of the necessity and costs of using Agency Workers. Managers should make agency workers aware of the Councils policies and should follow the guidance contained within them.

CONFLICTS OF INTEREST

Officers must ensure that any contract with the consultant contains a requirement that any conflicts of interest which arise during the course of the contract (including those of any sub-contractor engaged) will be notified to the Human Resources team at humanresources@scilly.gov.uk.

The principles of the Code of Conduct for Officers applies to those engaged as Consultants, Interims/Agency Workers.

The following are matters which could potentially give rise to a conflict between the Consultant and the council's interest. This list is not exhaustive but it might assist in identifying whether any potential conflict of interest arises:

- The Consultant's financial interests are affected by the outcome of the contract (but this does not include the salary paid to the Consultant).
- The Consultant is a member of a body or holds a position of responsibility in a body whose interests may conflict with those of the council.
- The Consultant is personally known to the officer or member awarding the contract (this is not necessarily fatal to the contract if the contract has been obtained through fair competition but should be declared in any event).
- The Consultant owns shares or has an interest in any company which is affected by the outcome of the contract.
- The Consultant has another contract which conflicts with the council's interests.

PROCEDURE FOR RECRUITING EMPLOYEES AND CASUAL WORKERS

This part of the procedure applies to the recruitment of employees, and zero hours workers (casual workers).

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.

We aim to plan the whole of each recruitment process in advance to make sure we have a consistent approach every time we recruit a new staff member.

Taking a planned and structured approach helps to:

- minimise the risk of appointing someone unsuitable.
- ensure we select the right person for the role.
- make sure the process is fair.
- make sure there are records of the process for future reference.

Following a written procedure also means that we are less likely to miss anything out and that each time we recruit, we are adhering to legislation and guidance.

The Recruitment and selection procedure is divided into 5 stages:

1. Preparing to Recruit
2. Advertising vacancies
3. Selection Process
4. Offers of employment and pre-employment checks
5. Onboarding

A good planning process will involve pre-booking rooms, resources and time in calendars of relevant people for each of these five stages.

1. Preparing to Recruit

The line manager of the team being recruited will:

- a. Complete a Recruitment Request Form (**Appendix 1**).
- b. Define the role(s) with a Job Description and Person Specification, together known as a Role Profile (a standard template is at **Appendix 2**), which should highlight any safeguarding responsibilities.
- c. Put the role forward for job Evaluation if it is a new or substantially changed role. Information about Job Evaluation can be found in the Council's Job Evaluation Policy which can be found in the **Pay Policy Statement**.
- d. Think about the resources that will be needed for the recruitment and how to make sure they will be available. This includes making sure enough people will be available to help conduct the interviews, who have undertaken the Council's Recruitment training course.
- e. Determine the closing date for applications by allowing one week for shortlisting and two weeks for interviewing/assessment tests, plus time for candidate's notice period in their current employment, prior to the desired start date.
- f. Provide the Recruitment Request Form and Job Description/Person Specification (Role Profile) to a Director for review/approval.

The Director will:

- g. Review the Job Description and Person Specification (Role Profile) to ensure that they are current, accurate and do not unfairly discriminate against any individual or groups, in line with the **Equal Opportunities Policy**.
- h. Assess whether the proposed recruitment is in line with the Council's workforce plan, and that the budget for the recruitment is in place (including salary, employer's National Insurance Contributions, employer's pension contributions, uniform and equipment).
- i. Review/approve the Recruitment Request Form within 5 working days, consulting the manager who submitted the form when making any amendments required for authorisation.
- j. Provide the Recruitment Request Form and Job Description/Person Specification (Role Profile) to the Human Resources team for action.

The Human Resources team will:

- k. Ensure that employees on the redeployment register are assessed for suitability, before the post is actively advertised.
- l. Identify whether the same job, at the same grade, was filled in the three months preceding a current recruitment exercise, and there was more than one appointable candidate. In this case the Council can offer the job to the next highest ranked applicant from that process i.e. a reserve candidate, after the vacancy has been cleared through redeployment.

2. Advertising Vacancies

The line manager, in conjunction with the Human Resources team, will:

- a. Plan a range of selection methods that are clearly related to the person specification. Interviews to recruit people to work with children, young people and/or vulnerable adults will normally be conducted face-to-face.
- b. Place adverts and arrange recruitment events as set out in the Recruitment Request Form, including the following statement about our commitment to keeping children, young people and vulnerable adults safe in every advert, whether on the Council website, online jobs boards, social media or anywhere else: *"The Council is committed to safeguarding vulnerable groups. Where applicable, postholders will be subject to a satisfactory enhanced Disclosure Barring Service check."*
- c. Advertise all vacancies to attract a wide selection of applicants.
- d. Ensure that all employees are made aware of Council vacancies, so that they have an opportunity to apply for promotions and other career opportunities.
- e. Provide an application pack to people interested in applying for a role, so that they have all the information they need about the Council and the advertised vacancy.
 - a. The Role Profile
 - b. Application Form

- c. An overview of our safer recruitment process should be included so that candidates understand what information will be sought from them and why, and what will be expected of them at each stage of the process.
- d. Details of the selection process for the post
- e. Inform candidates that references will be requested as part of their pre-employment checks if they are offered the role.
- f. Ask candidates to use the Council's standard application form for the relevant role. This helps make sure that we obtain all the information we need from each candidate.
- g. Make reasonable adjustments to the application process for disabled applicants, as required. For example, this may include allowing the applicant to make their application verbally by phone or video call, or providing the application form in a different format.
- h. Receive and store all applications in line with the Council's Data Protection Policy.
- i. Acknowledge all applications.

3. The Selection Process

Appropriate selection procedures will be used for each vacancy. These include shortlisting and interview and/or other assessments based on the requirements set out in the Job Description and Person Specification (Role Profile).

Applications:

The line manager and/or human resources team will:

- a. Ensure that shortlisting is conducted by a minimum of two people wherever possible, one of whom will be a manager in the team being recruited to.
- b. Use the Council's Shortlisting form (**Appendix 3**) to assess application forms, and score each applicant objectively against criteria in the person specification.
- c. Ensure that all disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the person specification are guaranteed an interview.
- d. Ensure that where a member of the shortlisting panel is related to an applicant or is a friend or business associate of an applicant outside work (such that there could be a conflict of interest), they immediately step down from the selection process completely and an alternative manager is allocated in their place.

Interviews and Assessments:

The line manager and/or human resources team will:

- e. Invite shortlisted candidates for interview and/or assessment tests in writing, giving an outline of the selection methods that will be used, and asking in advance whether they require any reasonable adjustments for the interview and selection tests (if used).
- f. Ensure that reasonable adjustments are provided for disabled candidates both at interview and at selection tests, in line with their needs.
- g. Arrange any assessment tests to be used as part of the recruitment process. Psychometric testing may be undertaken for posts at Director or Chief Executive level, although this may be

applicable at other levels. 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.

- h. Ensure interviews are conducted by a minimum of two people, at least one being a manager in the type of team being recruited to. At least one interviewer, and preferably both, will have attended the Council's training in recruitment and selection. Where a job involves working with children, young people or vulnerable adults, the panel will also include at least one recruiter who has successfully achieved accredited training in safer recruitment procedures.
- i. The interview panel will preferably be diverse and consist of managers from different backgrounds and should be gender-balanced where possible.
- j. Ensure that where a member of the proposed interview panel is related to an applicant or is a friend of an applicant outside work (such that there could be a conflict of interest), they immediately step down from the selection process completely and an alternative manager is allocated in their place.
- k. Prior to the interview, ensure interviewers will have a copy of:
 - The interviewee's Application form
 - Blank interview forms containing the interview questions for this role
 - A copy of the job advert
 - The job description and person specification (Role Profile)
- l. Ensure that interviews are conducted using the standard interview format (**Appendix 4**) with objective questions and criteria for the particular job role, and answers scored on the form for each candidate.
- m. Where a job involves working with children, young people or vulnerable adults, 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, young people and/or vulnerable adults.
- n. Make sure that the **Equal Opportunities Policy** is adhered to, with no discrimination shown on the grounds of the protected characteristics; sex, religion and belief, age, disability, gender re-assignment, sexual orientation, race, marriage and civil partnership and pregnancy and maternity.
- o. Base the assessment of disabled candidates on their performance only after reasonable adjustments have been made.
- p. Record the response to each question in appropriate detail on the interview assessment form, with answers scored on the form, to show how the candidate's total score was arrived at.
- q. Ensure that interviewers do not disclose or infer the outcome of the selection process to applicants.

Decision-making:

The line manager will:

- r. Ensure that after the interview, interviewers discuss any inconsistencies between the panel's candidate scores, and consider the results of selection tests (if used), before identifying successful candidates using the scores from the interview and selection tests (if used).
- s. Ensure that clear and concise notes are made of the decision-making process, indicating clearly the reasons why candidates were unsuccessful.

Actions after interviews:

The line manager will:

- t. Ensure that all interviewers return the completed interview forms and their decision and notes regarding successful and unsuccessful candidates to the Human Resources team, to be placed on file.
- u. Inform the Human Resources team of:
 - the name of the successful candidate, including a copy of the interview notes clearly showing the decision to make an offer of employment.
 - The proposed start date (if known)
 - How many hours per week
 - The working days, and start/finish times
 - The salary (if not the bottom of the relevant grade scale)
 - Any other relevant information

This initiates the process of sending a conditional offer of employment letter and Statement of Particulars to the successful candidate.

- v. Provide feedback to all internal candidates who are unsuccessful after interview if they request it, highlighting areas for development that will help them to progress in their career.
- w. Provide feedback to external applicants who are unsuccessful after interview, upon request.
- x. Complete an Appointment form for the successful applicant, held electronically at: https://forms.office.com/pages/responsepage.aspx?id=qhaq797RWE26Ligz_f3Sn1X_6asyGqtIrrorjoPsVY61UM1JKMDUxREJXUzBGQ1hRNjc5RzZHMEJZRyQIQCN0PWcu

The Human Resources team will:

- y. Write to all unsuccessful candidates to confirm the outcome of their application and offer the opportunity to request feedback.
- z. Retain records of the interview process for unsuccessful candidates for a period of twelve months, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates. Recruitment records for successful candidates will be held on their personnel files.

4. Offers of Employment and pre-employment checks

The Human Resources team will:

- a. Liaise with the line manager to arrange the start date for successful candidates.

- b. Make offers of employment in writing to successful candidates, which are conditional upon all pre-employment checks being satisfactory. Enclose the contract of employment and details of all pre-employment checks with the offer letter.
- c. Conduct pre-employment checks, which could include:
 - **Right to work in the UK (for all roles):**
 - Identity documents confirming Right To Work in the UK
 - **Self-disclosure form (for all roles requiring a DBS check):**
 - giving the candidate an opportunity to inform us confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions on their record.
 - **Enhanced Disclosure and Barring Service (DBS) check (for relevant roles)**
 - Where a job involves working with children, young people or vulnerable adults, (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 prior to employment commencing.
 - In extenuating circumstances, employment may commence prior to the DBS clearance being received, however a risk assessment and mitigating actions must be in place in this eventuality in line with the Safeguarding Policy.
 - **Full driving license** (where this is required for the role)
 - **Medical screening:**
 - Successful applicants will be asked to complete a health assessment form and may be required to meet with an Occupational Health (OH) specialist.
 - The OH appointment will focus on the health and wellbeing of the applicant in relation to carrying out their job role and duties, as well as ensuring that any duty to make reasonable adjustments is complied with.
 - **Proof of Qualifications**
 - Documents confirming any educational and professional qualifications which are specified in the Person Specification (Role Profile) as being required for the role.
 - **Satisfactory references:** all external candidates will be required to provide two satisfactory references, one of which must be from their most recent/current employer.
 - Where requested, candidates will be given an overview of the questions that we will be asking referees, so the candidate can consent to this information being provided.
 - Neither referee should be a relative or someone known to the applicant solely as a friend.
 - The Council will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.
 - Where a job involves working with children, young people and/or vulnerable adults, the referee will also be asked questions about:
 - the candidate's suitability for working with children, young people, and/or vulnerable adults,

- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and/or vulnerable adults.
 - The Council will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.
- d. Record and retain all pre-employment checks in the individual's personnel file in accordance with the Data Protection Policy and the DBS Code of Practice.
 - e. Carry out any follow up actions necessary if a DBS check is unsatisfactory or if there are any discrepancies in the information received. This will be discussed with the line manager, with a risk assessment completed and signed by the relevant Director.
 - f. Write to all unsuccessful candidates with the outcome of interview within five working days.
 - g. Create a personnel file for the successful candidate(s).
 - h. Follow up all pre-employment checks. Where pre-employment checks are not satisfactory, this will be discussed with the relevant manager and a risk assessment may be put in place, or the offer of employment may be withdrawn.

5. The Onboarding Process

The Human Resources team will:

- a. Update the personnel files with all starter paperwork.
- b. Request Bank Details and the HMRC [starter checklist form for PAYE](#) .
- c. Set up the new employee on payroll.
- d. Advise the line manager of each new starter about what needs to be covered on their first day in relation to:
 - HR administration/visual check of identity documentation.
 - Induction.
 - Any specific adaptations needed by the person.
 - Probationary review arrangements.

The Line Manager will:

- e. Arrange for new starters network account to be created.
- f. Plan the new employee's induction. All staff who are new to the Council will receive induction training that will include:
 - a. the Council's safeguarding policies and guidance on safe working practices
 - b. Health & Safety at Work, including fire training.
 - c. Information Governance and GDPR.
 - d. Equality in the Workplace.
 - e. A personal development plan to equip them with all the skills, knowledge and experience required for them to perform their role to a high standard.
- g. Welcome the new starter on their first day.
- h. Ensure the induction is carried out.

- i. Set up new employees on any other systems required for their role.
- j. New employees will be subject to probationary period (usually 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.
- k. For disabled entrants, reasonable adjustments should be made within six weeks to allow a timely Access to Work application, as cost sharing is involved after this period. The start of the Probationary period should be delayed until such time as reasonable adjustments have been put into place.
- l. Where a job involves working with children, young people or vulnerable adults, the new employee will also be required to complete mandatory training on Safeguarding Children and Adults.

INTERVIEW EXPENSES

Candidates who are shortlisted and invited to interview will be required to meet their own cost of travel to Newquay Airport, Land's End Airport or passenger ferry from Penzance and any mainland UK overnight accommodation.

The Council will pay the cost of return travel from Newquay, Land's 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.

Accommodation on the islands and return travel to and from the islands will be booked by the Council.

The maximum subsistence rates claimable are:

| Subsistence expenses | Amount (excl VAT) |
|---|----------------------|
| Total daily allowance (if overnight stay) | £28.00 |
| Total day trips allowance | £13.00 |

NB These amounts include all subsistence

Any additional expenses incurred (e.g. food and drink, newspapers, telephone calls etc.) will not be reimbursed.

Expense claims must be submitted by email with tickets/receipts to humanresources@scilly.gov.uk to be authorised. Expense claims can only be processed where they are 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.

Expenses will be paid for the individual candidate; the Council will not be able to meet any costs for anyone else travelling with them (although reasonable adjustments will be made for a disability, to include attendance of a Personal Assistant if/as required).

The Council's finance office will make a BACS payment.

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 the Human Resources team in relation to the application of this policy is final.

RELOCATION POLICY STATEMENT

The Council of the Isles of Scilly is committed to recruiting and retaining high quality employees to deliver its services. The Council recognises the particular financial problems that can be associated in relocation to the Isles of Scilly and is committed to assisting new employees of the Council with their move.

This scheme is available to assist the Council to recruit to hard-to-fill posts. The relevant Strategic Director or Chief Executive must approve this before an offer of employment is made. Employees may qualify for relocation expenses if their new post attracts it and relocating their main UK residence to the Isles of Scilly is essential. If an employee is relocating from outside the UK, relocation expenses will only be paid that are incurred from within the UK.

The purpose of this policy is to provide guidance on the financial support available to employees eligible for relocation expenses. The relocation package is not designed to cover every aspect of relocation.

The provisions in this policy closely follow the rules and guidance laid out by HM Revenue and Customs (HMRC). The categories of expenses and benefits that qualify for reimbursement closely follow the HMRC rules.

HM Revenue and Customs provide a partial tax and National Insurance Contributions exemption up to £8,000 for certain qualifying relocation expenses. Where the employee's spouse/partner is also taking up appointment in the Council and receiving assistance with the relocation, the Council will restrict the package in order that a maximum total package of £8,000 is provided in total between partners.

For temporary or fixed term appointments of less than 2 years, where relocation to the Isles of Scilly is essential, employees may be entitled to assistance on a pro rata basis. For example, a temporary 1-year contracted post will attract a relocation amount of £4,000.

Relocation expenses will be paid where the post attracts it and the post holder has to relocate from outside the Isles of Scilly, but still within the UK in order to take up employment with the Council.

Costs are paid directly by employees and are reimbursed through the Finance team. All expenditure must be approved by the employees line manager and meet the rules outlined in the policy.

The Council will reclaim the cost of any assistance provided under this policy if an employee leaves the Council's employment within a period of two years from the date of taking up their post. Reimbursement will be reduced on the following sliding scale to reflect the benefit obtained by the Council from the employee's service:

Leaving within: 6 months = 100% of relocation expenses claimed
12 months = 75% of relocation expenses claimed

18 months = 50% of relocation expenses claimed

24 months = 25 % of relocation expenses claimed

The Council will not reclaim relocation expenses where the Council terminates the employment, unless the termination is for reasons of discipline/misconduct.

Authorised signatories must approve posts which attract relocation expenses and identify this in the Recruitment Request Form (**Appendix 1**) prior to advertising. Approval will be required from the Chief Executive and Head of Human Resources for all relocation expenses to be applied to a post prior to the post being advertised. The job advert will individually identify the posts that qualify for relocation expenses.

There is a time limit on claiming relocation expenses. The expenses must be claimed within one year of the date of commencement of the post.

Employees will not be eligible to reclaim expenses until the agreement for a Repayment of Relocation Expenses Agreement has been signed (available from humanresources@scilly.gov.uk). All costs are directly paid by the employee and are then reimbursed following the completion of the appropriate claim form/s (available from humanresources@scilly.gov.uk). The exception is removal costs, which can be paid directly by the Council, where agreed by the line manager, following sight of two quotes. Only expenditure that is actually and necessarily incurred will be reimbursed.

It is the employee's responsibility to ensure that their expenditure claim is in line with the Relocation Policy Statement rules, in advance of making a financial commitment to relocation expenditure. Claims in respect of these allowances must be supported by appropriate statements/receipts and forwarded to for the line manager for approval. The line manager will ensure all claims are legitimate before approval of payment is granted. The Human Resources team will administer all payments and assist the line manager in ensuring costs are claimed within the timescale and that the total cost of each relocation package does not exceed the £8,000 limit (inclusive of VAT). The Finance team will process these payments following confirmation from HR, and receipt of appropriately authorised documentation and receipts.

The employee will determine the make-up of the relocation package however; the total cost **must not exceed £8,000 (Inclusive of VAT)** and must comply with qualifying categories set out below. It is the employee's responsibility ensure they claim their expenses within the relevant timescale.

CATEGORIES OF EXPENSES AND BENEFITS THAT QUALIFY FOR RELOCATION EXPENSES

Disposal or Intended Disposal of Property – (Sale)

- Legal fees or services connected with the disposal
- Legal fees or services connected with the redemption of a loan relating to the property. A loan relates to a property if it was raised to acquire the property, or if it was secured on the property.
- Penalties for redeeming a loan relating to the property
- Estate agent or auctioneer fees for services
- Advertising
- Disconnection of electricity, gas, water or phone services
- If the property is left empty awaiting disposal
 - Any rent paid of the period when the property is empty

- Insurance for the period
- Maintenance of the property during the period
- Preserving the security of the property during the period

The Council tax for the period is not permissible.

Acquisition of Property within the Isles of Scilly (Purchase)

- Legal expenses and services connected with the acquisition
- Legal expenses and services connected with any loan raised to acquire (the interest in) the property
- Procurement or arrangement fees connected with such a loan
- Mortgage indemnity premiums
- Survey or inspection of the property
- Stamp Duty
- Connection of electricity, gas, water and phone services

Transport of Belongings

This covers the physical removal of domestic belongings from the old residence to the new, and the costs of insuring them in transit. Domestic belongings can include household pets.

Removal includes:

- Packing and unpacking
- Temporary storage if a direct move from the old residence to the new is not made
- Taking down domestic fittings in the old residence if they are to be taken to the new residence, and re-attaching them on arrival there

The Council will pay the lower of two quotes for the removal of household effects to the Isles of Scilly. If an employee is relocating from another country, they may claim the cost of removing household effects from the UK to the Isles of Scilly.

Travel and Subsistence

The employee may be eligible for travel and subsistence up to a maximum of 4 trips:

- Preliminary visits to the new location, prior to taking up appointment of the post (applies also to the employee's immediate family)
- Travelling between the old home and the new work location
- Travelling between the new home and the old work location (where the house move takes place before the job transfer)
- Temporary living accommodation (See Temporary Living section below))
- Travelling between the old home and the temporary living accommodation
- Travelling from the old home to the new home when the move takes place (applies also to the employee's immediate family)

Where a child stays behind at the old location or is sent ahead to the new location in order to ensure continuity of education, relief may be available for the child's cost of travel and subsistence.

Subsistence is defined for the purposes of removals legislation as meaning 'temporary living accommodation'.

Temporary living accommodation

Temporary living accommodation applies where the employee intends to move to permanent accommodation to complete the relocation. So for an employee who lives in a hotel until the old home is sold and a new home purchased, or who moves into a rented house at the new location for the same reason, the hotel and rented property represent temporary living accommodation.

The Council does not provide council housing as part of the relocation package. Relocating Workers will be considered for council housing under the terms of the Council's Allocation Policy, in line with all other housing applicants.

Temporary private accommodation allowance comprises:

- The actual cost incurred, up to a maximum of £600 per month (Single Person)
- The actual cost incurred, up to a maximum of £900 per month (If employee's partner is residing in the accommodation with them)

The allowance is available for up to 12 months from the date the employee relocates to the Isles of Scilly. The payment of the temporary accommodation allowance will stop should any of the following circumstances occur;

- (a) The employee takes possession of a property they have bought in the Isles of Scilly
- (b) They take up a Service Tenancy from the Council of the Isles of Scilly or a local Housing Association
- (c) The total cost of the relocation package exceeds £8,000 (Inclusive of VAT)
- (d) After 12 months, if none of the above.

Bridging loans

Relief is available where:

- Bridging loan interest is reimbursed to the employee
 - The general conditions are that:
 - The employee, or
 - The employee and one or more members of the employee's family or household, or
 - One or more members of the employee's family or household
- a) disposes of an interest in the old home and acquires an interest in the new home
 - b) has to take out a loan to bridge the gap between the date when the interest in the new property is acquired and the date when the sale proceeds of the old property are available
 - c) uses the loan only to redeem loans relating to the old home or to acquire the new home. A loan relates to the old home if it was raised to acquire the property, or if it was secured on the property, and
 - d) the loan does not exceed the market value of the old home at the time the new home is acquired

Where the bridging loan is not provided or facilitated by the employer, and the condition at (a), (b) and (c) above are satisfied, the interest on the loan is an expense, which qualifies for exemption. If either of the conditions at (c) and (d) are not met the eligible interest is restricted to the amount that would be payable if the loan met both conditions.

CATEGORIES OF EXPENSES AND BENEFITS THAT DO NOT QUALIFY AS RELOCATION EXPENSES

Costs that do not qualify include:

- Reimbursement of Domestic Goods
- Mortgage or housing subsidies if the employee moves to a higher cost area
- Compensation paid for any loss on sale of the employee's home
- Interest payments for the mortgage on the employee's existing home
- Re-direction of mail
- Council Tax bills
- Gas, electricity and phone bills (only connection fees are permitted in this regard)
- Purchase of new school uniforms for employees' children
- Compensation for losses, such as:

- Having to give up a part-used season ticket
- Cost of joining a new sports or social club
- Penalty for giving insufficient notice of a child's withdrawal from school

This list is not exhaustive. The Chief Executive has the authority to reject claims, which do not fall under the categories of expenses detailed in this policy.

REMOTE AND HYBRID-WORKING APPOINTMENTS

Many positions in the council require the post-holder to attend Council premises every day for their work. However, some positions can be performed wholly or partly remotely (for example working from home), with attendance onsite on St Marys or the 'off-islands' being required on a regular basis, infrequently, or not at all. For example, the employee may live on Tresco, Bryher, St Agnes, St Martins, or the UK mainland.

Definitions:

Remote-working: The employee works entirely remotely, because the duties of the role do not require the employee to work at Council's premises.

Hybrid-working: The employee works mostly remotely, with the requirement for business travel to work at Council premises, as required for their role.

This section of the policy applies to all employees and workers who are appointed to work on a remote-working or hybrid working arrangement.

CONTRACTUAL PROVISIONS

Where an employee is remote-working or hybrid-working, the Council will record the normal place of work in their employment contract as:

- *"Your normal place of work is to work from home, or any other location within 25 miles that you can reach by land (no boats needed), and which the Council may reasonably require for the proper performance and exercise of your duties"*

In addition, the following clause will be added for hybrid-working:

- *"You may also be required to travel to any of the Council's sites on the Isles of Scilly for business purposes from time to time, to perform a task of limited duration or for a temporary purpose, as necessary for the performance of your role."*

In line with the [National Joint Council for Local Government Service National Agreement on Pay and Conditions of Service](#) (the "Green Book"), *"employees necessarily incurring additional expenses in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced"*.

On this basis, remote-working and hybrid-working employees will be expected to travel within 25 miles of their home before mileage and other costs of travel will be reimbursed. The exception to this is boating costs, which will be reimbursed as described in the "BUSINESS TRAVEL BETWEEN THE 'OFF-ISLANDS' AND ST MARYS" section on the next page of this policy.

BUSINESS TRAVEL AND COMMUTING FOR ALL EMPLOYEES AND WORKERS

Employees are entitled to tax relief for the full cost they are obliged to incur for business travel in the performance of their duties to and from a Temporary Workplace – as long as the journey is not ordinary commuting (to a Permanent Workplace) or private travel.

When a journey occurs to a Permanent Workplace, this will be ordinary commuting, and any reimbursement of travel expenses by the Council will incur tax liability as a P11D benefit-in-kind.

To adhere to the above HMRC criteria for tax relief for business travel to Temporary Workplaces, and thereby reduce tax liability for employees, the Council must ensure that:

- a) Employees do not spend more than 40% of their time working at a location that is not their normal place of work (for example a hybrid-working employee based on the off-islands or UK mainland, and who visits St Marys for work) to ensure that their work at the Isles of Scilly is for a [Limited Duration](#), and
- b) The purpose of each visit to the temporary workplace is for a [Temporary Purpose](#). Where a visit is self-contained (that is, arranged for a particular reason rather than as part of a series of visits to the same workplace for the continuation of a particular task) it is likely to be for a temporary purpose, and
- c) Travel is necessary on each occasion, to perform the duties of their role. The travel must be an objective requirement of the duties of their employment.

For fixed term posts of less than 2 years in duration, rules (a) and (b) above do not apply.

The Council will also ensure that business travel is kept to a minimum for environmental and cost purposes:

- Business travel to the mainland or to the ‘off-islands’ (Tresco, Bryher, St Agnes, St Martins) by employees residing on St Marys must be justified by a genuine business reason, and approved by the employee’s line manager in advance.
- Likewise, business travel to St Marys by employees residing on the ‘off-islands’ (Tresco, Bryher, St Agnes, St Martins) or the UK mainland must be justified by a genuine business reason, and approved by the employee’s line manager in advance.

Please note: For roles where an employee residing on the off-islands or the UK mainland attends work in-person on St Marys island/the off-islands in a way that is frequent, follows a pattern, and/or is for all or almost all of the period for which they hold or are likely to hold employment, this is likely to be considered ‘regular’ attendance at a Permanent Workplace by HMRC and travel expenses may become taxable as a P11D benefit-in-kind.

BUSINESS TRAVEL BETWEEN THE ‘OFF-ISLANDS’ AND ST MARYS

Any business travel (for remote-working, hybrid-working, or any other employees) between the ‘off-islands’ (Tresco, Bryher, St Martins, St Agnes) and St Marys island must be booked in line with the Council’s Inter-Island boating procedure, which is as follows:

- All inter-island travel must, where possible, be on scheduled boats and meetings arranged around these times.

- To use scheduled Tresco Boats and St Agnes Boating, travel can be simply put on account onboard.
- For St Marys Boatman's Association please email interislandboating@scilly.gov.uk to arrange collection of tickets held at the Wesleyan Chapel so numbers/departments allocation can be recorded. If this is not possible on both the outward and return journey and a special is required, please email interislandboating@scilly.gov.uk to arrange the travel.

BUSINESS TRAVEL BETWEEN THE ISLES OF SCILLY AND THE UK MAINLAND

Business travel between the UK mainland and the Isles of Scilly must be booked via the Council's travel booking system (which has been negotiated to provide a percentage discount on retail prices).

Employees must also use any preferred accommodation providers in place at the Council, in order to reduce the cost of accommodation.

Please see the **Pay Policy Statement** for further details of allowable expenses and subsistence payments.

DATA PROTECTION

The Council processes personal data collected during the recruitment process in accordance with the Data Protection Policy.

POLICY MONITORING

The Council will monitor the application of this policy and has discretion to review it at any time through the appropriate consultation mechanisms.

Responsibility for the implementation, monitoring and development of this policy lies with the Head of Human Resources. Day to day operation of the policy is the responsibility of line managers, and the Human Resources team, who will together ensure that this policy is adhered to.

RESOLVING PROBLEMS

If you have any concerns about this policy please speak to the Human Resources team in the first instance, who will work with you to resolve any issues.

APPENDIX 1: RECRUITMENT REQUEST FORM



COUNCIL OF THE ISLES OF SCILLY

RECRUITMENT REQUEST FORM

| DETAILS OF POST | | | |
|---|--|--|--|
| Business Unit: | | | |
| Section: | | Location of post: | |
| Line manager: | | | |
| Post title: | | | |
| Status: Permanent / Temporary | | 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 / External | | | |
| Eligible for Relocation Expenses? Yes No | | | |
| 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 (to confirm funding a budget) | | Date | |
| Senior Manager Approval | | Date | |
| Corporate Leadership Team decision Approved / Not Approved (Delete as necessary) Signed | | Date | |
| HR use: Post advertised <input type="checkbox"/> | | | |

APPENDIX 2: JOB DESCRIPTION AND PERSON SPECIFICATION (ROLE PROFILE) TEMPLATE

JOB DESCRIPTION

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the job.

| | | | |
|---------------------------|---|-----------------|----------------|
| Job Title: | | | |
| Job Family: | | Salary Grade: | |
| Service: | | | |
| Political Restriction: | This position is [not] politically restricted. | | |
| Primary work location(s): | insert main location(s) where the employee will be working | | |
| Working hours: | XX hours per week | Standby duties: | Insert details |
| Working pattern | Insert pattern, e.g. Mon – Fri, 09:00 – 17:00, 30 mins lunchbreak | | |
| Managed by: | insert manager job title | | |
| Line manager for: | insert job titles reporting directly to this position | | |
| Financial accountability | Enter budget management information | | |
| Date last reviewed: | insert date last updated | | |
| Approved by (Director): | Insert director name | | |

ROLE PURPOSE:

Short paragraph (3-4 sentences) summarising the contribution of the role to the Council. It answers the question 'why does this role exist?'

ACCOUNTABILITIES:

This focuses on outcomes/outputs of the work, what a role there to achieve, rather than a list of tasks.

Each takes the format: **Action verb**, *object of action*, outcome. e.g.

- **Manage** the performance of a team in line with council policy to ensure outstanding quality service for customers.

These action verbs might be useful in framing the accountabilities:

| Policy | Management | Specialist | Operational | General |
|---|---|--|---|---|
| Approve Define Determine Develop Establish Plan Prepare | Achieve Assess Ensure Identify Implement Improve Maintain Monitor Review Supervise | Analyse Appraise Enable Forecast Interpret Justify Propose Recommend Support | Check Collate Distribute Issue Obtain Operate Provide Submit Supply | Administer Assist Control Coordinate Liaise |

(Usually no more than 10 areas of accountability per role)

Area of accountability 1

- **Action verb**, *object of action*, outcome
- **Action verb**, *object of action*, outcome
- **Action verb**, *object of action*, outcome

Area of accountability 2

- **Action verb**, *object of action*, outcome
- **Action verb**, *object of action*, outcome
- **Action verb**, *object of action*, outcome

Line Management (standard section for anyone with line management of staff)

- Recruitment and selection of candidates for vacant roles in your team in line with council procedures to ensure high quality intake of staff in the appropriate numbers
- Manage the performance and development of your team in line with council procedures to achieve effective performance against their job description accountabilities.
- Manage attendance and wellbeing of your team in line with council procedures to maximise wellbeing and attendance levels.
- Manage conduct issues in your team in line with council procedures, to ensure a positive work culture and adherence to legislative, regulatory and policy requirements.
- Handle grievances and complaints from your team promptly and empathetically, to ensure satisfactory resolution of employee concerns.

Other duties

- Any other duties as may reasonably be required, including tasks performed at a lower grade or within other services teams, to support the operations of the wider Council.

WORKING CONDITIONS

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

HEALTH & SAFETY AT WORK

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within the Council's Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

POTENTIAL HAZARDS & RISKS

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

| | |
|--|--|
| <input type="checkbox"/> Significant use of computers (display screen equipment) | <input type="checkbox"/> Driving HGV or LGV for work |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. driving own private vehicle or CIOS vehicle) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis | <input type="checkbox"/> Restricted postural change – prolonged sitting |
| <input type="checkbox"/> Lone working on a regular basis | <input type="checkbox"/> Restricted postural change – prolonged standing |
| <input type="checkbox"/> Night work | <input type="checkbox"/> Regular/ repetitive bending / squatting / kneeling / crouching |
| <input type="checkbox"/> Rotating shift work | <input type="checkbox"/> Working on/ or near a road |
| <input type="checkbox"/> Manual cleaning/ domestic duties | <input type="checkbox"/> Regular work outdoors |
| <input type="checkbox"/> Undertaking repetitive tasks | <input type="checkbox"/> Continual telephone use |
| <input type="checkbox"/> Work with children or vulnerable adults | <input type="checkbox"/> Provision of personal care on a regular basis |
| <input type="checkbox"/> Working with challenging behaviours | <input type="checkbox"/> Potential exposure to blood or bodily fluids |
| <input type="checkbox"/> Work involving food handling | <input type="checkbox"/> Face-to-face contact with the general public |
| <input type="checkbox"/> Regular work with skin irritants/ allergens | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks | <input type="checkbox"/> Work requiring hearing protection (exposure to high noise levels) |
| <input type="checkbox"/> Work with waste, refuse | <input type="checkbox"/> Work with vibrating tools/ machinery |
| <input type="checkbox"/> Other (please specify): | |

Safety Critical roles

Is this role classified as a 'Safety Critical' role, under the Alcohol and Drugs Policy?

YES ☐ NO ☐

Please use the following definition from the Alcohol and Drugs policy for reference purposes:
“4.1 Safety-critical – tasks or job roles where the staff member is exposed to situations where there is risk of harm to themselves or others. This includes, but is not limited to:

- *Working in a high-risk environment such as:*
 - *Working at height*
 - *Working in extreme heat or cold*
 - *Supervising work in these environments*
- *Carrying out high-risk activities, such as:*
 - *Driving*
 - *Operating Machinery*
 - *Supervising high-risk activities*
- *Working with vulnerable adults and/or children, due to the safety and safeguarding risks involved with this work.*
- *Management of the safety-critical activities”*

PERSON SPECIFICATION

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

| KNOWLEDGE, SKILLS AND EXPERIENCE | Essential /desirable | Assessment Method |
|--|----------------------|-------------------|
| Able to speak fluent English | Essential | I |
| Good written communication skills in English | Essential | A / T |
| Good verbal communication skills | Essential | I / P |
| Good working knowledge of Microsoft Outlook, WORD, EXCEL, Teams and Powerpoint | Essential | A / I / T |
| Insert qualifications (one line for each) | | |
| Insert skills (one line for each) | | |
| Insert experience (one line for each) | | |

| BEHAVIOURS/VALUES | Essential /desirable | Assessment Method |
|---------------------------------------|----------------------|-------------------|
| Insert behaviours (one line for each) | | |
| Insert values (one line for each) | | |
| Calmness under pressure | | I |
| Adaptability to change | | I |

| | | |
|--------------|--|---|
| Team-working | | I |
|--------------|--|---|

| OTHER REQUIREMENTS | Essential /desirable | Assessment Method |
|---|----------------------|--------------------|
| Availability to work INSERT WORKING HOURS at WORK LOCATION , including INSERT STANDBY/ON CALL DUTIES | Essential | A / I |
| Own transport (full driving license and access to a vehicle) | Essential | I / Pre-employment |
| Basic / Standard / Enhanced DBS Check (plus adults/childrens barred list(s)) | Essential | Pre-employment |
| 2 Satisfactory references | Essential | Pre-employment |
| Right to work in the UK | Essential | Pre-employment |

APPENDIX 3: SHORTLISTING FORM

Shortlist criteria

Post Title: **Insert job title**

*Please score as follows:

- 2** - Candidate meets requirements
- 1** - Candidate is borderline on meeting requirements
- 0** - Candidate clearly does not meet requirements

| CRITERIA | CLASSIFICATION OF REQUIREMENTS | | Candidates Score* | | |
|---|--------------------------------|-----------|-------------------|---|---|
| | ESSENTIAL | Desirable | A | B | C |
| Insert from Person Spec, only those criteria to be assessed from the application form | ✓ | | | | |
| | ✓ | | | | |
| | ✓ | | | | |
| | | ✓ | | | |
| | | ✓ | | | |
| TOTAL SCORES | | | | | |

Shortlisting Manager's Signature.....

APPENDIX 4: INTERVIEW FORMAT TEMPLATE

Interview Template

| | |
|--------------------|----|
| Candidate name: | |
| Role: | |
| Team/location: | |
| Version | v1 |
| Interviewer names: | |
| Date: | |

Please note that candidates can request a copy of the notes taken during their interview.

Before the interview

- Check the candidate's employment history for unexplained gaps, and be ready to ask about these, to ensure a full history is taken.
- Check the application form for disclosures relating to criminal convictions and ensure that these are discussed with the candidate
- If interviewing face-to-face, try to avoid interviewing over a desk/table (too formal), make sure the room is tidy and clear, and all can be comfortably seated.
- If the candidate is disabled ensure appropriate reasonable adjustments are in place. Have a glass of water ready for the interviewee if in-person.
- If interviewing via video conference, make sure the interviewee can hear and see you properly before beginning the interview.
- Make sure your phone is switched off/on silent and you will not be interrupted.
- Smile. A warm welcome will help to set the candidate at ease/feel less nervous.

Welcome

Welcome the candidate "Thank you for coming along today".

Introduce yourself and your role.

Build rapport and put the candidate at ease - e.g. ask how they are, did they find the building/meeting link OK etc.

The interview today is to find out more about your skills and experience in relation to the role of **ROLE TITLE**. The interview will last between 30 - 45 minutes and we will take notes of your answers,

In some of the questions we will ask you about recent situations you have experienced, please feel free to take your time to answer, there is no rush to answer any of the questions.

We'll leave time at the end for you to ask questions.

Do you have any questions before we begin the interview?

NON-SCORING INTRODUCTORY QUESTIONS: General understanding of current role/employment history

Q. [Decide which employments are most relevant to ask about and focus on those]
Could you describe the nature of your role at **INSERT EMPLOYER NAME**?

Q. Reason for leaving your current/previous employment?

Q. Explore any previous roles relevant to the position

SELECTION CRITERIA 1: Pre-interview research and motivation for the role

Q. What attracts you to the Council, and to this role particularly?

| | |
|--------|---|
| Probes | Where would you like to see yourself going in terms of your career? How do you see this role fitting into your career plans? What more do you know about the Council/name of service ? |
|--------|---|

0
Not met

2
Partially met

3
Mostly met

4
Fully met

SELECTION CRITERIA 2: **INSERT FROM PERSON SPECIFICATION**

Q. **INSERT QUESTION**

| | |
|--------|--|
| Probes | Insert 1st probe question Insert 2nd probe question |
|--------|--|

| | | | |
|--------------|---------------------------|-----------------|----------------|
| | Insert 3rd probe question | | |
| | | | |
| 0 Not met | 2 Partially met | 3 Mostly met | 4 Fully met |

| | | | |
|---|---|-----------------|----------------|
| SELECTION CRITERIA 3: INSERT FROM PERSON SPECIFICATION | | | |
| Q. INSERT QUESTION | | | |
| Probes | Insert 1st probe question Insert 2nd probe question Insert 3rd probe question | | |
| | | | |
| 0 Not met | 2 Partially met | 3 Mostly met | 4 Fully met |

| | | | |
|---|---|--|--|
| SELECTION CRITERIA 4: INSERT FROM PERSON SPECIFICATION | | | |
| Q. INSERT QUESTION | | | |
| Probes | Insert 1st probe question Insert 2nd probe question Insert 3rd probe question | | |
| | | | |

| | | | |
|---------------------|---------------------------|------------------------|-----------------------|
| | | | |
| 0 Not met | 2 Partially met | 3 Mostly met | 4 Fully met |

| | | | |
|---|---|------------------------|-----------------------|
| SELECTION CRITERIA 5: INSERT FROM PERSON SPECIFICATION | | | |
| Q. INSERT QUESTION | | | |
| Probes | Insert 1st probe question Insert 2nd probe question Insert 3rd probe question | | |
| | | | |
| 0 Not met | 2 Partially met | 3 Mostly met | 4 Fully met |

| | |
|--|--|
| Explore employment plans | |
| Q. How many hours are you looking for? | |
| Q. The hours of this role are [INSERT HOURS e.g. SHIFT WORK or MON-FRI 9-5] would this be suitable for you? What are your preferences in terms of flexible working? | |
| Q. The workbase for this role is likely to be LOCATION/HOME , and we would want to met on a weekly/monthly basis as a team in LOCATION – would that work for you? Are there any adjustments you might look for around that? (If the person will need to relocate, you can ask about what relocation support might be useful for them) | |
| Q. If successful when would you be available to start? | |

| | |
|--|--|
| Q. Do you have any holidays already booked in the next 3 months? | |
|--|--|

| | |
|---|--|
| Closing | |
| Tell the candidate about the Council - structure, size, functions etc. | |
| Explain more about the role and it's responsibilities, including the challenges and opportunities. | |
| Highlight the pay and benefits of the role. | |
| Inform them about the induction, training and support provided in relation to the role | |
| "I've asked all the questions I want to, is there anything you would like to add? Or are there any questions you would like to ask me?" | |
| Explain next steps in the recruitment process | |
| Let the candidate know when they will be notified of the outcome | |
| Thank you for attending today, it has been a pleasure to meet you. | |

| | |
|--|-----------------|
| After the interview | |
| Evaluate your notes | |
| Add a rating for each question | |
| Calculate the final score by adding all the ratings together, and enter this below. | |
| Interviewed candidates may request verbal feedback or a copy of their interview notes, so you should ensure that your notes are detailed enough to enable you to prepare feedback such as their strengths and areas for development. | |
| Overall Score: | |
| Appoint Yes/no | Reasons: |
| | |

