



# **Recruitment and Selection Policy**

February 2021

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<b>Pandemic</b>	
<p>In response to a pandemic all Council employees are expected to follow the social distancing and public health guidelines published by the Government and by the Council in order that the highest level of Health and Safety working practices are met.</p> <p>Wherever possible, meetings should be held virtually either by video call or by telephone to avoid face to face contact. It is recognised that this is not possible or practical for every situation and therefore meetings should be held with only essential members present and social distancing and personal hygiene measures such as regular hand washing, use of hand sanitiser and surface cleaning at the front of mind.</p> <p>Pandemic Risk Assessments must be followed at all times and any issues raised immediately with an appropriate line manager</p>	
<b>1.</b>	<b>Policy Statement of Intent</b>
1.1	Wyre Council needs to be able to attract and retain high calibre employees. To achieve this, it is the Council's policy to ensure that its recruitment process results in the selection of the most suitable applicant for the job in respect of competence, experience and qualifications. The Council is committed to a fair, open and transparent recruitment process.
1.2	Wyre Council fully supports the rights and opportunities of all people to seek and hold employment without discrimination.
1.3	The Council is also committed to ensuring that every person who applies for a job (whether internal or external) must be considered on his/her ability against fair and consistent criteria, which relates solely to the job requirements, insofar as this is compatible with the Council's policies on re-deployment of current employees.
<b>2.</b>	<b>Principles</b>
2.1	All Wyre Council recruitment and selection activity is based on principles of equal opportunity, objectivity and fairness. All applicants will be treated consistently regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
2.2	The Council will operate this policy in accordance with the following principles:- <ul style="list-style-type: none"> <li>• Council recruitment and selection procedures are designed to comply with relevant legislation and appropriate codes of practice</li> </ul>

	<ul style="list-style-type: none"> <li>• We value diversity and encourage applications from all groups in society</li> <li>• We operate flexible working arrangements which take into account personal circumstances wherever possible</li> <li>• Training will be provided for staff in recruitment and selection processes and they will be made aware of their obligations in respect of equal opportunities</li> <li>• Vacancies will be defined in a non-discriminatory and objective manner through a carefully drafted job description and person specification.</li> <li>• All vacancies will be open to internal candidates, including active seasonals and volunteers.</li> <li>• Vacancies advertised internally will be open to Council volunteers should they wish to apply.</li> <li>• All applicants will have access to comprehensive information to enable them to assess their own suitability for advertised vacancies</li> <li>• We will use fair and objective selection methods to assess the suitability of candidates for advertised vacancies</li> <li>• We will reimburse reasonable expenses for candidates attending selection events where they are travelling from outside the borough and are required to attend in person by the council.</li> <li>• We will monitor and review the effectiveness of our recruitment and selection policy and procedures, particularly in relation to equal opportunities.</li> </ul>
<b>3.</b>	<b>The Recruitment Selection Process</b>
3.1	This policy should be read in conjunction with the <b>Recruitment and Selection Guidelines – Managers’ Handbook</b> available on the Council Intranet, which contains details of the process and a full explanation of all the stages. Recruiting Managers should follow the process outlined in the Handbook seeking support and guidance from Human Resources where necessary.
<b>4.</b>	<b>Responsibilities</b>
4.1	<p>The Council has certain legal responsibilities in relation to discrimination and other matters which are prescribed under the following legislation:</p> <ul style="list-style-type: none"> <li>– Equality Act 2010</li> <li>– Asylum and Immigration Act 1996</li> <li>– Data Protection Act 2018</li> <li>– The Local Government and Housing Act 1989</li> <li>– The Rehabilitation of Offenders Act 1974</li> </ul>

	In addition, the Council is morally obligated to ensure fair and consistent treatment in all areas of its responsibilities, and aims to achieve this through the Equal Opportunities Policy and related policies and procedures.
4.2	<b>Human Resources</b>
	<p>The Head of Business Support will be responsible for the consistent implementation of the Council's policy on recruitment and selection through the provision of advice and by monitoring compliance.</p> <p>This policy and The Recruitment and Selection Guidelines - Managers' Handbook will reviewed to ensure compliance with legislation and best practice.</p> <p>Appropriate training will be given to all employees involved in the recruitment process in order to ensure that employees fully understand the Council's and their own responsibilities. Changes in legislation, procedures and their implications will be conveyed to employees as and when they occur.</p> <p>Human Resources will undertake recruitment and selection monitoring and will report on and publish the findings as appropriate.</p> <p>Human Resources will retain records of all recruitment interviews for six months after the appointment is made.</p>
4.3	<b>Directors and Managers</b>
	<p>Directors and Managers have a particular responsibility to ensure a recruitment process which is free from discrimination and applied fairly and consistently in the work areas of which they are responsible. Prompt action should be taken to stop any discriminatory activity as soon as it is identified.</p> <p>Directors and Managers have a responsibility to ensure that:</p> <ul style="list-style-type: none"> <li>• They attend the recruitment and selection training provided by the Council at the earliest opportunity upon joining the Council or before any involvement in Recruitment and Selection activities.</li> <li>• Job descriptions and Persons Specifications are regularly reviewed and kept up to date.</li> <li>• They are fully involved with the design of an advertisement and authorise the final draft with Human Resources. To maximise the benefits to be gained advertisements will predominantly go on-line. However, other advertising media will be considered appropriate to the position.</li> <li>• All necessary paperwork is completed and returned to Human Resources.</li> <li>• They provide feedback when asked to people not selected for an interview.</li> <li>• An interview panel is arranged with appropriate staff representation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Short listing/interviewing is conducted in a consistent manner, giving constant consideration to equal opportunities and best practice as outlined in the Managers' Handbook.</li> <li>• Any offer of employment is made subject to receipt of satisfactory references, health clearance, eligibility to work in the UK and where required a disclosure from the Disclosure Barring Service.</li> <li>• They give feedback as and when required to unsuccessful applicants.</li> </ul>
<b>5.</b>	<b>Equal Opportunities</b>
5.1	As an Equal Opportunities Employer it is vital that no discrimination occurs. All those involved in the recruitment and selection process must be familiar with the Council's Equal Opportunity Policy and should attend a Recruitment and Selection training session.
5.2	Selection procedures must be reviewed regularly to ensure that successful applicants are selected based on their merits and abilities.
5.3	Selection procedures, including the advert and interview questions must not be in any way discriminatory.
5.4	Where possible a diverse panel should be utilised.
5.5	The venue for the interview should be suitable for disabled applicants and where appropriate, reasonable adjustments should be made to ensure their consideration for the job is not hindered in any way.
5.6	An Equal Opportunities statement and Ethnic Monitoring Form is made available to all applicants as part of the application process.
<b>6.</b>	<b>Equality Impact Assessment and Monitoring</b>
6.1	The operation of this policy will be monitored for its impact on different staff groups in line with the Equality Act 2010. This will enable the Council to assess whether any differences have an adverse impact on a particular group, such that further action would be required.
<b>7.</b>	<b>Data Protection</b>
7.1	In implementing this policy, the Council will ensure that any personal data relating to the application of this policy will be obtained, processed and destroyed in line with Data Protection requirements.