

# Recruitment & Selection Policy

This document is recommended for adoption by School Governing Bodies, subject to suitable amendment.

## Document Control

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## 1. Introduction

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The Recruitment and Selection Policy outlines Bury Council's policy and approach to the recruitment and selection of all employees to the Council. This includes external and internal appointments, transfers, fixed term contracts, external expertise, and senior recruitment.

This policy should be read in conjunction with the Recruitment and Selection Guidance.

All recruitment should be carried out in accordance with the Council's approval process.

## 2. Aims

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The Council's aim is to ensure that all appointments are made in a fair and consistent manner. No bias should be shown at any part of the procedure and full regard will be given to all legal requirements throughout the recruitment process, including employment law, equalities legislation and GDPR. The recruitment and selection process aims to promote equal opportunities and a positive image of the Council.

A skilled, diverse, efficient, and effective workforce is crucial to the Council's success in delivering excellent quality services. Therefore, the Council aims to attract, appoint, and retain the best candidates for jobs, and build a high-quality workforce that will achieve the objectives of the Council.

Efficient and effective recruitment should minimise the use and cost of engaging temporary Agency workers and consultancy spend

All services are required to follow the policy and recruitment procedure to achieve consistency of practice across the Council.

Although a candidate may be rejected for an appointment, it is important that they retain a favourable impression of the Council. It is essential that a high-quality recruitment experience provides a high standard of customer care and treats all applicants with dignity and respect.

## 3. Scope

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This policy is for Bury Council employees. It is recommended for adoption by School Governing Bodies, subject to suitable amendment.

## 4. Responsibilities

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- 4.1 **Recruiting managers** are responsible for the oversight of each recruitment campaign and ensuring all recruitment is carried out in accordance with the recruitment and selection policy and guidance.

- 4.2 **The Human Resources (HR) Service** will provide support and professional advice at all stages of the process. HR are also responsible for the administration of pre-employment checks and contractual documentation, arranging suitable guidance for recruiters and selectors, monitoring the implementation of the policy and procedure across the Council.
- 4.3 **Chief Officers and Heads of Service** are responsible for ensuring that the policy and procedure is fully implemented in their departments and that those involved in recruitment have received the required guidance/training. Chief Officers and Heads of Service are also responsible for taking appropriate action regarding complaints made in connection with recruitment and selection, in line with the Council's Complaints procedure.
- 4.4 All parties involved in any aspect of the recruitment and selection of employees have a duty to act fairly and appropriately.

## 5. Types of Recruitment

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### 5.1 Supported Employment

- 5.1.1 Bury Council aims to provide support and employment opportunities to assist people to find and sustain work that they can, and more importantly, want to do.

The Council has a specific *Supported Employment Offer* which identifies a range of opportunities and initiatives to support individuals to access work experience and paid employment with the Council. The *Supported Employment Offer* is open to all members of the community, but recognises the following groups which require particular consideration and support

- Young people
- People with disabilities
- Children in care/care leavers
- Veterans
- Communities Experiencing Racial Inequality

- 5.1.2 The Council's approach is based on identifying creative and meaningful options which will assist people to improve their employability and support them to independently sustain employment. Wherever possible, The Council will take a personalised approach, understanding that every member of our community has their own unique skills, talents, needs and aspirations. The Council intends to empower people to achieve their ambitions and reach their potential.

- 5.1.3 The Council's *Supported Employment Offer* includes:

- Apprenticeships
- Work experience placements
- Supported work experience placements
- Supported internships

5.1.4 More information is available from the HR Service.

## 5.2 **Permanent Appointments**

A permanent appointment refers to the continued employment of an individual, with no defined or expected end-date. The continuation of this contract of employment is subject to the passing of a probationary period and ongoing satisfactory performance. When recruiting on this basis, the process outlined in section 7 should be followed.

## 5.3 **Fixed Term Contracts**

5.3.1 Fixed term contracts will normally be used in the following instances:

- When it is linked to specific funding and will end when the funding ceases
- When it is to cover a peak in workload and will last for a specified period of time or on a specified end date
- When it will end when a specified piece of work, task or project has been completed
- When it will end on the occurrence or non-occurrence of a specified event i.e., return of a substantive postholder from maternity leave

5.3.2 When recruiting on this basis, the process outlined in section 7 should be followed.

5.3.3 Adverts and contractual documentation, must outline the reason for the temporary appointment and also the expected end date.

5.3.4 Please refer to the Fixed term contract policy - Bury Council Intranet for further information or contact the HR Service.

## 5.4 **External Expertise including Agency, Consultants & IR35 Workers**

5.4.1 Where it has been agreed that there is a need for a temporary resource, which cannot be filled internally, this appointment should not ordinarily exceed 12 months.

5.4.2 If the requirement for this resource exceeds 12 months, there will normally be an expectation that approval is sought to fill the position on a permanent or fixed term basis.

5.4.3 Please refer to the Guidance for Appointing External Expertise or contact HR for further information.

## 5.5 **Senior Recruitment**

Senior recruitment refers to Chief Officers and Deputy Chief Officers. Recruitment at this level is overseen by the Employment Panel and the rules around the process are set out in the Council's Constitution.

Further information is available from the HR Service.

## 6. Employment Legislation

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### 6.1 Politically Restricted Posts

- 6.1.1 The council must maintain and report on the number of posts which are 'politically restricted'.
- 6.1.2 Employees in politically restricted posts are prevented in having any active political role either in or outside of work.
- 6.1.3 Politically restricted posts fall into two categories: 'specified posts' and 'sensitive posts'. Employees in "Specified Posts" are politically restricted without rights of appeal for exemption to the local authority's standards committee. Employees in "Sensitive Posts" can appeal to the local standards committee to be exempted from the list, on the grounds that Bury Council has wrongly applied the criteria.
- 6.1.4 Please refer to the Politically Restricted Posts Guidance, including a full list of posts to which this criteria applies. For further support please visit [Politically restricted posts - Bury Council Intranet](#) or contact the HR Service.

### 6.2 General Data Protection Regulation

- 6.2.1 The Council will only seek to obtain information which is relevant to the recruitment and selection exercise.
- 6.2.2 Individuals will be informed, when submitting an application that the information collected is for recruitment, equality and diversity monitoring purposes and to meet other statutory requirements such as the right to work. Equality data will be retained for monitoring purposes only.
- 6.2.3 Applicants will be informed that their information may be shared internally for the purposes of the recruitment exercise. This includes members of HR and the recruitment selection panel. The data may be shared with external third parties if a specialist or expert is participating in the recruitment selection process, such parties who will be expected to comply with the Council's GDPR policies.
- 6.2.4 The security of an applicant's data is taken seriously. The data of appointed candidates will be held on their personal file for the duration of the employment with the Council and in line with the Council's data retention period. Recruitment papers for unsuccessful candidates will be retained for six months after the conclusion of the recruitment process.
- 6.2.5 Further information can be found in the Council's HR Privacy Notice.

### 6.3 Equality Act

- 6.3.1 The Council will ensure that people from all sections of the community have genuine equal opportunities to gain employment with the Council

in all its service areas and, if employed, to progress within the Council. Job applicants will be required to complete an Equalities Monitoring Form to enable HR to keep equalities monitoring data and make reasonable adjustments for applicants. Recruiting managers will not see these forms.

- 6.3.2 The Council seeks to employ on merit, a workforce which reflects the diverse community at large because the individual contribution of people irrespective of their age, disability, sex, gender reassignment, marriage or civil partnership, race, religion or belief, carers, sexual orientation, pregnancy and maternity, military veterans, socio-economically vulnerable and our looked after children and care leavers.
- 6.3.3 This policy aims to provide a framework within which managers can objectively set and assess the skills, abilities, knowledge, experience, or other valid job-related criteria for each post. This objective approach helps to eliminate bias and enables selectors to appoint the most suitable candidate for a post.
- 6.3.4 Positive Action will be taken where it is appropriate to build a workforce representative of the community.

#### **6.4 Rehabilitation of Offenders Act 1974**

- 6.4.1 It is unlawful for a candidate's previous criminal conviction(s) (once spent) to be considered for recruitment/promotion purposes other than in respect of appointments to specific posts outlined in the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 1986).
- 6.4.2 In respect of such posts, convictions which would otherwise be spent under the terms of the Rehabilitation of Offenders Act 1974 may be considered in deciding whether to engage an applicant. Information must be kept in strict confidence and due consideration should be given to the reason, date, repetitiveness of any conviction in relation to the post for which they have applied.
- 6.4.3 For further information please refer to the supporting Rehabilitation of Offenders Act guidance <http://intranet/index.aspx?articleid=12599> or contact HR.

#### **6.5 Keeping children safe in education**

When recruiting employees who will work with children under the age of eighteen based in Schools and Colleges, this must be carried out in accordance with the statutory guidance 'Keeping Children Safe in Education'. Please refer to the latest guidance on the Government website [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/guidance/keeping-children-safe-in-education)

## 7. The Process of Recruitment and Selection

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7.1 Whenever an established position falls vacant, the Chief Executive shall make all necessary arrangements for the filling of the position in accordance with procedures determined by the Council from time to time.

7.2 Before recruiting for a new employee, any employees who are seeking redeployment or who require suitable alternative employment as part of a management of change process should be considered. Managers should always consider whether replacing the role is the best option or whether they could consider maximising the skills and experience of the existing workforce.

7.3 The process for recruiting and selecting employees (permanent/fixed term) comprises of the following stages.

- Analyse the vacancy and update the job description and person specification if required
- Obtain authorisation for Job Evaluation (if substantial changes are required)
- Consider if a secondment or Fixed term contract is a suitable option
- Obtain the relevant approval to recruit
- Advertise the post in line with the redeployment procedure.
- Advertise the post internal/external.
- Prepare the assessment process.
- Select the assessment panel.
- Shortlist suitable candidates to be assessed.
- Send out assessment invites.
- Conduct interviews/assessments.
- Make decision and provide evidence to support it.
- Manager makes verbal offer to the successful candidate.
- Send out offer pack.
- Send out reject letters.
- Respond to any requests for feedback.
- Seek references and other pre-employment checks
- Agree start date.
- Contracts issued

### 7.4 Advertising the post

7.4.1. All posts will be advertised to redeployees first and will then be advertised more widely if necessary. Hiring manager should make the determination whether to advertise the post internally, externally, or both internally and externally, subject to appropriate approvals.

7.4.2 It may be appropriate to advertise all jobs internally during a period of change management if several staff are at risk of being made surplus at their current grade.

7.4.3 All posts which are advertised externally will be placed on Greater.Jobs which provide a mechanism whereby candidates can make their application.

7.4.4 Adverts can also be advertised on external websites if appropriate.

## 7.5 **Selection process:**

7.5.1 Any and all appointments will be subject to a formal assessment process which may include a competency based interview or working interview for example.

7.5.2 Managers will receive guidance on how to shortlist, plan assessments (including interviews), frame questions, conduct interviews and evaluate candidate performance and all selection processes should be undertaken in a manner consistent with this process.

7.5.3 It is essential that, insofar as is possible, a diverse group of individuals are involved as part of the selection process and / or interview panel.

7.5.4 The Council will guarantee an interview for the following who meet all essential criteria:

- Disabled people
- Looked after children
- Armed forces personnel including reservist and veterans
- Carers of adults or disabled children

## 8. **Offers of Appointment**

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Offers of Appointment must be made subject to the individual's entitlement to work in the UK, medical clearance and, where appropriate, a DBS check.

If an employee of the Council is promoted or transfers to another position, they shall be notified of their appointment and the effective date, which shall not normally be later than 28 days after the date of interview, unless the normal notice period is required. Employees moving into a new position at a higher grade will commence their role at the lowest SCP for the Grade. Employees may still be subject to some pre-employment checks, depending on the requirements of the role.

## 9. **Pre-employment Checks**

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The Council will comply with legislation when completing checks on candidates prior to employment.

### 9.1 **Right to Work:**

All applicants will be asked to provide the necessary documents to provide evidence of their right to work in the UK.

The Council welcomes applications from candidates who live outside of the UK and do not have the right to work in the UK without an appropriate Visa.

The process of appointment for overseas candidates is longer than those with the right to work in the UK, due to the requirement for a certificate of sponsorship and subsequent visa application by the candidate.

For more information relating to recruiting candidates from overseas, please contact HR.

## 9.2 **References**

References should be sought to validate at least three years of previous employment and/or education. Ideally references would cover two employers (where possible), one of which would be their present or last employer. Following a reference being obtained, it is the responsibility of the manager to contact the referees and validate their accuracy.

## 9.3 **Disclosure and Barring Service (DBS) checks:**

9.3.1 DBS checks will be carried out for employees who are offered roles which will involve working in close proximity to children and vulnerable adults. The roles which are checked will be in accordance with the current government guidance.

9.3.2 There are varying types of DBS checks which can be required, dependent upon the role the employee is in. The types of check are as follows:

- Basic check, which shows unspent convictions and conditional cautions
- Enhanced check, which shows the same as a basic check plus any information held by local police that's considered relevant to the role
- Enhanced check with a check of the barred lists, which shows the same as an enhanced check plus whether the applicant is on the adults' barred list, children's barred list or both

9.3.4 More information can be accessed via the Government's DBS eligibility tool at <https://www.gov.uk/find-out-dbs-check>. If you require further advice please contact HR.

9.3.5 New starters should not normally be given an agreed start date without the appropriate DBS clearance in place. Only in exceptional circumstances where an urgent start date is essential, following a risk assessment and in agreement with the Lead Signatory for DBS, may new starters commence in their post on restricted duties. In these

circumstances no regulated activity should be undertaken without supervision.

9.3.6 When the DBS is issued a copy will be sent to the candidate and not to the employer. If the certificate contains details of a conviction, the Council will receive notification. Upon receipt of this limited information the candidate should be asked to provide details of the content of their DBS to the recruiting manager. In the event that a DBS contains details of a conviction that has implications on the employee's ability to perform their role, the recruiting manager should make contact with the HR Business Partner to discuss the contents. Following a risk assessment and in agreement with the lead Signatory for DBS, the offer of appointment may be withdrawn.

#### 9.3.7 DBS Update Service

Some candidates may be signed up to the DBS update service, which allows applicants to keep their DBS certificates up to date and for employers to check a DBS certificate. The Council must obtain consent from the individual before carrying out a check.

A subscription to the update service lasts for a year, so if an employee is registered then the Council will complete a check on an annual basis.

#### 9.3.8 DBS renewal

Following appointment, employees whose role requires a DBS check, will be expected to undertake a DBS renewal every three years as part of their terms of employment.

As with new DBS applications, renewals may flag that a conviction has been made during the employment. There is an expectation that employees will inform their employer should they be convicted of any offense. If the conviction is shown on a DBS renewal and this has not been previously disclosed to the employer, the manager should make contact with HR to discuss the implications of this conviction upon the ongoing employment of the individual.

### 9.7 **Professional Membership Checks**

Some posts require subscription to a particular professional membership as part of the requirement of the job. This should be outlined in the job description and candidates will be asked to provide evidence of this during their pre-employment checks.

### 9.8 **Medical checks:**

9.8.1 The initial offer of appointment shall be subject to the Council's medical requirements having been met. Medical requirements may differ depending on the role itself and, where appropriate, a pre-employment medical assessment may be required. Checks before confirming the

offer of employment are only permissible if there is a legal requirement, e.g. eye tests for commercial drivers. Prior consent is required and checks must not discriminate i.e. all applicants must be checked for these safety-critical medical requirements.

9.8.2 Completed medical enquiry forms shall be processed in such a way that the confidentiality of any information regarding the medical fitness of an individual employee is safeguarded.

9.8.3 The Council shall reimburse any employee, who is required as a condition of employment to have any vaccination or a chest x-ray, any costs incurred.

## 9.9 **Qualifications:**

The qualifications of a candidate for appointment to a position with the Council shall be assessed by the interview panel at the following stages:

- Short-listing Stage – assessment against the set essential/desirable qualification criteria for the job.
- Interview Stage – verification by production of documentary evidence of successful completion by the candidate prior to or at the interview.

## 10. Expenses

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### 10.1 **Expenses of Candidates for Appointment**

Candidates may be able to claim expenses for interviews in line with the cheapest method of travel outlined in the Council's financial provisions within Local Conditions of Service.

### 10.2 **Relocation – Excess Travel Expenses**

If an employee is relocated, they can claim excess travel expenses for their journey from and to their new place of work in accordance with Local Conditions of Service.

### 10.3 **Relocation Package for New Employees**

10.3.1 The Council will pay removal expenses (refer to Local Conditions of Service and financial table for details) to employees joining the Council if the new employee moves from outside a radius of ten miles to within a 10mile radius of their new workplace.

## 11. Probation

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11.1 The probationary period for all new entrants to Bury Council shall be twelve weeks. At the end of that period, the employee shall be notified that they are to be transferred to permanent employment.

11.2 If, however, at the end of twelve weeks, the work of the employee on probation is considered unsatisfactory by the manager (in conjunction with

HR), the probationary period can be extended up to twenty weeks and a decision will then be made as to whether employment is made permanent or terminated.

- 11.3 Further information can be found on [Probation - Bury Council Intranet](#) and [Conditions of Service - Bury Council Intranet](#)

## **12. Leavers and References**

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- 12.1 If an employee wishes to terminate their employment with the Council, they shall submit their notice in writing to their Manager including the effective date of the termination of employment. Their notice will be acknowledged, and the effective date of termination will be confirmed in writing. Details relating to length of notice required is included in your contract of employment.
- 12.2 Following an employee securing employment elsewhere, their prospective new employer may request a reference. This will be completed by HR following consent from the individual and will be an entirely factual reference.
- 12.3 The Council will provide a standard reference which includes confirmation of employment, job title and the dates of employment. Information will be provided in-line with HR Retention periods.
- 12.4 For employees in regulated roles working within social care or education, we will also disclose any live safeguarding or disciplinary sanctions including the reasoning.