RECRUITMENT AND SELECTION POLICY

1 VACANCIES

1.1 When a post becomes vacant the Service Manager will complete a Request to Re-appoint form to be submitted to Corporate Management Team (CMT) for consideration and approval. UNISON and the HR Manager will be consulted at this stage and their comments included. The Request to Re-appoint form will include the following information:

- directorate and job title
- salary, grade and any additional payments
- hours
- brief description of duties
- job description, person specification and JE additional information sheet (where applicable) to be attached
- effect of service levels if post not replaced
- options to replacement considered
- critique of options
- recommendation of management team
- recommendation to Personnel Committee

2 ADVERTISING

2.1 When a re-appointment has been approved by CMT, the Service Manager will meet with a Personnel Officer to discuss advertising options.

2.2 Posts may be advertised internally and/or externally.

2.3 Priority notification of vacancies will be given to staff who are listed on a ring fence list or on the re-deployment register.

2.4 Vacancies will also be circulated to job centres, surrounding local authorities and published on the Council's website.

2.5 If a post is to be advertised externally, the Personnel Officer will prepare an advertisement which must be approved by the relevant manager. Once approved estimates of advertising costs will be obtained.

2.6 The advertising costs should be discussed and approved with the relevant Manager before an advertisement is placed.

2.7 The cost of advertising will be covered by departmental budgets.

3 APPLICATIONS

3.1 All applications will be handled by the Personnel Administrator or other designated staff.

3.2 All applicants will receive the following:

- guidance notes
- conditions of service
- application form
- equal opportunities monitoring form
- job description
- person specification
- copy of advertisement/vacancy details
- any additional relevant information

copies of these documents are included in the Appendix 1 of this policy.

3.3 Upon receipt of application forms the Service Manager will assess each applicant in relation to the specified job description and person specification. The Service Manager concerned will discuss with a Personnel Officer and make recommendations in respect of candidates to be interviewed.

The Personnel Administrator or Personnel Officer will contact all short listed candidates to arrange interviews, which would normally be within two weeks of the closing date.

4 INTERVIEW STAGE

4.1 Prior to the interview, the relevant Service Manager/supervisor should prepare a list of questions appropriate to the vacant post, this will be discussed with the Personnel Officer and, once agreed, should be used in <u>all</u> interviews in order to maintain fairness and equality.

4.2 The aim of the interview will be to:

- assess the candidate's ability/suitability for a specific job based on the information obtained from the application form, and in comparison with the person specification.

- all candidates will be treated equally regardless of age, disability, gender, race, religion and belief or sexual orientation.

- provide an opportunity for the candidate to make further enquiries concerning the nature of the role and conditions of employment.

- gain an insight into the applicant's personality. Psychometric testing may be used for certain posts and in such cases, the results should be available to the interviewers. Once completed and assessed, all psychometric test papers will be held in secure storage in the Personnel section.

- where appropriate, other forms of testing may be used as part of the selection process eg typing tests, verbal reasoning, assessment centres etc.

4.3 The relevant manager/supervisor will conduct the interview and will be accompanied by the Personnel Officer or the HR Manager.

Chief officers may also be in attendance.

The Chairman of Personnel Committee (or his/her deputy Chair where the Chairman is unavailable) will normally be involved in the interview process for posts at Principal Officer level.

The interview panel for posts above Principal Officer level, will be chaired by the Leader of the Council and consist of the:

- Chairman and Vice Chairman of Policy and Finance Committee
- Shadow Chairman and Shadow Vice-Chairman of Policy and Finance Committee
- Chairman of Personnel Committee
- Shadow Chairman of Personnel Committee
- another councillor

In all interview situations, at least one member of the interview panel must have experience of formal recruitment and selection/interview techniques, training. <u>No one should interview alone</u>.

4.4 Detailed notes should be retained for each interview, detailing how each candidate met the requirements of the person specification. Care should be taken to ensure that such notes do not contravene equalities legislation.

4.5 Discrimination – any form of discrimination should be avoided at all times in the recruitment process, this includes:

- *direct discrimination*, treating an individual less favourably than others would be treated in the same or similar circumstances

- *indirect discrimination*, applying a requirement or condition to everybody, but which disproportionately discriminates against a particular group eg a large supermarket chain adheres to a very strict standard of dress for its employees so that they are easily identified by customers. For men this is black trousers and a white shirt. For women a skirt and blouse in the same colour. The only people entitled to wear any headgear are those on the produce counters. This is indirect discrimination as it would deter people from certain religion or racial groups, who could not meet uniform standards.

4.6 Applications from all minority groups must be treated fairly, and if appropriate, consideration must be given to changes in working practice/environment in order to accommodate disadvantaged groups.

4.7 All candidates will be offered reasonable adjustments in the interview process where appropriate/necessary.

5 ASSESSMENT

5.1 Immediately after the interview and following discussion with the Service Manager or other members of the interview panel, the Personnel Officer should complete an assessment of each applicant in the areas relevant to the job description. These notes are usually made on question/answer sheets used during the interview.

5.2 After the interview all the available information on the candidate (including references if obtained) should be evaluated before a final decision is taken.

5.3 Where possible, references will be taken up before the interview, in which case a Personnel Officer will write to nominated referees and forward a reference response form for completion (a copy of the reference request form is included in Appendix 1 of this policy). Qualifications must also be checked where deemed appropriate.

5.4 Reasons for rejecting a candidate must be made explicit and justified only in terms of comparison to the job description and person specification. Punctuality and performance at interview may also be considered, but clear notes should be kept of all factors which influenced a final decision.

Non-attendance at interview is a justifiable reason for rejecting a candidate unless there are extenuating circumstances.

6 OFFER

6.1 When a final decision on a suitable candidate has been reached, the Personnel Officer will contact the successful candidate and make a verbal offer of employment, this will be followed up in writing within 2 days.

6.2 A written offer of employment may be conditional because of further information required eg medical, references etc. A letter offering employment should contain the following 'minimum' details:

- job title
- department
- salary scale and spinal column point
- actual salary
- information relating to increments (where applicable)
- hours of work
- conditions of service
- superannuation details
- notice period
- political restriction (where applicable)
- lodging/removal allowances (where applicable)
- any other transitional issues (where applicable)
- details of an employment end date – if on a fixed term contract

6.3 The Personnel Administrator or Personnel Officer will send 'rejection' letters to all the unsuccessful candidates.

6.4 Wherever possible and practical, feedback should be offered to unsuccessful candidates who attended for interview.

7 RECORD STORAGE

7.1 Application forms in respect of unsuccessful candidates, together with relevant interview notes, will be retained in secure storage for a minimum period of 6 months following the initial interview.

7.2 Should a similar vacancy arise again, within a short period, the applications of unsuccessful candidates may be reconsidered.

7.3 All equal opportunity monitoring forms will be held in a central file in the Personnel department and will be referred to for statistical purposes only. In time, this data will be stored electronically.

8 COMPLAINTS PROCEDURE

8.1 Candidates who feel they have not been treated fairly at an interview are entitled to complain to the Chief Executive within seven days of the interview. The matter will then be investigated.

9 REVIEW

This procedure will be reviewed annually from the date of implementation.

CONCLUSION

Remember that the recruitment of staff is time consuming but important – if inappropriate staff are chosen and if they do not fulfil the needs of the job shortly after appointment, the whole procedure will have to be started again. In addition, the Council may be put at risk if unsuitable staff are appointed.

Response to advertisements will be monitored and analysed in terms of cost of advertisements placed, publications used, responses generated and applications received. A copy of the form used to record this information is included at Appendix 3 of this policy. A report will be submitted to Personnel Committee on an annual basis in order to monitor expenditure and ensure cost effective advertising.

Signatures:

…… Chief Executive

…… Unison Branch Secretary

Please be aware that some completed applications have not reached us recently due to insufficient postage. Please ensure that the correct postage is on your envelope before returning this application form to us.

Ribble Valley Borough Council

APPENDIX 1

APPLICATION FOR EMPLOYMENT

Please use dark ink and write clearly or type

Application for the post of:

Job Reference Number:

PERSONAL DETAILS

Surname		
Other name(s)		
Title (e.g. Mr Mrs Miss Ms)		
Address Town Postcode		
Previous surname (if any)		
Contact Numbers	Home	
	Work	
	Mobile	

Do you hold a full current driving licence? Do you own a car?

If you are applying for a post where a specific driving qualification is essential, please list the categories of vehicles you are licensed to drive/operate.

RELATIVES OF MEMBERS OR OFFICERS

Under The Local Government Act 2000 you must declare in writing whether you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer of Ribble Valley Borough Council or of the partner of such persons.

Are you related as above to any member or officer of the Council? **YES/NO**

If YES, please give details

The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor or Officer for any appointment with the Council.

EMPLOYMENT HISTORY

Present Employment (leave blank if unemployed)	Employer and Address
Date of Appointment	
Present Salary and Grade (if applicable)	Employees supervised:
Description of Duties (add further sheets if necessary)	
Reason for Leaving:	

PREVIOUS APPOINTMENTS AND EMPLOYERS

Employers name and nature of business	Appointment held	Dates		Grade / Salary on leaving	Reason for leaving
		From	To		

EDUCATION

Secondary School / College / University	Dates		Qualifications gained	Grades	Date
	From	To			

TRAINING AND ACHIEVEMENTS

Details of any other specialised training or qualifications not covered in previous sections (e.g. short course, on-the-job training, management course, apprenticeship, work experience, NVQs)

OUTSIDE INTERESTS (hobbies etc.)

What are your main interests and leisure activities outside work?

MEMBERSHIP OF PROFESSIONAL BODIES (state whether by examination)

Body	Membership Status	Since

GENERAL EXPERIENCE AND FURTHER INFORMATION

This space is provided for any additional information you consider relevant to your application. Please include details of relevant professional or personal experience and your reasons for applying for this vacancy.

Please continue on an additional sheet, if necessary

HEALTH / MEDICAL HISTORY

Give brief details of any serious illnesses, operations or disabilities			
Have you been absent from work through ill health or injury in the last 12 months?	YES	NO	If yes, please give reasons

REFERENCES

Please give details of two persons, one of whom should be your present, or most recent employer, who are not related to you, and from whom a reference may be obtained		
Name	1.	2.
Designation		
Address		
Telephone		
References are normally taken up prior to interview. Do you have any objection to this? YES / NO		
If either of your referees knows you by another name (for example due to marriage) please indicate below:		
How much notice do you need to give your present employer?		

REHABILITATION OF OFFENDERS

Have you ever been convicted of a criminal offence? YES / NO

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer "no" to this question even if you have, in the past, been subjected to criminal proceedings, resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act, 1974 (Exemptions) Order, 1975, from the protection of the Act. It is, therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.

If YES to above question, please state date of conviction, Court, nature of offence and sentence imposed:

Publication in which you saw this post advertised:

I certify that my replies are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or the withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for its immediate cancellation if any appointment has been accepted

Signature …… Date ……

Please return this form to:

personnel@ribblevalley.gov.uk or **(Strictly Private & Confidential) Personnel Services,** Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA

APPENDIX 1

Ribble Valley Borough Council

FAIRNESS IN EMPLOYMENT MONITORING SHEET

Post applied for:	Vacancy Reference:
Department:	Grade / Salary:

What are we trying to achieve?

Ribble Valley Borough Council is committed to achieving fairness and equality in employment. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, race, religious belief, gender, sexuality or any other individual characteristic which may unfairly affect a person's opportunities in life.

What is this form for?

Our recruitment, selection, and promotion procedures are regularly reviewed to ensure that individuals are treated on their merits and abilities. To help us to achieve this, we are asking you to complete the form below and return it with your application. The information that you give us will be used to assess the effectiveness of our employment procedures. It will not be used for any other purpose. The form will be separated from your application as soon as it is received and it will not be passed on to anyone involved in short-listing or interviewing for the post for which you are applying.

The information you provide on this form is CONFIDENTIAL and will only be used for equal opportunity monitoring purposes.

1	Gender:	Male	❑	Female	❑	Not given	❑		

2	Age:	16 - 18	❑	19 - 24	❑	25 - 39	❑	40 - 49	❑
		50 - 59	❑	60 +	❑				

The Disability Discrimination Act 2005 defines disability as a physical or mental impairment that has a substantial and adverse effect on the ability to carry out normal day-to-day activities and which has a long-term effect. This includes anybody with progressive illnesses such cancer, even if the person has recovered.

3	Disability:	❑	Yes
		❑	No
		❑	My disability is ……

4 a) How would you describe your ethnic origin *(**not** Country of birth)*

- ❑ White
- ❑ British
- ❑ Irish
- ❑ Other white background, please state …….

b) Mixed

- ❑ White and Black Caribbean
- ❑ White and Black African
- ❑ White and Asian
- ❑ Other mixed background, please state ……..……..

c) Asian or Asian British

- ❑ Indian
- ❑ Pakistan
- ❑ Bangladeshi
- ❑ Other Asian, please state ….……..

d) Black or Black British

- ❑ Caribbean
- ❑ African

e)

- ❑ Chinese
- ❑ Other ethnic group

5 Are you

- ❑ Buddhist
- ❑ Christian
- ❑ Hindu
- ❑ Jewish
- ❑ Muslim
- ❑ Rastafarian
- ❑ Sikh
- ❑ No religious affiliation
- ❑ Other (please state) ……

6 Are you

- ❑ Heterosexual
- ❑ Bisexual
- ❑ Gay
- ❑ Lesbian

APPENDIX 1

Conditions of Service

RIBBLE VALLEY BOROUGH COUNCIL

Balancing
Work and life!

BENEFITS

Excellent Pension Scheme

Training and Development

Job Security

We are an equal opportunity employer and applications are welcome from ail minority groups

CONDITIONS OF SERVICE SUMMARY

The appointment you have applied for is subject to the National Joint Council's Scheme of Conditions of Service for Local Government Services, as amended or supplemented by Ribble Valley Borough Council.

Equal Opportunities

Ribble Valley Borough Council, as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, religious belief, colour, nationality, national origin, ethnic origin, sexual orientation or disability; nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Medical Fitness

All appointments are subject to the successful candidate satisfying Ribble Valley Borough Council as to his or her medical fitness to undertake the duties of the post. If an appointment is offered, the candidate will be required to complete a medical questionnaire and may be required to undergo a medical assessment.

Probation

New employees of Ribble Valley Borough Council are subject to a probation period of six months. Employees will be informed within two months how their work is progressing. At the end of the probationary period, and subject to a satisfactory report by their line manager, the employee's appointment will be confirmed.

Salary

Increments within a grade are normally awarded on 1 April each year. For all new employees, salary is paid by direct credit to the employee's Bank/Building Society/National Giro Account on the 15th of each month (unless this is a Bank Holiday when pay day is brought forward as appropriate).

Office Hours

Ribble Valley Borough Council's standard working week is 37 hours, spread over Monday to Friday, between the daily hours of 8.00 to 6.00pm in accordance with a scheme of flexitime, which includes a facility for taking up to a maximum of 13 days flexi-leave per annum. Entitlements are pro rata for part time appointments. Appropriate details of the flexitime scheme are issued to all new employees on appointment.

Superannuation

You will automatically be included in the Local Government Services scheme of conditions, unless you decide to opt out. Employees contributions fall between 5.5% and 7.5% depending on salary and is based on full time equivalent earnings and Ribble Valley Borough Council also pays contributions to meet the total cost.

For further enquiries, please contact Personnel on 01200 414559

Conditions of Service

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Holiday Entitlement
Employees with less than 5 years service are entitled to 20 days annual leave, which will increase to 25 days after 5 years service. The annual leave arrangements will apply (pro rata) to all part-time employees irrespective of the number of hours they work. In addition to annual leave:-
Statutory Public Holidays are Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, Spring Bank, May Day and Late Summer Bank. There are a total of four other statutory days holiday to be taken during each holiday year. Employees joining us from another local authority and/or some other public sector organisations with 5 years' continuous service will be entitled to 25 days holiday from their start date at Ribble Valley Borough Council.

Sick Pay
All employees are entitled to sick pay in accordance with national conditions. The scale of allowances provides for one month at full pay and (after completing four months service) two months half pay during the first year of Local Government Service. This rises to six months at full pay and six months at half pay after 5 years service.

Study Facilities
All training has one basic aim – to help the employee to make his or her maximum contribution to the efficient running of Ribble Valley Borough Council. Thus, training can take place at any level and in any job.

Smoking Policy
Ribble Valley Borough Council has a no smoking at work policy.

Relocation
A relocation allowance is available in approved cases.

Family Friendly Policies
Ribble Valley Borough Council supports a number of family friendly policies.

Car Allowance
Car mileage allowance/car loans are available in approved cases.

Canvassing
Canvassing of Members of Ribble Valley Borough Council directly or indirectly for any appointment under Ribble Valley Borough Council shall disqualify the candidate concerned for that appointment. This provision does not prevent a Member of Ribble Valley Borough Council from giving a written testimonial on a candidate's ability, experience or character.

For further enquiries, please contact Personnel on 01200 414559

Guidance Notes

RIBBLE VALLEY
BOROUGH COUNCIL

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Work and life!

BENEFITS

Excellent
Pension Scheme

Training and
Development

Job Security

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In view of the number of applications being received for appointments with Ribble Valley Borough Council and to effect postal economies, application forms are not acknowledged on receipt.

Candidates to be interviewed are normally informed within two weeks of the closing date. Wherever possible the interview date will be shown on the advertisement. All unsuccessful applicants are thanked for their applications as soon as an appointment has been made. Should you, however, require earlier information as to the progress of your application, this may be obtained by telephone.

The completed application must be sent to Personnel section at the address given on the application form. Applications received after the closing date will **not** be considered.

References are usually taken up prior to the interview date unless you make clear on the application that you do not agree to this. Appointments are subject to receipt of satisfactory references.

Ribble Valley Borough Council is an equal opportunity employer - applications are considered on the basis of the qualifications and experience necessary for the post.

When applying for a job with Ribble Valley Borough Council **selection for interview is based on the information you provide on the application form**. With your application you will have received:

A job description – This gives you details about the job. It lists all the main duties and responsibilities which the post-holder will be required to carry out.

A person specification – This tells you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for the interview you must be able to show that you meet all essential and ideally all the desirable criteria.

Please use the application form provided, continuing on separate sheets if necessary. **C.V.'s will not be accepted.** When completed, read through your application carefully and check that each section has been filled in. If you have additional pages, please ensure that they are numbered and securely attached. Ensure you have signed and dated your form and make sure it is sent in plenty of time to arrive before the closing date.

For further enquiries, please contact Personnel on 01200 414559

APPENDIX 1

REFERENCE RESPONSE

APPOINTMENT OF:
IN RESPECT OF:

1. Are you responding as an employer/friend? ……

2. (Employers only)

   a) What was their salary at termination? £……. at …….
   b) What was their reason for leaving? ……..
   c) Would you re-employ him/her? ……..
   d) How would your rate this person?…….

	V Good	Good	Satisfactory	Poor
Quality of work				
Work output				
Relationship with colleagues				
Future potential				
Honesty and integrity				
Adaptability				

*Please tick as appropriate

   e) How much sick leave was taken in each of the last three years?
   2007..... days 2008 ..... days 2009 ..... days.

   f) Please give brief details of any disciplinary action …….

3. Any other information:

   ……...

   ……...

   ……...

   ……...

   ……...

   Signed: ……..

   Name: ……. Date: ……

   (A response in letter form covering the above points is of course perfectly acceptable).

Thank you for taking the time to respond.

APPENDIX 2

CHIEF OFFICER APPOINTMENTS

1 Where the Council propose to appoint a Chief Officer and it is not proposed that the appointment be made exclusively from among their existing officers, they shall draw up a statement specifying the duties of the officer concerned and any qualifications or qualities to be sought in the person to be appointed. Such statement shall be copied to any person expressing interest.

2 The Council shall consider the response to advertising the Chief Officer post and interview either all qualified candidates or those on a shortlist the council shall select. If there is no qualified candidate the Chief Officer post shall be re-advertised.

3 Every appointment of a Chief Officer shall be made by the Council or by a committee or sub-committee of the council.

4 When a vacancy occurs in any existing office of Chief Officer or Deputy Chief Officer the council shall obtain the views of any committee primarily concerned and decide, in the case of an office which the council are not required by statute to fill, whether the office is necessary; and in any case what shall be the terms and conditions of the office; and no steps shall be taken to fill the post until these decisions have been taken.

5 For the purposes of paragraph 4 above, it shall be deemed that a committee have been consulted if there has been consultation with the chairman, vice-chairman if any and one other member (or if there be no vice-chairman, two other members) designated by the chairman of the committee.

6 The powers of officers shall be those from time to time authorised by the council at the appropriate committee or sub-committee as the case may be.

7 The Council for the purpose of Standing Order 24 includes a committee, sub-committee or officer to whom appropriate powers have been delegated.

8 Canvassing of a member or members shall disqualify an applicant for an appointment with the council.

9 An applicant for any appointment with the Council aware of any relationship to any member or senior officer of the council shall, when making an application, disclose that relationship and failure to do so shall disqualify.

For the purpose of the above “senior officer” means any officer under the Council so designated by the Council and persons shall be deemed to be related if they are husband and wife or if either of them or the spouse of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece of the other, or of the spouse of the other.

APPENDIX 3

RECRUITMENT ADVERTISING SPREADSHEET

Vacancy	Post	Publication	Date Advertised	Cost £	Closing Date	Apps Req'ted	Apps Returned	% Response Rate	Returns From	Starter and Start Date
CEN001	A job	Internal Local authorities Job Centre Web LE Telegraph Clith Advertiser	A date	£1500	A date	26	13	50%	Internal – 2 Local Auth – 0 Job Centre – 3 LE Telegraph – 4 Clith Adv - 4	A date