

# Recruitment & Selection Policy



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## **1. INTRODUCTION**

- 1.1 The Council has an ambitious People Strategy which aims to be an employer of choice with a positive reputation as a great place to work where people make things happen.
- 1.2 The Council recognises that its staff are fundamental to its success and needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.
- 1.3 The purpose of this policy is to provide a flexible framework which promotes and supports the Council's corporate objectives, priorities and values and behaviours. It will take into account the need for new ideas and approaches and support the Council's commitment to ensuring a diverse workforce.
- 1.4 The Council is committed to promoting consistent good practice in the recruitment and selection of all employees. This policy and accompanying procedure is designed to assist those involved in the process to recruit the best candidate for the job on the basis of their skills, experience and aptitude.

## **2. SCOPE**

- 2.1 This policy applies to the recruitment and selection of all staff, including agency, temporary and casual staff, to the Council except the Chief Executive, the Monitoring Officer and the Section 151 Officer. These roles are appointed by the Council and separate arrangements apply in accordance with the Council's Constitution and any specific legislative requirements applicable.

## **3. OBJECTIVES**

- 3.1 To enable the Council to meet business needs and provide a quality-driven, added-value service to customers.
- 3.2 To recruit the right people who share our values.
- 3.3 To meet the Council's operational requirements and strategic aims.
- 3.4 Aim to have a workforce reflective of the demographic make-up of the community it supports.

## **4. PRINCIPLES**

- 4.1 Recruitment and selection is a key public relations exercise and should enhance the reputation of the Council.
- 4.2 All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

- 4.3 All policies, procedures and guidance concerning recruitment and selection are communicated clearly to all employees.
- 4.4 All recruitment practices will be legal, fair and objective and take account of statutory obligations.
- 4.5 Recruitment decisions will be made on an evidence based process and candidates should be assessed against agreed selection criteria based on relevant knowledge, skills, experience, qualifications and the behavioural framework.
- 4.6 Line managers are responsible for recruitment. Professional advice and support is available at all stages of the recruitment process from the Human Resources team.
- 4.7 All employees involved in the recruitment process will be trained in the Council's recruitment and selection policy, procedures and processes.
- 4.8 If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- 4.9 The Council is committed to employment practices which ensure that no potential or current employee is treated less favourably on grounds of sex, race, religion or belief, disability, age, sexual orientation, gender reassignment, marriage and civil partnership or pregnancy and maternity.
- 4.10 The Council is committed to diversity and equality of opportunity throughout all stages of the recruitment and selection policy.
- 4.11 Documentation relating to applicants will be treated confidentially and in accordance with the provisions of the Data Protection Act 1998 (DPA 1998).
- 4.12 Recruitment procedures will be monitored and reported on to analyse candidate experience, examine equalities data and set targets for improvement.
- 4.13 This policy links to a number of other Council policies and procedures, including (but not limited to): Vacancy Management Procedure, Secondment Procedure, Relocation Procedure, Equality and Diversity in Employment and Safer Recruitment.

**HUMAN RESOURCES  
SEPTEMBER 2017**