



Recruitment & Selection Policy

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. This policy provides an overview of our approach to recruitment and selection at South Kesteven District Council.

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Related Guidance:

[Recruitment Guidance Intranet Page](#)

[Recruitment Framework](#)

[Safer Recruitment Guide](#)

[Job evaluation policy](#)

[Career Paths](#)

[Equality Act 2010](#)

Templates:

[Job Description Template](#)

If you have any questions about this policy or require any further support, please contact the HR team by emailing hr@southkesteven.gov.uk

For independent support, our Employee Assistant Support service offer a completely confidential helpline for employees. Call 0800 716 017 to receive support for mental health, legal signposting, practical help, manager coaching and much more.

1.0 Introduction

The Council is committed to promoting consistent good practice in the recruitment and selection of all employees. This policy 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.

2.0 Scope

This policy applies to the recruitment and selection of all staff, including temporary and casual staff, to the Council except the Chief Executive, the Corporate Management Team, Monitoring Officer and Section 151 Officer where separate arrangements apply in accordance with the Council's Constitution and any specific legislative requirements applicable.

3.0 Guiding principles

- 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.
- The Council is committed to diversity and equality of opportunity throughout all stages of the recruitment and selection policy. We will ensure our recruitment processes are fair, transparent and in line with our Equality, Diversity and Inclusion practices.
- Recruitment and selection is a key public relations exercise and should enhance the reputation of the Council.
- The Council is committed to working with employees to support them in developing their career with us.
- All recruitment practices will be legal, fair and objective and take account of statutory obligations.
- Line managers are responsible for recruitment. Professional advice and support is available at all stages of the recruitment process from the Human Resources team.
- 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.

4.0 Expectations

Individuals who manage, or who are involved in recruitment should apply the following principles:

- Ensure an appropriate process is used for the level of the role being recruited to.
- Make decisions that are fair and non-discriminatory and based on the performance and skills of the individual.
- Represent the Council positively during recruitment and maintain our standards.

5.0 Approach to Resourcing

Our typical recruitment process is outlined below:



The overriding objective of our recruitment process is to assist in building a sustainable, strong and engaged workforce.

5.1 Identification of vacancy

Before any role is resourced, consideration should be given as to whether the vacancy needs to be filled in a like-for-like manner, or whether existing resources can be refocused. It should then be considered if the Job Description is accurate and the correct grade allocated. All roles should have a job description and roles below senior management should be evaluated through the job evaluation framework.

5.2 Approval of a vacancy

Hiring managers should follow the approval process before starting the recruitment process by completing a requisition form and seeking the relevant authorisations. All new vacancy requirements should be supported by the rationale behind the decision to recruit in order to make sure that the need to resource a vacancy is clearly defined.

5.3 Sourcing and attraction of candidates

As part of our recruitment, we will usually review both the internal and external talent pools to identify and maximise the use of appropriate candidate sources for vacancies.

Our commitment to providing the best service possible means that we recruit on merit i.e. we choose the best person for the job from the available field. Usually, jobs are advertised openly so we reach the widest field of applicants and promote equality of opportunity to all applicants. However, there may be circumstances where with auditable Director approval, the approach would preclude the requirement to advertise the vacancy for example if:

- There are succession plans in place.
- Recruiting an individual on an internal development programme, such as apprentices or graduates, or as part of a talent development approach.
- There is an opportunity to side-step an individual into a comparable role. In this instance, expressions of interest could be considered rather than a full advert published.
- There's a redeployment opportunity.
- It may be in the Council's and our employees' best interests to recruit internally only.

In normal circumstances, the Council will not re-employ, or re-engage as a consultant, an individual who has left on a redundancy package, dismissed, or through termination by mutual agreement or equivalent. In exceptional circumstances, this may only be possible with the Chief Executive's approval.

5.4 Selection and assessment

Shortlisting should normally be carried out by the hiring manager and at least one other individual using the scoring matrix process. A fair and unbiased approach must be taken towards shortlisting. Candidates must be selected on their suitability for the job applied for based on their application form and/or their CV/supporting statement.

It is expected that internal candidates will have informed their line manager of internal roles they apply for.

Selection methods should be appropriate for the level of the role and effective in assessing the skills and behaviours required for the particular vacancy/role. A variety of selection tools can be used depending on the nature of the post.

An interview is most commonly used. Interviews should usually be conducted by a minimum of two individuals, one at least of whom has had relevant training and is aware of equality considerations applicable to recruitment.

5.5 Checks, job offer, appointment and onboarding

It is essential that 'Right to Work in the UK' ID documents are verified before employment commences. This will usually be conducted either:

- through a Home Office compliant identity service provider
- internal document check with a copy retained and annotated to certify the date the check has been completed
- Or via a 'share code'

Two references should be sought for all appointees, with one usually being their current or most recent employer. If the candidate is internal, the recruiting manager may have a conversation with the

internal referee (most recent line manager). By exception, if the hiring manager may decide to progress with one reference and they should confirm authorisation of this as a file note to HR.

Onboarding

Onboarding plays a key part in shaping the perspective of new employees. Managers of new employees should play a full role in the induction process. There are differing induction requirements dependent on the role but it is important arrangements are made in advance using the 'Induction Guidance' documentation on the HR Hub.

6.0 Equality, Diversity and Inclusion

The equality legislation protects people in the workplace and places responsibilities on employers to ensure this. This means that selecting people for jobs must be on merit, demonstrated through fair and transparent criteria and procedures, and that consideration should be given for the need for reasonable adjustments that may be necessary to ensure an applicant can engage in the process.

Under the Act, people are protected against discrimination because one or more protected characteristics, which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6.1 Guaranteed interview scheme

The Council is committed to enhancing employment opportunities for military veterans/service leavers, care leavers and those with a disability. One way of doing this is by guaranteeing an interview to individuals who fall into one of these categories and who meet the essential criteria for the role.

7. Safer Recruitment

Some roles within the Council are subject to a Safer Recruitment process. This process includes a DBS check and a deeper level of reference collection. Please see the Safer Recruitment guide for more information.

8. DBS Checks

DBS (Disclosure and Barring Service) Checks are necessary for a range of roles at the Council to ensure the public, particularly vulnerable adults and children, are properly protected. This consists of a search for any unspent criminal convictions or conditional cautions. This section explains how the Council will undertake DBS checks as part of recruitment checks and thereafter during the course of a person's employment in order to protect the safety of our service users.

9. Retention of Records

In line with GDPR compliance, applications forms and interview notes should be kept for each candidate for 12 months to support the recruitment decision. Notes for unsuccessful candidates should then be destroyed securely.

For further information about this policy, please contact the HR Team at hr@southkesteven.gov.uk.

- This policy applies to all employees within South Kesteven District Council unless stated otherwise within the policy.
- This policy does not form part of contracts of employment.
- The Council reserves the right to amend this policy from time to time.

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