

# BOSTON BOROUGH COUNCIL

## Recruitment Policy



### Version History

Version	Author	Reason For Issue
June 2008	People Services	Policy reviewed
May 2012	People Services	Appendix 2 amended
June 2014	People Services	Changes to pre-employment induction inc. plus introduction of Appendix 6 – Young Persons at work
February 2017	People Services	Immigration Act 2016 – introduction of minimum standards of English in customer facing roles

### Document Distribution

Name	Role
Unions	For consideration of amendments for policy
CMT	For approval of amendments to policy
SMG	For implementation.
All staff	Revised scheme/ staff benefit.

### Document References

Reference	Document Title
1	<a href="#">Section 7 of the local Government and Housing Act 1989</a>
2	<a href="#">Immigration Act 2016, part 7</a>
3	<a href="#">Rehabilitation of Offenders Act 1974 (ROA)</a>

## **Policy Statement**

As people are our greatest asset, it is vital that our organisation has a clear framework for recruiting and retaining staff so that we have a high quality workforce to meet our objectives for the present and future. Boston Borough Council recognises that its success depends upon the caliber of its people. We want to enable all our employees to reach their potential insofar as this is possible within the Council's objectives, and to the mutual benefit of the individual and the Council.

In order to achieve this, the Council will identify clearly, the role and responsibilities of each job and its contribution to the business as a whole. Boston Borough Council's aim is to become an employer of choice and in doing so establish an effective workforce, instilling in our employees a desire for excellence, a willingness to take on individual responsibility, to be flexible, and an acceptance of the importance of team co-operation. We take for granted personal integrity, a commitment to self-development and self-reliance. We will encourage innovation.

There is an obligation set out in Section 7 of the local Government and Housing Act 1989 <sup>1</sup>, that every appointment of a person to paid office of employment with a local authority "shall be made on merit".

Boston Borough Council is committed to adopting a fair and consistent approach in its recruitment and selection procedures. In accordance with the Council's Equal Opportunities Policy (HR045), the procedures will promote equal access to jobs, good HR practice and compliance with employment legislation.

We aim to make our services and material accessible and will provide all documentation in different formats as required. Any problems experienced accessing our materials or comments on the accessibility of our documentation will be addressed accordingly.

The Council is aiming to ensure that all employees involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met

### **Our objectives:**

1. Demonstrate that the recruitment process has been conducted fairly through a consistent and uniform approach for all.
2. Achieve equality of opportunity for all applicants.
3. Ensure that the roles and responsibilities at all stages of the process are clearly defined for all those involved.
4. Attract the widest number and select the best candidate for the job.
5. Ensure a planned approach that is conducted on an objective basis and shows that candidates are measured against pre-determined, specific and relevant job requirements.
6. Ensure all new starters and movers are properly vetted to the appropriate standard for the position.
7. Enable applicants, whatever the outcome, to feel that they have had a positive experience.
8. Enhance the reputation of the Council as an employer.

## **Manager responsibilities**

Recruitment is a process where the appointing manager, interview panels and people services staff will see confidential information of a personal nature. All must provide due care and consideration for this information during and after the process, in line with the Council's Information Management Policy. They will consider all applicants and make the recruitment decision in line with the Council's Equal Opportunities policy and safer recruitment practices.

Managers are responsible for the following recruitment steps:

1. Developing their staff to ensure proactive succession planning within their department.
2. Establishment control and reviews of vacant post and the necessity for recruitment or alternative measures.
3. Obtaining vacancy management approval through CMT.
4. Providing the appropriate recruitment request forms to People Services.
5. Review of job descriptions.
6. Preparation of draft adverts.
7. Short listing (adhering to the Disability Confident guidance) and conducting interview selections and testing, completing candidate interview assessments.
8. Providing evidence of interview assessment and details of successful candidate for retention by People Services.

Detailed procedural advice is set out in the Managers guide to Recruitment and Selection (Appendix A)

## **People Services responsibilities**

People Services will provide support to managers in exercising their responsibilities in the following areas:

1. Advising on appropriate recruitment methods and quality checking adverts.
2. Planning the recruitment process.
3. Ensuring consistent and thorough compilation of job descriptions and person specifications.
4. Maintaining the integrity of Job Evaluation systems as a tool for grading of posts.
5. Ensuring applications are provided to recruiting officer with appropriate tools and guidance.
6. Assisting with the interviewing and testing of candidates.
7. Corresponding with interviewees prior to and post interview.
8. Making conditional offers of employment.
9. Obtaining employment references.
10. Checking eligibility to work in the United Kingdom.
11. Obtaining occupational health advice declaring individual fit for work.
12. Checking and verifying qualifications as deemed essential to the post.
13. Monitoring equal opportunities in the recruitment process.
14. Ensuring safer recruitment procedures are followed.
15. Conducting and advising on vetting and disclosure checks.
16. Administration of pay and personnel records.

The appointing officer will ensure that they comply with employment legislation and statutory requirements.

If candidates fail to complete their recruitment tasks as identified above within 15 days the Council reserve the right to withdraw the job offer.

## **The Recruitment Process**

A detailed guide to recruitment and selection processes is contained within Appendix A including:

- Establishment controls;
- Vacancy Management;
- Grading of posts;
- Advertising;
- Job descriptions and person specifications;
- Applications;
- Short-listing;
- Interviews;
- Psychometric and Personal Profile Testing;
- Post interview processes including offers of employment and unsuccessful candidates;
- Induction and probation;
- Engaging temporary staff; and
- Re-advertising posts.

## **Relevant standing orders (Extract from Constitution)**

Appointment of staff cannot be the responsibility of the Cabinet. Appointment of staff below Deputy Chief Officer level (i.e. Heads of Service), must be the responsibility of the Head of Paid Service or their nominee.

The full Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions, in the light of advice and guidance from the Head of Paid Service.

The full Council will engage persons for the following posts, who will be designated Corporate Directors:

- Chief Executive (and Head of Paid Service)
- Director of Resources
- Director of Development
- The Officer holding responsibility for Section 151 duties
- Monitoring Officer

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out in Part 4 of the Constitution.

## **Authorisation to Named Officers**

To deal with any matters relating to staffing other than those expressly reserved to Council, provided they are in accordance with approved People Services policies, procedures and within the approved budget – Chief Executive; Strategic and Corporate Directors or Head of HR and Business Transformation.

## **Equality Considerations through Recruitment**

Appointing officers, will implement recruitment practices which support the aim of this policy including due consideration to reasonable adjustments.

The wording used within advertising must not discriminate or be construed to be discriminating against any person or group of people.

All job adverts must have attached the job information pack in which details of the Disability Confident scheme is clarified. This means that if an applicant advises on their application form that they are disabled under the Equality Act 2010, they will be guaranteed an interview if they show on their application form that they have met the essential criteria on the person specification.

All application packs will contain Equality and Diversity statements.

The appointing officer must establish a panel that will consist of a minimum of two people.

### **Safer Recruitment**

To help deter, reject, or identify people who pose a risk to children, Boston Borough Council operate recruitment and selection procedures which places importance on the consideration of child protection and safeguarding issues, promoting the welfare of children at every stage of the recruitment process. Please refer to the Safer Recruitment Guidelines attached at Appendix B.

### **Minimum standards of English in Public Facing Roles**

The Immigration Act 2016, Part 7 <sup>2</sup>, makes it a legal requirement for public authorities to ensure that any of their workers in a customer-facing role speaks sufficient English to undertake that role. A list of roles has been created where this is a requirement (Appendix F). It should also be included in the Job Description when recruiting to the role to make it clear to the applicant.

### **Employee Development**

The Council is committed to developing its employees and supports this commitment in a number of ways:

#### **Redeployment**

People Services maintain a record of all employees who have been placed on the redeployment register. Those employees will be given the opportunity to apply for vacancies before they are more widely advertised to other employees and the general public if they show on their application form that they meet all the essential criteria for the role.

In order to be offered a role, Applicants will then need to go on to meet the minimum benchmarking level set by the recruiting Panel for the interview stage(s). Prior to the interview date, the recruiting panel will set the minimum benchmark an applicant would need to pass in order to be considered for the role, e.g. an applicant must achieve over 60% in the test and 70% at interview, ensuring that the weight given to particular facets of the candidates' abilities reflect the requirements of the job in a non-discriminatory way

People Services will forward to the employee details of all available jobs and an employee must confirm their interest in a position to People Services within 48 hours of receipt.

#### **Apprenticeship**

Apprentices who have successfully completed any probationary period are encouraged to apply for suitable vacancies if they meet the essential criteria on the person specification.

An Apprentice who successfully obtains another post may be offered that post on the basis of a structured developmental pay grading. This is to account for time away from the duties to complete apprenticeship work and in recognition that they may not have the full skills and knowledge to undertake the full range of tasks and duties from the outset. The decision to structure a development pay grade will be documented and in line with the expected timeframe for gaining the relevant skill set. The offer of employment will set out the reasons and criteria for establishing full pay for the post at the outset.

## **Secondment**

The Council operates a Secondment Policy which can be found at Appendix C.

The Secondment Policy is applicable to all employees. Any employee wishing to take advantage of a secondment opportunity must seek agreement from their Manager before applying for a post. The Appointing Officer must speak to the Manager to confirm agreement prior to any secondment offer being made.

## **Internal Vacancies**

We are committed to providing employees with career development opportunities. This means that approved vacancies will be subject to internal advert only (and following the role being advertised to those in the redeployment pool), unless by exception the relevant Head of Service and Head of HR and Transformation or People Services Manager jointly recommend that the specialist nature of the post and the essential requirements of the person specification are such that they have reasonable grounds to believe that the post is unlikely to attract suitably qualified internal applicants or where an essential criteria for the role is recent experience.

The Trade Unions will have three working days in which to make representations, and those representations will be considered by the Head of HR and Transformation before a final decision whether or not to proceed as proposed is made.

Agency workers are eligible to apply for internal vacancies from the first day of their contract, however Contractors are not eligible.

## **External Advertising**

The Council seeks to ensure that all externally advertised jobs are displayed in appropriate publications and electronic media and are readily available to a wide cross section of local people as part of its commitment to creating a diverse workforce representative of the community it serves. All vacancies will be advertised on the Council's website. [www.boston.gov.uk](http://www.boston.gov.uk).

Apprenticeship vacancies will be promoted through The Apprenticeship service and local training provider.

## **Recruitment, Retention and Market Supplements**

The Council recognises that at times it may be difficult to recruit new employees or retain existing staff in key posts. To ensure the Council maintains a skilled and experienced workforce these supplements can be paid in addition to the post grade and are set out in the Councils Pay Policy Statement. This further ensures the Council has a transparent and consistent policy for managers to use to ensure the council retains and recruits staff where posts are difficult to fill. This may be due to geographical issues, skill shortages, new responsibilities on the council or to retain highly skilled and experienced employees.

## **Appendices**

- A Recruitment & Selection Procedure
- B Safer Recruitment
- C Secondments
- D Vacant Management Request form
- E Shortlisting Guidelines
- Ei Shortlisting template
- F Fluency duty – public facing roles
- G Embedding values into recruitment
- H Obtaining the correct references