

# RECRUITMENT AND SELECTION

## 1. POLICY STATEMENT

Perth & Kinross Council recognises the importance of having the right people, in the right job, at the right time with the right skills, abilities and attitudes to fulfil our aim of delivering excellent services to the communities we serve. To help us achieve this, the Council aims to attract and retain employees who are committed to delivering excellent public services and making us a dynamic and innovative Council.

The main aims of the policy are to:

- Promote best practice, fairness and equity in recruitment and selection; Ensure common and equitable standards for recruitment and selection procedures and processes are practised in all areas within the Council through effective training and monitoring;
- Promote employability by providing support to those in our communities who find it difficult to access employment;
- Ensure that our employees and prospective employees have easy access to this Policy;
- Promote Perth & Kinross Council as an employer of choice that competes effectively in the job market to appoint the best available staff;

This policy applies to all applicants for employment with the Council.

## 2. PRINCIPLES

All appointments will be made on the basis of merit alone and be consistent with current employment legislation and the Council's [Corporate Equalities Policy](#).

Positive action will be undertaken to encourage applications from under represented groups in our workforce as part of the Employability Agenda outlined in our [Corporate Workforce Plan](#).

Core values required of all current and prospective employees are customer focus, flexibility and commitment to continuous improvement.

### 2.1 Vacancies

- Vacancies will be assessed against business requirements and when approved, will be advertised at least internally with the following exceptions:
  - Priority consideration will be given to employees on the Skills Register;
  - Restricted recruitment to an identified group of employees or Service may be applied, following Trade Union consultation, as part of Service reviews/redesign/transformation;

- An up to date job profile, including job specific criteria, will be available before vacancies are advertised

## 2.2 Advertisement & Application

- Vacancies will be advertised on the [Scottish Local Government Recruitment Portal](#), which handles both internal and external advertising;
- Reasonable adjustments will be made for those requiring assistance to apply for vacancies and participate in the selection process;
- Externally advertised posts will always be advertised with [Jobcentre Plus](#). Applications for employment must be made using Council application forms - C.V.s are not accepted
- Recruitment campaigns will be used for particular jobs with applicants being appointed as vacancies arise

## 2.3 Selection Process

- Decisions to invite to interview will be carried out by a selection panel comprising of a minimum of two members one of whom will be the chairperson.
- Panel members are required to declare, to the chair, anything that could compromise the recruitment procedure ie. a relationship with or knowledge of any applicant. The chair will decide whether this might affect their ability to be impartial in the recruitment and selection process. A replacement panel member may be appointed if there is any dubiety. A record of the declaration and any decision taken should be documented and held for a minimum of 6 months along with the record of the recruitment and selection process. If the declaration is made by the chair, any decision will be made by the Head of Service.
- The minimum requirement for interview panels is that all chairpersons of an interview panel must have undertaken the Council's Fair Recruitment and Selection training and an online course is available to ensure managers meet this standard. To request access to the Recruitment & Selection e-learning materials please email the HCC Ligo Generic Email Account [hccligo@pkc.gov.uk](mailto:hccligo@pkc.gov.uk)
- Interviews will be conducted in a fair and consistent manner and will be structured and systematic. Applicants will be evaluated against the criteria in the job profile;
- All information on application forms will be treated as confidential and restricted to those directly involved in the recruitment and selection process and its administration;
- Selection tests used will be appropriate to the post, properly validated and applied only by suitably trained assessors;
- Other selection tools applicable to the post will be used as required. Candidates will be advised accordingly;
- For senior and specialist posts, an external adviser may be involved in the recruitment and selection process. Where appropriate, partner organisations may also be involved;

- Interviews will be guaranteed for all disabled applicants who meet the minimum criteria for a job vacancy;
- For entry level posts, interviews will be guaranteed for job applicants who are on formal training/apprenticeship programmes or work placements with the Council which are nearing completion, or who are on employability related programmes in our schools.

## **2.4 Appointment**

- Appointments will be made after satisfactory written reference(s) are received and the relevant checks undertaken e.g. proof of identity, nationality and right to work in the UK, qualifications and disclosure if appropriate;
- For teaching posts, membership of the GTCS is compulsory and applicants will be asked to bring proof of their membership to interview for the manager to check;
- For teaching posts in denominational schools, demonstration of the approval of the relevant Church must be provided in accordance with Section 21(2)(a) of the Education (Scotland) Act 1980;
- Feedback will be offered to unsuccessful applicants upon request.

## **3 CHIEF OFFICER APPOINTMENTS**

For Depute Director and Head of Service appointments, there may be elected member involvement in the recruitment and selection process. For Executive Director appointments an Appointment Sub-Committee comprising Elected Members and the Chief Executive will carry out the recruitment and selection process. In addition, an HR representative and/or other professional advisers may be involved in the process.

## **4 RECRUITMENT COMPLAINTS**

Complaints about the conduct of a recruitment and selection process will be investigated through the Recruitment & Selection Complaints Procedure. [Appendix 1.](#)

## **5 RECORD KEEPING**

The recruitment and selection process and decisions arising from it must be documented and held for a minimum of 6 months for all candidates. Documents relating to successful job applicants, including application form, qualifications and interviewers notes, must be kept, for the longer term, in their personnel file.

Information obtained for equal opportunities monitoring purposes will not be made available to panel members but will be used to monitor recruitment practices in terms of the Council's [Corporate Equalities Policy](#).

## **6 REVIEW**

The Recruitment and Selection Policy will be monitored and reviewed on a regular basis to ensure it continues to meet the needs of the Council and to ensure compliance with relevant legislation.

## **PERTH & KINROSS COUNCIL**

### **RECRUITMENT & SELECTION COMPLAINTS PROCEDURE**

Perth & Kinross Council is committed to promoting best practice, fairness and equity in recruitment and selection processes.

If you have applied for a job with the Council, you can request feedback on the various stages of the process. However, if you feel you have been unfairly treated, or if you feel there has been a breach of the Council's Recruitment & Selection Policy, you can make a complaint using this Procedure, provided you have sought verbal feedback from the Chair of the recruitment panel.

- You should submit your complaint in writing to the Chair of the interview panel within 10 working days of being notified of the outcome of the recruitment and selection process.
- Your written complaint should include details of the job you applied for and the grounds for making your complaint, or how you perceive the Recruitment & Selection Policy has been breached.
- Upon receipt of the written complaint, the Chair of the panel will consider and respond to your complaint.
- Should you remain dissatisfied with the outcome, you can write to the Corporate Human Resources Manager who will undertake an independent review.
- When the independent review is completed, the Corporate Human Resources Manager will write to you, advising whether your complaint has been upheld or not and the grounds on which this decision is based. This decision is final.
- If you perceive that you have been unfairly discriminated against on the grounds of race, gender, transgender, disability, sexual orientation, religion/belief, pregnancy/maternity, civil partnership/marriage or age through the Council's recruitment and selection processes, you may have recourse to an Employment Tribunal. A complaint must be made to the Employment Tribunal within 3 months of you being notified of the outcome of the recruitment and selection process.