

## **RECRUITMENT AND SELECTION POLICY**

### **INTRODUCTION**

Tayside Contracts is an inclusive organisation fully committed to preventing unlawful discrimination and harassment, promoting equality of opportunity and encouraging good community relations both in employment and in the delivery of our services.

This policy is consistent with current employment legislation and with Tayside Contracts' Equality and Diversity Policy and Establishment Control and Vacancy Management Policy.

### **SCOPE OF POLICY**

This policy applies to all applicants for employment with Tayside Contracts (internal and external) and to all employees of Tayside Contracts with responsibility for recruitment and selection.

### **PRINCIPLES**

Tayside Contracts is committed to ensuring that the Recruitment and Selection Policy and procedure promotes a positive image of the organisation and to behaving as an employer of choice. Tayside Contracts opposes all forms of unlawful and unfair discrimination. When selecting applicants for employment all decisions will be based solely on merit, potential and competence.

Applicants will not be treated less favourably because of their sex, marriage/civil partnership status, pregnancy/maternity, gender reassignment, race, colour, ethnic or national origin, disability, sexual orientation, religion or belief, age, trade union affiliation, political beliefs, irrelevant criminal conviction, responsibility for dependants or employment status. No applicant will be placed at an unjustifiable disadvantage by requirements or conditions that have a disproportionately adverse effect on a particular group.

### **PROCEDURE**

#### **1. Vacancies**

All requests to fill vacancies must be made in line with Tayside Contracts' Establishment Control and Vacancy Management Policy.

The job description and person specification must be reviewed and updated by the recruiting manager where necessary, prior to any vacancy being advertised.

Should the recruiting manager make any amendments to the job description and/or person specification these must be discussed with the HR Services Team, prior to the vacancy being advertised, to ensure that any potential job evaluation implications are identified.

#### **2. Advertisement & Application**

All recruitment advertising will be placed internally or externally by the HR Admin Team in order to ensure corporate consistency and cost-effective use of media/agencies. Recruitment advertisements will contain no discriminatory criteria.

All vacancies will be advertised in line with the Establishment Control and Vacancy Management Policy. As a minimum this will be internally and for a period of one week. There may be occasions where advertisements are restricted to applicants from a particular team/division due to restructuring or a management review, this will only be done with the approval of the HR Manager.

Applications must be made using Tayside Contracts application forms. C.V.s will not be accepted in place of application forms for any vacancies, but can be submitted as supplementary information.

- **Guaranteed Job Interview Scheme**

Tayside Contracts is fully committed to the recruitment of people with disabilities and has been awarded Disability Confident Employer Accreditation by JobcentrePlus. Any applicant who has a disability and who meets the essential selection criteria for a vacancy is guaranteed an interview for that job.

Access is also offered to the services of the Employment Unit to anyone applying for a job via the Guaranteed Job Interview Scheme, who is unsuccessful. Guidance notes for applicants (GJIS) and details of the Employment Unit's services, are included in the 'Notes for Applicants' section of application forms.

Tayside Contracts works in partnership with Enable Scotland, which is a charity dedicated to supporting people with learning difficulties to enter employment. Details of Enable Scotland's services are included in the 'Notes for Applicants'.

- **Job Sharing**

Tayside Contracts views job sharing as a way of increasing the number and range of opportunities for people who find full-time work impracticable. The job advertisement and job description will indicate whether or not the job is suitable for such an arrangement. If so, the duties and responsibilities may be shared by two or more employees. Pay and other benefits will be shared in proportion to the hours that each person works, the general principle being that job-sharers have the same conditions of service pro-rata, as full-time employees.

- **Recruitment of Ex-Offenders**

The Rehabilitation of Offenders Act 1974 provides protection to people with a criminal record from being discriminated against when applying for jobs. Tayside Contracts will only ask about convictions that are defined as 'unspent' in terms of the Act unless the position applied for is exempt from the Act.

Any post within Tayside Contracts that requires Protection of Vulnerable Groups Scheme membership is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants for these posts will not be asked to declare any convictions as all relevant conviction information will be contained within their PVG Scheme record.

### **3. Selection Process**

Selection methods must be reliable, objective and guard against bias. All members of recruitment panels must have received guidance on recruitment and selection to be eligible to sit on the panel.

Decisions to interview will be made by a selection panel made up of at least two people, including the recruiting manager, who will be the Chair of the recruitment panel. The Chair of the recruitment panel will be contacted by a member of the HR Services Team for any post at Grade 7 and above to discuss whether a member of the HR Services Team is required to sit on the

recruitment panel. For any other post a member of the HR Services Team will sit on the panel at the request of the recruiting manager.

Interviews will be conducted in a fair and systematic manner to ensure consistency. Applicants will be assessed against the Job Description and Person Specification. Additional selection tests may be used, but only when these are relevant to the post.

Applicants are advised in the letter inviting them to interview to inform the HR Admin Team of any special requirements they may have when attending the interview (e.g. accessibility or translation requirements). Every effort must be made to accommodate such requirements, which may involve rescheduling the interview until a qualified translator is available.

#### **4. Offers of Appointment**

Offers of appointment are made subject to satisfactory references and other relevant employment checks e.g. qualifications, pre-employment medical and PVG Scheme membership where appropriate.

All offers of appointment should be made at the bottom spinal column point of the grade, unless the offer is being made to an internal applicant who has applied for a promoted post, in which case the spinal column point being offered must be a minimum of two increments higher than their current salary placing.

Any offer of employment (for internal or external candidates) at a higher spinal column point placing must be discussed and agreed by the relevant CMT member prior to the offer being made.

Once an offer of employment has been made and accepted, feedback should be provided by the recruiting manager to every internal candidate and should be provided to external candidates on request.

#### **5. Entitlement to Work in the UK**

To comply with the provisions of the Asylum and Immigration Act 1996 applicants will be asked to provide evidence of their entitlement to work in the UK before an unconditional offer of appointment will be made.

#### **INACCURATE OR MISLEADING INFORMATION**

If an applicant gives inaccurate or misleading information, or withholds relevant information during the recruitment process, this will be considered grounds for withdrawing an offer of appointment. If the applicant has already been appointed Tayside Contracts may take disciplinary action, up to and including dismissal on the grounds of gross misconduct.

#### **RECRUITMENT COMPLAINTS**

Any complaints about any stage of the recruitment/selection process should be made to the HR Manager, or the Head of Unit where the vacancy exists. All complaints will be investigated thoroughly and a statement of the outcome of the investigation will be made available to the complainant.

## **RECORD KEEPING**

Application forms, interview notes and any test results etc. must be documented and returned to the HR Admin Team to be kept for a period of six months after the recruitment decision has been made. No documentation will be retained longer than is necessary and will be destroyed in a secure manner by shredding or burning.

Information obtained for equal opportunities monitoring purposes will not be made available to the selection panel, but will be used to monitor recruitment practices.

## **POLICY VIOLATIONS**

Failure to comply with this policy may result in the matter being investigated and disciplinary action being taken against the individual in accordance with Tayside Contracts' Disciplinary Policy.

## **RELATED POLICIES**

The Recruitment and Selection Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Establishment Control and Vacancy Management Policy
- Equality and Diversity Policy
- Job Evaluation Grading and Validation Policy
- Protecting Vulnerable Groups (PVG) Scheme Policy
- Grievance Policy
- Flexible Working Policy

The above list is not exhaustive.

## **POLICY REVIEW**

The Recruitment and Selection Policy will be reviewed at three yearly intervals, or as required by legislative changes.

## **GENERAL DATA PROTECTION REGULATION**

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

**Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or [employment.policies@tayside-contracts.co.uk](mailto:employment.policies@tayside-contracts.co.uk)**

**If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or [angie.thompson@tayside-contracts.co.uk](mailto:angie.thompson@tayside-contracts.co.uk)**

