

# Ysgol Maesydderwen



## Recruitment and Selection Policy

Type: Local Authority

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13/7/2020	<i>J. Parry</i> <i>P.D. Grimes</i>	Summer Term 2022



**CYNGOR SIR POWYS COUNTY COUNCIL**  
**Recruitment and Selection Policy**

**This policy applies to all staff including school-based employees where  
the educational establishment has adopted this policy**

## Cyngor Sir Powys County Council Recruitment and Selection Policy

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### Policy History

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
October 2018	Review completed – changes to format and some content (i.e. removal of Directorates, job titles, etc.)	HR Policy and Service Development	Version 3	10/20
16/08/2017	Change to Appointments Exempt from Recruitment process (section 10) - removal of clause allowing employees on fixed-term contracts to slot into permanent positions.	HR Policy and Service Development	Version 2 16/08/17	08/19

## 1. Purpose

- 1.1 This document sets out the policy for recruiting and selecting employees at the Council. This Policy must be read in conjunction with the Council's Equality Policy Statement and the Safer Recruitment Policy.
- 1.2 The Policy is designed to ensure that the Council's recruitment and selection process is ethical, fair, open and transparent and that it promotes equal opportunities to all groups throughout the local community of Powys and beyond.
- 1.3 Heads of Service/Governing Bodies/Headteachers are responsible for implementing this policy within their service areas/ schools and ensuring that their managers have the skills and knowledge required to use this policy

## 2. Summary

### 2.1 Key points:

- The recruitment process should be ethical, fair, open, transparent and above reproach.
- The Council wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.
- The Council will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- It should provide the flexibility to develop the capacity of the existing workforce and simultaneously open up employment opportunities to the external community.
- Selection should be valid and justifiable and based on job-related objective criteria.
- Recruiting managers/ Head Teachers/ Governors/ County Councillors must undergo Safer Recruitment training (which can be booked via iTrent self-service), or be able to demonstrate equivalent experience, knowledge and skills.
- All documentation relating to applicants will be treated confidentially in accordance with Council data protection policies and the General Data Protection Regulation (GDPR). Applicants

will have the right to access any documentation held on them in accordance with the GDPR.

- Recruiting managers/governors should adopt a professional approach.
- Pre-employment checks must be carried out to verify recruitment decisions, including following the Safer Recruitment Policy which involves DBS checks, at least two references (in a residential setting three references are required in line with statutory regulation) and the post-offer health questionnaire. Note that all teachers, supply teachers, the majority of non-teaching staff in schools and some Youth Service employees are required to be registered with the Education Workforce Council (EWC).
- Some appointments are exempt from the recruitment process - see section 10.
- Recruitment is just the start of someone's introduction to the Council. Recruiting managers should ensure they induct and develop the employee throughout their time with the Council.
- The Council will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.

### **3. Scope**

- 3.1 This Policy applies to all Council employees, including school-based employees where the Governing Body has adopted the Policy. Throughout this Policy, reference to the 'Council' therefore includes schools.
- 3.2 The term 'recruiting manager' includes those members of a school Governing Body, who have been nominated for recruitment and selection panels, and Headteachers, to whom authority to recruit all employees - including a teacher with a TLR, but excluding other senior teaching staff - may be delegated by the Governing Body.
- 3.3 This Policy should be used for any appointment requiring a selection procedure.

### **4. Principles**

- 4.1 The Council recognises and values the diversity of its workforce and communities and wants to ensure that all the attributes, talents and

skills available throughout the community are recognised when employment opportunities arise. Its principle is that jobs should be filled by those best able to do them.

- 4.2 The Council takes every reasonable step to ensure that its staff, and potential staff, are all treated fairly and given equal opportunity and support appropriate to their needs. All employment decisions including those on recruitment, selection, promotion, secondment, training and career development, are based solely on job-related, objective criteria.
- 4.3 The Council opposes all forms of discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This Policy should be read with the Council's Equality Policy and the Safer Recruitment Policy and Policy.
- 4.4 It is in this way – through fair, open and transparent recruitment, selection and development – that the Council and its workforce can work towards and achieve its mission of being an open and enterprising Council.

## **5. Responsibility for Appointments**

- 5.1 For staff not based in schools, Directors and Heads of Service, or their nominated representatives, make appointment decisions for the majority of posts.
- 5.2 The appointment to Chief Executive, Director and Head of Service positions should be carried out in accordance with the Council's Constitution.
- 5.3 For all other staff, shortlisting and appointment decisions are the responsibility of an appointment panel consisting of a minimum of two officers.
- 5.4 For school-based staff, shortlisting and appointment decisions are the responsibility of the relevant Governing Body. For the majority of posts, this responsibility is delegated to the school's Head teacher. It is the policy of the school that at least one member of the Governing Body is on the interview and selection panel.
- 5.5 Every appointment panel must have a minimum of at least one officer trained in safer recruitment and the appointment panel must take part in both shortlisting and interviews to ensure consistency and fairness.

- 5.6 For Head teacher posts, overall responsibility for recruitment and selection rests with the central recruitment team - this includes receiving application forms and requesting references. For Deputy Head Teacher posts and lower, nominated governors are required to both shortlist and interview candidates and make a recommendation to the full Governing Body who make the final appointment decision. The [Staffing Regulations](#) provide that the Director of Education (or nominated representative) is entitled to give advice on the whole appointment process from advertisement and attend the following proceedings.

## 6. Recruiting Managers' responsibilities

- 6.1 The recruiting manager should ensure they are fully trained or able to demonstrate from previous experience that they have the skills and knowledge required to successfully implement this policy and recruit and select in a fair and open way. This should include an understanding of the Equality Policy Statement and the Safer Recruitment Policy and relevant employment legislation.
- 6.2 Recruiting managers are required to have an understanding of their role and responsibilities at each stage of the recruitment process.
- 6.3 Recruiting managers in schools need to be aware of following information in relation to managing the recruitment and selection process in schools which can be found in the [Governor's Guide to the Law \(Chapter 10 – staffing\)](#).
- 6.4 Where an applicant has indicated under a Declaration of Interest that they know or are related to an existing employee or County Councillor, it is the responsibility of the recruiting manager to ensure that this person is not involved in the appointment, or the decision behind the appointment. Employees who are responsible for appointing employees must ensure that recruitment decisions are based solely on assessment through the appointment process. Any potential conflict of interest should be declared to the appropriate Head of Service/ Head teacher/ Chair of Governors, in advance of shortlisting.
- 6.5 For corporate job roles, the job description should always accurately reflect the elements of the post and should have been reviewed through the Council's Job Evaluation Panel before being advertised.
- 6.6 The person specification of the job role should state both the essential and desirable criteria in terms of skills, qualifications, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Candidates should ordinarily meet all of the essential criteria of the job, or meet them within a reasonable time period. Care should be taken when

writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

- 6.7 All appointments to paid employment with the Council shall be made on merit. The criteria for selecting persons for employment shall be their ability to fulfil the requirements of particular posts as defined by job descriptions and person specifications.
- 6.8 All vacancies shall be advertised internally and externally except where precluded for valid operational reasons e.g. organisational restructuring. However, in cases where there is an intention to change temporary or secondment positions to permanent posts, such posts should be advertised internally for a minimum period of 1 week.

## **7. Method of application**

- 7.1 The Council accepts applications directly through its website using its online forms, electronically or manually using its own application forms. Curriculum Vitae's will not be accepted.
- 7.2 In short-listing situations where there is a large field of applicants that meet all of the essential criteria for a vacant position, the recruiting manager may use the desirable criteria reduce the number of applicants invited to interview.

## **8. Making the Appointment**

- 8.1 It is recognised that in many cases, it is desirable to make a verbal offer very shortly after the selection process to enhance the Council's ability to recruit the selected candidate. In such cases the verbal offer (noting that the offer is conditional at this stage) will normally be made by the Chair of the selection panel, although he or she has the discretion to delegate this responsibility if felt appropriate.
- 8.2 Offers of employment are subject to satisfactory written references, identifying any reasonable adjustments required, checks of qualifications and any other checks as appropriate, such as Asylum and Immigration checks, DBS checks (for posts that are exempted from the provisions of the Rehabilitation of Offenders Act).
- 8.3 Unconditional written offers and contracts of employment will be issued by Employment Services once all checks have been completed and full clearance has been obtained.

## **9. Appointments exempt from selection process**

- 9.1 There are a **limited** number of situations where direct appointments can be made without going through the full selection process.
- 9.2 The [Safer Recruitment Policy](#) must, however, still be followed and DBS checks, two satisfactory written references (three in residential settings) and post-offer health clearance must be obtained. These include:
- Redeployment – employees subject to redeployment are given the opportunity to apply for jobs in advance of other applications. This includes employees who are subject to a notice of redundancy, those who have become disabled during the course of their employment and those who, for health reasons, require alternative employment.
  - Secondments - in order to allow the Council to operate more flexibly and responsively, Heads of Service are permitted to allow secondment arrangements with employees without following the established recruitment and selection procedures as stated above, on the strict proviso that the secondment arrangement is committed to writing as per the Secondment Policy and where the basic principles of the Safer Recruitment Guidance are followed.
  - Career opportunities – Heads of Service / Headteachers may designate a limited number of posts as suitable development opportunities for existing employees. These are not advertised externally. An example could be project work to support an employee's continuing professional development (CPD).

## 10. Politically Restricted Posts

- 10.1 The Local Government and Housing Act 1989 imposes restrictions on political activities by employees who hold certain categories of posts. Full details of which posts are politically restricted can be found in the [Political Neutrality and Restricted Posts Policy](#).

## 11. Agency workers and supply teachers

- 11.1 The Council aims to fill all vacant posts with directly employed staff. The use of agency workers should therefore be kept to a minimum and used for short-term or emergency staffing needs only. Where agency workers are required, it is mandatory for non-school based appointments that they should be recruited using

Randstad, the Council's appointed procurement company for agency workers, as set down in the Council's [Agency Worker Policy](#). In schools, the Council have a procurement contract with e-Teach for supply teachers.

- 11.2 The use of supply staff in schools should be kept to a minimum and used for short-term continuous (based on a maximum of one school term), or ad hoc cover only.
- 11.3 Where a school has a need to cover vacancies on a longer term basis, for example, in cases of long-term sickness absence and maternity leave, a fixed-term post should be advertised, in line with the recruitment guidelines.
- 11.4 It is the responsibility of the Recruiting Manager to ensure that the [Safer Recruitment Policy](#) is followed. DBS checks must be checked with the DBS Unit and at least two references (three in residential settings) should be obtained from the Agency and verified by the Recruiting Manager.

## **12. Employing Young People aged 16 or under**

- 12.1 Young people who are legally required to attend school (generally aged 16 or under) will not be employed by the Council.

## **13. Employing workers aged 16 and 17**

- 13.1 For workers who are over the minimum school leaving age, but under 18, restrictions on the number of hours worked and other safeguards apply.
- 13.2 The safeguards include the right to a National Minimum Wage, a maximum working week of 40 hours, redundancy pay, paid time off for study or training and the requirement for a risk assessment to be carried out with a specific duty to consider the impact of young workers' immaturity and inexperience on their health and safety in the workplace.
- 13.3 You may still have special responsibilities to young workers in respect of pay and training, even when they are over the age of 18 years. Further details can be found [here](#).

## **14. Complaints**

- 14.1 Complaints regarding recruitment and selection processes should be made to the Recruiting Manager. If the complaint is about the Recruiting Manager, complaints should be directed to the next

most senior manager. Where the recruiting manager is a Head teacher, this will be the Chair of Governors.