

RECRUITMENT & SELECTION POLICY & PROCEDURE

This policy applies to all potential and existing employees

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**RECRUITMENT & SELECTION
POLICY AND PROCEDURE**

June 2011

1. Summary

- 1.1 This Recruitment and Selection Policy and Procedure outlines East Lothian Council's policy and approach to the recruitment and selection of all employees.
- 1.2 The Policy and Procedure should be read and used together with the Recruitment and Selection Policy Guidance Notes for Managers and the Nimbus process map which are available on EINet. These notes provide more detailed guidance for each stage and deal with special issues that apply to recruitment and selection.
- 1.3 The Policy and Procedure builds on current good practices within the Council and strengthens the work being done to promote equality and diversity. It takes full account of the new measures that impact on recruitment and selection, such as the Equality Act 2010, the Two Ticks (Disability) Symbol and the enhancement of the Council's employee benefits programme.
- 1.4 In order to ensure that the Recruitment and Selection and Equality and Diversity policies are effective it is the responsibility of all employees, in particular those involved with recruitment and selection, to raise issues of good and bad practice.
- 1.5 The Human Resources (HR) Division will provide support and professional advice at all stages of the process. HR is also responsible for the administration of the recruitment and selection process, arranging relevant training courses and monitoring the implementation of the policy and procedure across the Council.

2. Purpose and Aims of the Policy

- 2.1 The Council has a diverse and vibrant workforce and seeks a workforce which is reflective of the local community within which it serves.
- 2.2 The Policy outlines the procedures to ensure that the Council operates a fair, transparent and effective system for recruitment and selection. It will ensure that candidates are afforded the opportunity to demonstrate their abilities, competencies and individual attributes in a welcoming environment.
- 2.3 The policy provides a framework that will work to:
 - eliminate unlawful discrimination in recruitment and selection
 - take account of the resources required for effective recruitment and selection
 - promote a culture of open and transparent recruitment and selection
 - ensure compliance with the relevant legislation and organisational agreements
 - ensure that panel members involved in appointments will make selection decisions based on objective criteria which consider qualifications, competencies, skills, knowledge and experience.
- 2.4 The Council supports the aims of the Equality Act 2010 which gives the public sector the duty to have regard for socio-economic inequalities by which an authority must have 'due regard to the desirability of exercising its functions in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.

2.5 The Council is committed to the achievement of high standards in recruitment and selection and will aim to ensure that all appointments:

- are advertised to the widest possible market
- are made on the basis of merit and
- that individuals experience a fair and equitable process.

3. Scope

3.1 The Policy applies to all employees and potential employees of the Council.

3.2 Certain other council policies can create exceptions to this policy because they give more favourable treatment to certain groups of people (e.g. disabled people, New Deal applicants and current employees who require to be redeployed). Please refer to Section 6.5 of the Procedure for more information.

4. Teaching Appointments in Roman Catholic Schools

4.1 Legislation on the management of denominational schools in Scotland states that a teacher appointed to a post in a Roman Catholic school must be approved (with regard to religious belief and character) by representatives of the Roman Catholic Church.

5. Use of Agency Workers

5.1 In general, it is the policy of the Council not to use agency workers. Posts, whether permanent or temporary, should be filled in accordance with the Council's Recruitment and Selection Policy and Procedure and any recruitment monitoring procedure which may be in place from time to time.

5.2 However, it is recognised that circumstances may arise when it is appropriate to utilise agency workers (e.g. when work is required at short notice or alternative means of covering the work have been exhausted). In such cases, agency workers should be sourced from the Council's approved list of suppliers. Details of the recruitment process for agency workers, including the Agency Worker Authorisation Form, are available on the Nimbus process map, which is available on EINet.

5.3 The use of agency workers will be in accordance with any approval process which may be in place at the time the need arises.

6. Applicants with Criminal Records

6.1 The Council appreciates that some applicants for posts will have criminal records. The Council also recognises that the ability to obtain employment contributes to the rehabilitation of offenders and reduces the likelihood of re-offending.

6.2 Please refer to Section 11 of the Procedure for more information.

7. How Vacancies Will be Recruited

- 7.1 The Council will advertise all posts through myjobscotland and its partner agencies (the Job Centre, Jobs in Scotland, Total Jobs and S1Jobs). Details of the myjobscotland recruitment process can be found on the Nimbus process map, which is available on EINet.
- 7.2 It is the Council's intention to move to e-applications only, however, it is recognised that paper based application are required until the new system is phased in.
- 7.3 The Council has a duty to adhere to the provisions of the Equality Act 2010 which defines discrimination and harassment. More information can be found in Section 12.4 of the Procedure.
- 7.4 The advertising of vacancies will be subject to approval under any vacancy approval process that may exist from time to time.

8. Safe Recruitment Practices

- 8.1 The Council has a duty to practice "safe recruitment", i.e.:
- to comply with government legislation, employment legislation and codes of practice of regulatory bodies in ensuring an individual's suitability to occupy a particular post working with children and/or vulnerable groups. Information about the PVG scheme can be found in Section 17 of the Procedure and on the Nimbus process map, which is available on EINet.
 - to ensure that the person appointed has the skills, knowledge and qualifications required to carry out the duties of the post: please refer to Sections 4 and 12 of the Procedure.
 - to ensure that the person appointed is legally entitled to work in the United Kingdom: please see Section 9 of the Procedure.
 - to ensure that the person appointed is appropriately registered with the appropriate statutory or professional regulatory body, (e.g., General Teaching Council (Scotland), Scottish Social Services Council or Law Society of Scotland): please see Section 12 of the Procedure.
- 8.2 All appointments to the Council are therefore subject to satisfactory pre-employment checks. Applicants will be advised if they are the 'preferred candidate', but a formal written offer of employment will only be made and a start date agreed after satisfactory pre-employment checks have been carried out: please refer to Section 18 of the Procedure.

9. Recording and Storage of Recruitment Related Data

- 9.1 Throughout the recruitment process managers collect and assess information that contains sensitive personal data about an individual. This information, whether manual or computerised, falls within the scope of the Data Protection Act and the recording and storage of data must therefore be managed safely and securely.
- 9.2 Records for unsuccessful candidates must be kept for six months and then destroyed confidentially. For the preferred candidate, a record of the pre-employment checks carried

out must be kept in the employee's Human Resources file with the exception of the actual PVG Scheme record.

9.3 The key documents that must be kept safe and secure include:

- the application form
- the Council's self declaration of Criminal Conviction forms
- qualification checks
- employer references
- identity and eligibility to work in the UK
- checks against any other appropriate agency that details personal information about an individual (e.g. SSSC, GTC etc)
- Campaign Team decision making records at each stage of the recruitment process

9.4 The Council is registered as a Data Controller in terms of the Data Protection Act and is entitled to match data from differing sources. This includes matching certain data in respect of employees who reside in East Lothian (e.g. information about payment or non-payment of council tax and receipt of housing benefit) as part of the Council's role in assisting with the elimination of benefit fraud. New employees can therefore expect to be data-matched for these purposes.

9.5 Applicants are advised on myjobscotland that by submitting an e-application (or signing a paper application form) they are consenting to the use of the personal information they provide for the above stated purposes.

10. Policy Review

10.1 The Policy will be reviewed and amended from time to time by the Head of Human Resources following appropriate consultation with the recognised Trades Unions.

RECRUITMENT & SELECTION PROCEDURE

SECTION NUMBER

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1. New/Amended Posts

- 1.1 All new or amended posts must be established through the Council's delegated approval procedures which are managed by the Head of Human Resources (HR) and the Head of Finance.
- 1.2 Prior to the establishment or variation of a post, it must be graded/re-graded through the Service Review Team within the HR Division. The job overview pro-forma should be completed by the line manager and this will then be used to evaluate the post. The form and guidance about the process can be found on the Nimbus process map, which is available on EINet.
- 1.3 Once evaluated, the detail about the post, (job outline, person specification, grade and any other relevant terms and conditions of service) can be incorporated into the Committee Report to be considered by the Head of HR and Head of Finance. This is to ensure that a new/amended post is approved, fairly graded and affordable within relevant departmental allocated budgets.
- 1.4 Once a post is approved through delegated approval powers and lodged in Members Library, it can be advertised.

2. Review of Requirement to Fill a Vacant Post

- 2.1 When a post is established, or becomes vacant, the appropriate Executive Director (or nominated officer) will, in consultation with the Finance Division and the HR Division, consider organisational and budgetary matters and decide whether the post should be filled.

3. Nomination of Campaign Team

- 3.1 A Campaign Team, with a minimum of two officers, will be nominated by the Executive Director (or nominated officer) to undertake the recruitment and selection process. Campaign Team members will normally be selected on the basis of line management responsibility, professional or technical expertise/experience, or HR specialism.
- 3.2 All members of the Campaign Team should ideally have undertaken recruitment and selection training. However, it is a minimum requirement that the Campaign Manager will have received appropriate training within the three year period preceding the interviews.
- 3.3 From time to time carers/service users, a specialist adviser, or an Elected Member may participate in the recruitment process, however they will not form part of the decision making process.
- 3.4 The Campaign Manager must ensure that all Campaign Team members are fully aware of current council policy and practice used at every stage of the process.

4. Job Outline/Person Specification

- 4.1 A job outline and person specification must be available for each post. The person specification sets out the essential and desirable skills and abilities required in the person who will carry out the job. It will normally include knowledge and skills, relevant experience, training and educational requirements.
- 4.2 As required by the Equality Act 2010, the job outline and person specification must not contain wording, or specify duties, that unnecessarily exclude or limit any person's chance of employment.
- 4.3 The job outline and person specification will be available on the e-recruitment system, or enclosed with the paper application form, to assist candidates with their application.
- 4.4 The person specification will be used as a tool when the Campaign Team makes its' decisions at short listing and interview stage.

5. Advertising of Post

- 5.1 In order for a post to be advertised a Recruitment Authorisation Request Form (RARF) must be completed, approved by the Executive Director and then forwarded to HR for processing.
- 5.2 This process is documented on Nimbus process map, which is available on EINet.

6. Application Forms and Information Packages

- 6.1 As per guidance issued by Audit Scotland (November 2010), all application forms now state "This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes".
- 6.2 A Guidance Note on short-letting and updating myjobscotland is available on Nimbus process map, which is available on EINet.
- 6.3 All completed application forms should be returned by individual applicants to the HR Division by the specified closing time and date. Late application will not be accepted unless in very exceptional circumstances i.e. postal strike or failure of the Council's IT system.
- 6.4 Under the Equality Act 2010 personal data such as age, sex, disabilities, marital status, dependants, nationality and ethnic origin will not be sought on the application form. Certain personal data will be sought on the equalities monitoring form for the purposes of monitoring the effectiveness of policy implementation: this information is collated and retained by COSLA/myjobscotland.
- 6.5 The following council policies can create exceptions to the Recruitment and Selection Policy and Procedure because they give more favourable treatment to certain groups of people:

Guaranteed interview scheme

Providing they meet the essential criteria of the post and have marked the appropriate box on their application form, the following groups will be guaranteed an interview:

- a. **Disabled applicants** who are covered under the Equality Act 2010
- b. Applicants who are part of the **New Deal** initiative (designed to assist the unemployed into work). Applicants must also provide a letter from their personal Job Centre Adviser confirming their involvement in the New Deal initiative.

Redeployment of existing employees

Selected vacant posts will be withheld from the open market for consideration as suitable alternative employment for:

- a. Employees **awaiting redeployment** (e.g. their work area has been the subject of policy, budget or organisational reviews i.e. surplus staffing):in accordance with the Council's Policy and Procedure for Dealing with Redundancies
- b. Employees being considered for **alternative employment** on the grounds of ill health (e.g. medical redeployment): in accordance with the Council's Managing Attendance Policy
- c. Employees being considered for **alternative employment** on the grounds of Performance Management: in accordance with the Council's Managing Employee Performance Policy

In addition to the above, favourable treatment could also include:

- a guaranteed post/offer of employment subject to fulfilling all requirements of a training position
- retraining periods to enable a person to fulfil duties of any new post
- trial periods in new job/posts
- continuous periods of assessment during a trial period or training programme as a substitute for a final interview (for specific disabled groups)
- different advertising arrangements (open recruitment, outreach recruitment) etc

The determination of what can be classed as favourable treatment for these groups will be determined by the Head of HR (or their nominee) in conjunction with the Executive Director/Head of Service. Consultation will take place with the relevant trades unions and will be supported by the Council's policies in place at the time.

7. Short-letting/Screening of Application Forms

7.1 Record keeping

Each member of the Campaign Team should screen applicants against the criteria identified in the person specification. The Campaign Team should then meet to draw up an agreed shortlist of applicants.

A form to record this information, together with Guidance Notes on updating myjobscotland, can be found on Nimbus, which is available on EINet. A record will be kept of the reason(s) for the rejection of each applicant.

7.2 Equalities Act 2010

Under the Equality Act 2010, the Campaign Team are prevented from considering issues about candidate's health. Those with mental health issues, a medical condition or a disability will not be forced to disclose their condition on their application form or subsequently before an offer of employment.

The Act also prohibits:

- "direct discrimination to include discrimination by association, indirect discrimination relating to disability or discrimination arising from disability.
- discrimination against a disabled person by treating them unfavourably where that treatment is "not a proportionate means of achieving a legitimate aim".

Please refer to Section 12.4 for more information.

8 Invitation to Interview

8.1 The Campaign Manager will ensure that shortlisted candidates are invited to interview with sufficient and appropriate notice.

8.2 Applicants invited for interview will be requested to bring original certificates as evidence of the qualifications that they hold and have referred to in their application.

8.3 For specific posts, applicants invited for interview will also be requested to bring official documentation to satisfy the requirements of PVG Scheme where the post involves regulated work with vulnerable adults or children.

8.4 Additionally if the post requires registration i.e. General Teaching Council (Scotland) or Scottish Social Services Council registration, the candidate must provide evidence of current registration at interview.

8.5 Invite to interview letters and associated documents can be found on Nimbus, which is available on EINet.

9. Asylum and Immigration Act 1996

9.1 It is a criminal offence to employ a person in the UK who does not have the right to work here. Under sections 15-25 of the Act employers are required to make document checks on every person they intend to employ. Candidates are required to bring certain documents to prove their status and right to work in the UK to interview.

A list of acceptable documents is available in “the Asylum and Immigration Act 1996” on Nimbus, which is available on EINet.

9.2 If the Council employs someone illegally, or does not comply with all of our sponsorship duties, we may incur civil and/or criminal penalties. Penalties range from being liable for payment of up to £10,000 to a two year prison sentence for those responsible in recruiting the illegal employee. Due to the severity of penalties, employees who fail to follow these procedures (including employing overseas workers) will be addressed through the formal disciplinary process.

9.3 The Act gives a statutory defence against prosecution to employers where they can show they have checked and copied certain original documents. Employers are also obliged to ensure that recruitment practices do not discriminate against individuals on racial grounds.

9.4 There is a Points Based System (PBS) for employing people from outside the European Economic area & Switzerland. If a migrant has enough points, they will be issued with a Certificate of Sponsorship (which can only be issued by employing organisations if they have a license awarded by the UK Borders Agency). For more information on recruiting someone who requires a Certificate of Sponsorship, please contact a HR Advisor.

In addition, nationals of the European Union Accession States (the A8 nations), Bulgaria and Romania have controls placed on employment; please see Section 10: Workers Registration Scheme for more details.

9.5 Documents to be checked

As noted above, all candidates must produce appropriate documentation to confirm that they are legally permitted to work in the UK.

Such checks must be done for every applicant, to ensure that everyone is treated equally and to prevent possible discrimination claims.

The following should be undertaken (where applicable):

- check **photographs** are consistent with the person
- check **dates of birth** are consistent
- check **expiry dates** (limited leave to enter or remain in the UK etc) have not passed
- check UK Government endorsements (stamps, visas etc) to ensure the person is able to do the **type of work** on offer
- satisfy yourself that the documents are **genuine** and have not been tampered with
- if the documents have **different names**, ask for evidence to explain this (e.g. marriage certificate, divorce decree, a deed poll document of statutory declaration)

All documents must be photocopied and verified by the person who has seen and copied the originals (e.g. "original seen", date, signature and print name).

10. Workers Registration Scheme

10.1 Under European Community Law, nationals of countries in the European Economic area have the right to live in the UK if they are working here, or if they have enough money to support themselves without help from public funds. However, they will normally have to register under the Workers Registration Scheme if they want to work for an employer in the UK for more than one month and are a Citizen of: The Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia. There are some exemptions but further information is available on Nimbus, which is available on EINet.

11. Applicants with Criminal Records

11.1 The Council appreciates that some applicants for posts will have criminal records. The Council also recognises that the ability to obtain employment contributes to the rehabilitation of offenders and reduces the likelihood of re-offending.

11.2 Where an applicant has "spent" or "unspent" convictions under the provisions of the Rehabilitation of Offenders Act 1974 as amended, and this comes to the attention of the Campaign Team by whatever means, the existence of the convictions shall only be taken into account where the nature of the post in question, its duties and responsibilities justify such action.

11.3 Disclosure of convictions that are "spent" under the provisions of the Rehabilitation of Offenders Act 1974 as amended, shall only be required where the nature of the post in question, its duties and responsibilities justify this. In applying this aspect of the Recruitment and Selection Policy and Procedure, due regard will be given to the provisions of the Rehabilitation of Offenders Amendment Orders and Part V of the Police Act 1997.

11.4 This section of the Recruitment and Selection Policy and Procedure must be read and interpreted in conjunction with Section 14 (Safe recruitment practice) which deals with the checking of criminal records for those recommended for appointment to posts within the Council involving access to children and other vulnerable groups.

12. Selection interview

12.1 Documentation

Prior to interview, each candidate will provide the Campaign Manager/Administrator with:

- evidence of qualifications and/or professional registrations held (see Section 8)
- evidence of their eligibility to work in the UK (see Section 9)
- official documentation for the PVG Scheme (if applicable) (see Section 17)
- driving licence (if applicable to the post)
- professional registration documents (e.g. Scottish Social Services Council registration certificate*) (see Section 8)

* For teachers, and candidates with registered with the Scottish Social Services Council the HR division will check registration status with the General Teaching Council (Scotland) and Scottish Social Services Council.

The Campaign Manager will arrange to have these documents photocopied and verified (e.g. "original seen", date, signature and print name) with the originals returned to the candidate. Copies will be retained for the successful candidate only (all other documents will be confidentially destroyed).

12.2 Skills/competency testing

It is recognised that selection methods such as skills/competency testing can be an important tool to aid with the selection process (e.g. typing tests, case studies/in-tray exercises or presentation briefings). Any other variations (e.g. use of psychometric tests, carer involvement in selection process) may only be used following agreement with the Head of HR (or their nominee).

12.3 The interview

The full Campaign Team will carry out interviews. Questions will be agreed in advance and must be justifiable in terms of:

- the Equality Act 2010 (see Sections 7.2 and 12.4)
- gathering relevant information specific to the job content and person specification
- enabling a decision to be made on the candidate's suitability for the post

At the interview "follow up" questions may be asked, however, they must be justifiable in the terms detailed above.

12.4 Equality Act 2010

Except in very restricted circumstances, the Campaign Team is not allowed to ask any job applicant about their health or any disability until the person has been:

- offered a job either outright or on conditions, or
- included in a pool of successful candidates to be offered a job when a position becomes available (for example, if an employer is opening a new workplace or expects to have multiple vacancies for the same role but doesn't want to recruit separately for each one).

This includes asking such a question as part of the application process or during the interview. Questions relating to previous sickness absence count as questions that relate to health or disability.

In addition, an applicant cannot be asked to complete a questionnaire provided by occupational health, or referred to occupational health, before the offer of a job is made (or before inclusion in a pool of successful applicants).

This is to ensure that all job applicants are looked at properly to see if they can do the job in question and not ruled out just because of issues related to or arising from their health or disability, such as sickness absence.

The Campaign Team can ask questions once a job offer has been made or they have included someone in a group of successful candidates. At this stage, the Campaign Team could make sure that someone's health or disability would not prevent them from doing the job, however, they must consider whether there are reasonable adjustments that would enable the candidate to do the job.

12.5 Candidate assessment

Campaign Team members will complete an individual record of assessment for each candidate after every interview. The assessment criteria must correspond to the person specification and are subject to the provisions of the Equalities Act 2010. A form for recording the assessment is available on Nimbus, which is available on EINet.

13. Selection Decision

The decision on the preferred candidate will only be taken after completion of all interviews for the post. The reasons for the selection of the successful candidate will be recorded and signed by all members of the Campaign Team.

14. Safe Recruitment Practices

- 14.1 The Council recognises its responsibility for protecting children and vulnerable groups in its care and will seek to ensure that people who carry out work for the Council pose no risk to service users or employees.
- 14.2 The Council will aim to ensure that no job applicant or employee suffers unfair treatment on the basis of unjustifiable criteria.
- 14.3 In applying safe recruitment practices, the Council will undertake a number of pre and post employment checks for all permanent, temporary and casual posts that have been classified as exempt under the Rehabilitation of Offenders Act 1974 (Exclusions and exceptions) (Scotland) Order 2003 and the Protection of Children (Scotland) Act 2003.

15. Employment References

- 15.1 References will be obtained for all appointments within the Council irrespective of employment status, (e.g. full-time, part-time, permanent, temporary or casual). References should only be obtained for the preferred candidate(s), once identified.
- 15.2 Two employment references are required for the preferred candidate(s), one of which must be from the applicant's current or most recent employer. In all circumstances, employment references will only be used as a means of verifying the information provided during the recruitment and selection process and to either confirm the appointment or cause the Campaign Team to review the decision.
- 15.3 References will be obtained using the Employment Reference Request Form or by specific request by letter if a more detailed reference is required. Managers may accept electronic references but these should only be accepted to back up a verbal telephone reference.

The Employment Reference Request Form is available on Nimbus, which is available on EINet.

- 15.4 The Campaign Manager should personally request references. References received by the Council addressed as “to whom it may concern” should not be accepted, nor should written or photocopied references brought to the interview.
- 15.5 A member of the Campaign Team must not provide a reference for an interviewee.
- 15.6 In cases where information following repeated attempts is not forthcoming from the appropriate organisations or authorities within a reasonable timescale the written approval of the relevant Executive Director and the Head of HR (or their nominee) must be obtained prior to any appointment being made. In such circumstances the relevant Executive Director and the Head of HR (or their nominee) will consult the Council Solicitor prior to making a decision.
- 15.7 Employment references should be forwarded to the HR Division with all other relevant appointment documentation related to the post and the appointment to be made. Details of this process can be found on Nimbus, which is available on EINet.

16. Health Screening

- 16.1 All successful applicants, including internal candidates, will be medically screened either by medical questionnaire or examination.
- 16.2 The Council’s occupational health (OH) services provider assesses the applicant’s fitness for employment ensuring that this process meets the requirements of the Equalities Act 2010. This is to help ensure that potential employees can perform the duties of the post effectively and without risk to themselves or others, whilst providing equal access to employment opportunities. The health questionnaire’s contents will be treated in the strictest confidence and will not be discussed or seen outside the OH services provider’s premises unless the applicant provides their written consent.
- 16.3 If there are any areas of concern, the OH services provider will advise the Council of the necessary action required on an individual basis which, for example, could be making a reasonable adjustment for the applicant in the workplace. The manager should then meet with the individual and a representative from the HR Division to discuss the report from OH.

17. The Protecting Vulnerable Groups Scheme

The Protecting Vulnerable Groups Scheme (PVG Scheme), which delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 aims to:

- help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- reduces the need for PVG Scheme members to complete a detailed application form every time a PVG Scheme check is required;
- strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

Further details of the PVG Scheme, including detailed information and extensive ELC guidance notes are available on EINet and by following the Nimbus process map which is also available on EINet.

17.1 To protect young and vulnerable people, East Lothian Council needs to undertake PVG Scheme checks for the following:

- prospective employees for specified posts
- members of the public providing Corporate Services (i.e. foster parents and carers, Children's Panel members, Justices of the Peace etc)
- sub-contractors who East Lothian Council deem should be checked (i.e. Bus Drivers, Taxi Drivers etc).

Volunteers will not generally be checked. However, where individual volunteers will have substantial unsupervised access to young or vulnerable people checks will be carried out.

17.2 All checks in respect of criminal records will be undertaken in accordance with the Protecting Vulnerable Groups Scheme which is available on Nimbus, which is available on EINet.

17.3 The Head of HR (or their nominee) will, in consultation with relevant Executive Directors, maintain a list of all posts where the individual will be carrying out regulated work with children or vulnerable adults. Such vetting will comply with statutory provisions, employment legislation and the requirements of the post.

17.4 Prospective appointees to posts that are the subject of criminal record checks will not be allowed to commence employment until PVG clearance has been obtained. There will be no deviation from this.

18. Offers of Employment

18.1 When a Campaign Team decides that an applicant should be appointed they will advise the successful candidate that they are the preferred applicant and that references are being obtained.

18.2 The Campaign Team manager will advise the Head of HR (or their nominee) accordingly using the Employee Appointment Form (external candidate) or Change of Contract Form (internal candidate).

The forms are available on Nimbus, which is available on EINet, together with a list of paperwork that should be sent with them.

Please note: all photocopied documents must be verified by the person who has seen the originals and copied them (e.g. "original seen", date, signature and print name).

18.4 After the pre-employment checks have been made, the Head of HR (or their nominee) who will arrange for a written offer, conditional in nature where appropriate, to be made.

18.5 Formal written offers of appointment and the terms and conditions that apply can only be made on behalf of the Council by the Head of HR.

19. Record Keeping

- 19.1 Records of decisions taken at the screening of application forms and selection interview stages of the recruitment process will be kept by the Campaign Manager for a minimum period of six months from the date of the selection decision being taken. After this date, should there be no enquiry about the selection process or no other intimation otherwise, the records will be destroyed in a confidential manner.

Head of Human Resources
June 2011