

Policy

Recruitment & Selection

Policy Statement

- The Council is committed to recruiting a high-quality workforce with the appropriate expertise and experience and, as an employer, ensuring adherence to its Equality in Employment Policy and the Equality Act 2010 at all stages of the Recruitment and Selection process.
- The Recruitment and Selection process must be a fair, systematic, efficient and effective and ensure equality of opportunity. Appointments must be made in accordance with all relevant statutory obligations, codes of practice, and the processes contained within this document.

Scope

This policy is applicable to all staff employed by the Council undertaking any Recruitment and Selection for all posts including:

- All non-school vacancies which are classified as permanent
- All vacancies in the Music School and Adult Education
- Fixed Term Contract (FTC) or casual/sessional contracts

Staff employed on JNC Chief Executive, JNC Chief Officer and staff in Schools are excluded. Recruitment for schools is covered by a separate policy and procedure.

This policy does not form part of the contract of employment; however, employees are bound by the provision of this policy, which may be amended from time to time.

Principles

The principles that articulate the Council's approach to Recruitment and Selection:

- The Council seeks to promote a positive approach to equality and diversity during the recruitment and selection process. To ensure discrimination and stereotyping play no part in the process but most importantly, valuing differences between people and understanding the positive benefits for the Council of employing a diverse range of talented people.

- The Recruitment and Selection process should be free from bias on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity as stated in the Equality Act 2010. In making the final selection, hiring managers should ensure that decision is objective and free from personal opinions, attitudes and prejudices.
- The Council values the diversity of its workforce and aims to ensure that staff taking part in the Recruitment and Selection process adhere to these standards.
- All hiring managers must satisfy themselves that they are confident and competent in arriving at a fair decision at each point of the Recruitment and Selection process.

Resources

Access to further resources are found here:

Recruitment and Selection Procedure (insert link)

Recruitment and Selection Toolkit (insert link)

Equality in Employment Policy (insert link)

Effective date	Review date	Owner	Approved by
		HR&OD	

