

Procedure

Recruitment & Selection

1. Introduction

The Council recognises that its staff are fundamental to its success. This procedure supports the Council's Recruitment and Selection Policy (insert link) to ensure we recruit the best candidate based on merit. There are a number of key stages in recruiting and selecting for a post, these are detailed below.

2. Key Stages

Link all listed below into the sections in the body of the document

- Responsibilities
- Establishing a Vacancy
- Authority to Recruit
- Advertising the Vacancy
- Applicant Management
- Issuing the Contract
- On boarding
- Employment Checks

3. Responsibilities

Heads of Service:

- Ensure all hiring managers in their service areas adhere to this policy.
- Ensure all hiring manager are able to use the Council's online recruitment system.
- Ensure that the hiring manager is recruiting within budget.
- Ensure that the hiring manager is recruiting to an established post.
- Ensure that the hiring manager is trained appropriately to undertake recruitment.
- Approve any Employment Check Risk Assessment (insert link to toolkit) undertaken prior to start date.

Hiring Managers:

- Obtain the necessary approval from their Head of Service to recruit to the vacant post (new or existing) prior to commencing the recruitment.
- Ensure that Recruitment and Selection is carried out in a timely, fair and equitable manner with adherence to this policy and its procedures.
- Attend relevant, mandatory Recruitment and Selection training to understand the policy and procedural requirements and to gain the necessary skills and knowledge to fulfil their role.
- Ensure provisions of the Equality Act 2010 are followed throughout the process
- Ensure there is a vacant position to recruit into.
- Ensure the job profile is up to date, evaluated and all tasks/duties and attributes contained therein are applicable for the vacant position at the time of request for permission.
- Write text for the advert of the role (even if only advertising internally).
- When advertising a job you should use the Council's online recruitment system (insert link).
- Raise all recruitment requisitions via the Council's online recruitment system (insert link).
- Provide all relevant information requested at requisition stage, in order that the Employee Services team have all they need to proceed with recruitment.
- Prepare interview questions.
- Take overall management of the selection process, including short-listing, interview scheduling, co-ordinating the interview panel, room bookings and making sure any reasonable adjustments required for candidates are made on the day of interview.
- Take comprehensive notes during the interview.
- Provide reasonable adjustment for any applicant as and when required using Council's online recruitment system (insert link).
- Ensure diversity amongst the interview panel.
- Ensure the panel consist of at least three people.
- Verbally inform the successful candidate of the offer.
- Inform Employee Services of the appointment as soon as possible by completion of the defined conditions form on the Council's online recruitment system (insert link).
- Complete and upload all interview paperwork in a timely manner onto the Council's online recruitment system (insert link) to avoid delays in the issuing of contracts, pre-employment checks and the on boarding process.
- Inform unsuccessful candidates following interview and provide feedback if requested.
- Agree a start date with the successful candidate and inform Employee Services as soon as known. This should be no earlier than 28 days from the date of appointment in order to allow time for employment checks to clear.
- Complete an Employment Checks Risk Assessment (insert link to toolkit), if the hiring service wish for the successful candidate to commence employment prior to all satisfactory employment checks being received. This must be approved by the Head of Service and sent to Employee Services prior to the start date.

- Make arrangements for the ICT system access and ID card to be ready for the start date by submitting the relevant requests via the e-Resourcing portal on the Council's intranet using the New Starter Guide (insert link) and the New Starter Dash Form (insert link to toolkit).
- Confirm arrangements for the successful candidate's first day using the Induction Checklist (insert link to toolkit).
- Ensure successful candidates complete the new starter form on their start date in order that their salary payment can be set up.
- Supporting new starters with the agreed working styles.
- Managers should help new starters settle in, so that they do not feel isolated. For example, you should:
 - Work through the induction pack with the employee and follow up with an email of an agreed plan and induction material i.e. Induction pack, service plan.
 - give them clear guidance and schedule, assign them a mentor/buddy
 - Organise team and individual introduction meetings during their first week
 - Explain the structure of the team and how it fit their roles and the wider organisation goals and priorities.
 - Ensure all documentation as listed in the induction pack is shared with the employee, along with any wider documents relating to the work they will be carrying out.
- Hiring managers will be held accountable for adhering to the Recruitment and Selection Policy and following due process for all recruitment undertaken. Failure to do so may result in disciplinary action.

HR Operations Team:

- Provide advice and guidance on the Recruitment and Selection Policy (insert link to policy) and procedure.
- Provide advice and guidance on reasonable adjustments for candidates indicating they have a disability.
- Manage overseas visa applications.
- Support hiring managers on large scale recruitment campaigns.
- Support hiring managers on issues regarding positive Disclosure and Barring.
- Provide advice and guidance on withdrawal of offers of employment and contract termination.

Employee Service Team:

- Provide advice and guidance on the Recruitment and Selection procedure.
- Check all recruitment requisitions received via the Council's online recruitment system to confirm all required information has been received and approve to commence the advertising process.
- Place job adverts accordingly via the Council's online recruitment system (insert link), liaising with the hiring manager if necessary.
- Issue subject to contracts, offer letters, and a new starter form to successful candidates within 7 working days of receipt of appointment details via the Council's online recruitment system (insert link).

- Support managers and successful candidates progress their pre-employment checks.
- Where necessary collate all paperwork associated with applications for permissions to work in the UK.
- Set up successful candidates on the Council's payroll system once a start date has been confirmed by the hiring manager.

4. Establishing a Vacancy

- A vacancy can arise from a resignation, creation of a new post or re-structure, maternity/paternity leave or other long-term absence.
- Once a vacancy has been identified, the hiring manager must ensure that an up to date and accurate job profile is in place.
- Should the post not exist within the hiring manager's establishment, a newly created post is also needed, and the hiring manager is required to complete a form for creating, deleting or amending a post via Fusion system (insert link).
- Creation of a new post normally constitutes a restructure and therefore the manager will need to go through the Organisational Change process (defined by the Organisational Change Policy and Procedure insert link) to do so.

Job Profile

- It is the responsibility of the hiring manager to draft the job profile for the post to be advertised using the Council's template. The content should be directly related to the purpose, tasks performed by and out-puts expected of the position.
- Consideration must be given as to whether:
 - There is sufficient budget for the post.
 - The business needs of the service have changed.
 - The post should continue in the same manner.
 - The post requires the post holder to have a Disclosure and Barring Service (DBS), driving licenses, specific qualifications (HCPC, NMC etc.).
 - The post is politically restricted.
- Guidance on DBS and political restriction can be obtained from the Council's intranet or HR Operations.
- The job profile should include the following:
 - A brief outline of the job's purpose.
 - Details about the main responsibilities of the role. For example, processing invoices and dealing with customers is more informative than general office administration.
 - A brief explanation of the importance of the role and how it fits into the service; including other duties and responsibilities.
 - The salary and pay grade of the role.

- Job profiles must not differentiate whether the job could be undertaken on a full-time or job share basis.

Job Competencies

- The competencies for a post provide details of the abilities, qualifications, skills, experience, personal qualities and knowledge required to fulfil the duties identified in the Job description which can be measured at any point in the selection process.
- Only essential criteria are to be included in the job competencies to ensure a fair and transparent selection process.
- Job competencies are a key part of the recruitment process and used to compile the job advertisement, define the criteria for shortlisting and assist with structuring the interview questions.

Job Evaluation

- Job profiles for all newly created posts or any changes to increase or decrease duties/responsibilities in existing Job profiles must be sent to HR Operations to be evaluated in line with the Council's Job Evaluation Process (insert link), prior to being advertised

5. Authority to Recruit

- Hiring managers are held accountable for the recruitments that they undertake. It is therefore a mandatory requirement of this policy that hiring managers obtain the necessary authority to recruit to a vacant post (new or existing).
- Prior to submitting a request to recruit (requisition) via the Council's online recruitment system (insert link), hiring managers must confirm they have:
 - The budget in place to fund the post.
 - An up-to-date and evaluated job profile for the vacant post.
 - A valid position number for the vacant post.
 - Received approval from the Head of Service to recruit to the vacant post.
- Hiring managers will be required to complete a declaration to confirm they have the appropriate authority to recruit to the vacant post and upload the up-to-date job profile and advert text via the Council's online recruitment system as part of the requisition process.
- Employee Services will not proceed with the recruitment until all required declarations and documentation are received.

6. Advertising the Vacancy

- Once a vacancy has been established and authority has been obtained to recruit, Hiring Managers must draft the advert using the Council's Advert template (insert link to toolkit) and submit a request to recruit (requisition) via the Council's online recruitment system (insert link), completing the necessary declaration and uploading the required documentation.
- This requisition includes details such as the job title, contract type, pay, hours and terms, along with a closing date and DBS requirement if needed. Hiring managers should therefore have all job information to hand.
- Employee Services will check the requisition to confirm all required information has been received and approve via the Council's online system to commence the advertising process.
- Employee Services will post **ALL** job advert live for internal staff and redeployees in the first instance, within 2 working days of their approval. This internal advert is to be posted for a minimum of 7-10 working days before being posted externally. (exceptions may apply).
- All applications will be made via the Council's online recruitment system (insert link). Exceptions to this rule will be made for individuals with visual impairments and/or those with learning disabilities; in such instances paper or specialised application forms will be accepted.

Redeployees

- The Council wishes to retain its staff, where their jobs are at risk of redundancy; and thereby their skills and experience where at all possible.
- Redeployees are considered priority candidates for all job vacancies unless the post is deemed exempt from redeployment, e.g. specialist roles. All vacancies in the Council are advertised internally; redeployees are given priority by being considered first if they meet the minimum criteria for the role.
- Further information can be found in the Council's Redeployment and Skills Policy (insert link to policy).

External Recruitment

- All posts are externally advertised free of charge on the Council's website and JobsGoPublic.
- Where a decision is made to advertise a post externally using other media, any costs incurred must be paid for in full by the recruiting service. The Council is part of the London Boroughs Recruitment Partnership (LBPR) and uses a set contract provider for recruitment advertising. All media bookings must be done via this contract. No bookings are permitted to be made directly with any other media.

- Vacancies published should remain open for a minimum of 10 working days. If a vacancy has been advertised in a printed publication, special attention should be made to ensure the vacancy is open to applicants for the entire duration the publication is in-date.
- If a vacancy needs to be re-advertised (either because suitable applicants could not be found, or the suitable applicant declined the offer of employment, resigned shortly after taking up the post) the hiring manager can go back to candidate shortlist up to 3 months' application closure date, to see if there are other suitable candidates who are still interested in the post.
- Should the decision be taken to re-advertise the post, the Council reserves the right to indicate that previous external applicants to this specific post need not apply. These rules should only apply within a six-month window of the original appointment.

7. Applicant Management

Shortlisting

- Once the job advert has closed, it is the responsibility of the hiring manager and recruitment panel to shortlist applications made using the pre-established criteria in the job profile and competencies.
- Shortlisting should be completed within 3 working days of the job advert closing.
- The Council's Shortlisting Matrix (insert link to toolkit) must be completed to record the outcome of the shortlisting and uploaded via the Council's online recruitment system (insert link).
- Priority shortlisting and interviews must be offered to redeployees that have applied for the position and meet the minimum criteria. Other applicants should not be considered until the hiring manager is satisfied that there are no suitable redeployees that have applied.
- There may be situations where the shortlisting process leads to a large number of candidates who will potentially go forward to the next stage. In these cases, the hiring manager should consider using one or more additional assessment methods to reduce to a manageable number of candidates.
- Further guidance on the Council's shortlisting process can be found on the Council's intranet.

Disability Confident Scheme

- The Council participates in the Disability Confident Employer Scheme. Applicants who have identified themselves as wanting to be considered under this guaranteed interview scheme must be offered an interview if they meet the essential shortlisting criteria for the post.

- It is the responsibility of the hiring manager to ensure that any disabled applicant who meets the minimum essential criteria is offered an interview.
- Panel members should also be aware of the duty to make reasonable adjustments for any candidate with a disability and refer to guidance on reasonable adjustments. It is the hiring manager's responsibility to contact applicants prior to the interview date to ask if any reasonable adjustment is needed for any part of the recruitment process.
- Examples of reasonable adjustments could include:
 - Changing the interview location for an applicant who has mobility impairments to enable wheelchair access.
 - Ensuring there is no background noise for a candidate with a hearing impairment or provision of an induction loop.
 - Allowing an applicant with a learning disability to be accompanied by a helper at the interview.
 - Allowing more time for tests for people who are dyslexic.

Selection

- Technology is changing the way we recruit, with video/ virtual interviewing becoming increasingly popular and necessary. Increasingly organisations across the UK are embracing technology to modernise their interview processes, recognising that video interviewing can reduce 'time to hire' by up to 50% and negate physical presence.
- During the COVID-19 pandemic, face-to-face interviewing has become nearly impossible for hiring managers. As we adapt to government guidelines, we are discovering different approaches to conducting the selection, interview and hiring processes. See the Recruitment and Selection Virtual guidance (insert link) for more advice.
- The following applies whether an interview or selection event is held physically or virtually.

Recruitment Panels

- Recruitment panels are responsible for shortlisting and selecting a candidate to fill a vacant role.
- The panel's primary responsibility is to ensure that recruitment to the vacant role is undertaken in line with this policy, which has been designed to ensure that recruitment is always open, fair and transparent.
- All panels' members new to recruitment are required to complete the Recruitment and Selection course (insert link) prior to any interview taking place, this course is strongly advised for experienced recruiters. Mandatory Training is available on the Learning & Organisational Development page under Mandatory Training (sharepoint.com) (insert link).

- The Interview panel should meet prior to the interview to write the interview questions and structure of the day. Questions to be asked at interview should always be prepared beforehand and should not be released to the candidates.
- Interview panels should comprise of the hiring manager and two of their peers. There is no requirement for everyone on a recruitment panel to be more senior than the role that is being filled. Involving employees at the same, or a lower, grade can positively enhance the panel's perspective and offer a valuable development opportunity to the participating employee(s). Similar benefits can be achieved by involving colleagues from outside the recruiting service.
- The diversity of the panel should reflect the Council's commitment to diversity, inclusion and equality in the workplace. Recruitment panels must always be diverse. Research shows that when employers use diverse panels, they consistently recruit more diverse candidates. Diverse panels will:
 - Promote the council to candidates by demonstrating our commitment to diversity, inclusion and living our ICARE values (insert link).
 - Provide candidates with greater confidence that they will be assessed fairly.
 - Lead to better selection decisions by reducing the impact of unconscious bias.
 - Create opportunity for more employees to be involved in recruiting new colleagues.
 - Reinforce the council's commitment to ensuring that recruitment is always open, fair and transparent.
- Diverse recruitment panels cover many different aspects to diversity. It includes those characteristics protected by the Equality Act: age, disability, ethnicity, gender and gender reassignment, marriage and civil partnership status, pregnancy and maternity status, religion or belief and sexual orientation. It also extends beyond the definitions in the Act to include characteristics such as accents, communication style, physical appearance and socio-economic status, as well as the wider lived and cultural experiences that contribute to shaping our individual identities.
- No one panel can represent all these aspects of diversity and, in any case, not all diversity is visually apparent. Recruitment panels should be assembled thoughtfully with the aim of conveying to candidates that "diversity exists here" and guarding against sameness and groupthink. As a minimum:
 - All panels should consist of at least three people.
 - All panels should be ethnically diverse and no panel should consist of people who all share the same ethnicity.
 - All panels should be gender diverse.
- If a recruitment process includes the use of stakeholder panels, they should be diverse and assembled in line with this policy.
- From time to time, there may be practical factors that impact on compliance with this policy – for example, if a panel member is unwell on the day of interviews and their absence reduces the diversity of the panel. In these circumstances, the recruitment process may continue so long as the hiring manager has obtained approval from their Director.

- All the recruitment panel guidance provided in this policy should be followed whenever a manager wishes to fill a permanent, fixed-term or casual/sessional vacancy including secondments or acting up opportunities.

Interviews

- All candidates must be asked the same questions. It is fair to ask additional or probing questions to encourage the interviewee to provide their best response, but the panel must be consistent in this approach.
- Certain lines of interview questioning could be deemed discriminatory under the Equality Act 2010 and should therefore be avoided. These include questions about:
 - Nationality, place of birth, ethnicity or religion: While it's perfectly acceptable to ask questions relating to a prospective employee's right to work in the UK, questions about their nationality, ethnicity or religion should be avoided.
 - Marital status, children, lifestyle choices and sexuality: Questions around these areas should be avoided as they could be considered discriminatory - for example, questioning a recently married woman about her plans to have children, with a view to determining the likelihood of her taking maternity leave in future.
 - Illness, disability, height or weight: It's not acceptable to ask an interviewee about significant time taken off sick from a previous position until a job offer has been made. The Equality Act makes it unlawful to ask health related questions of job applicants unless a job offer has been made.
 - Age: Beyond establishing that an applicant meets age requirements for a particular job, further questions could be deemed discriminatory, such as asking older applicants when they plan to retire.
- Hiring managers are required to undertake the Council's Unconscious Bias training (insert link) to raise their awareness in this area.
- The scoring matrix for each question should be determined before the interview takes place. All members of the interview panel must complete the Interview Assessment Form for each individual and score at the end of each interview. All forms must be signed and dated by each member of the panel for each candidate. Notes and scores for each candidate should be tallied before interviewing the next candidate.
- After the final interview, the whole panel should, wherever possible, be part of the final decision whereby all candidates are compared, and a conclusion reached. All interview notes should be handed to the hiring manager to upload via the Council's online recruitment system (insert link).

Interview planning

- Interview planning is essential to ensure appropriate questions are asked and relevant information is obtained to enable the interviewers to assess the candidate against the job profile/person specification.

- It is important to remember the objectives of the Interview:
 - To determine whether the candidate is suitable for the post.
 - To determine whether the job and the Council are suitable for the candidate.
 - To create within the candidate a feeling of fair treatment.
- The interview format should be planned in advance to ensure everything is covered and important information is not missed. It also allows the opportunity to anticipate questions that might come up in the interview. An appropriate amount of time for each interview should be allocated. The length of the interview will depend on the role, the seniority and the type of Interview, but should be a minimum of 30 minutes.

Interview questions

- The interview questions should be set in advance to meet the objectives above and should be based on the job description and person specification in collaboration with panel members and the questions must not be based on personal information or views irrelevant to the job.
- The best way to explore the facts is to encourage the candidate to talk freely, i.e. ask open-ended questions starting with „how“, „what“, „why“, „when“ or „where“. The panel should identify and agree the required standards of performance and how to record them.
- For guidance on how to write interview questions refer to HR/Resourcing (insert link).

Assessment

- It is normal practice for selection to include an interview, however, selection may comprise a combination of assessment types including relevant vocational/technical tests, psychometric tests, presentations or several stages of interview.
- Hiring managers should always seek advice from HR Operations (insert link) for all tests, especially off the shelf psychometric tests including verbal/numerical reasoning and personality questionnaires.
- Executive/Senior level recruitment should consider Psychometric, behavioural assessment where possible to assist in selection, for further information contact HR/Resourcing (insert link).

Notification of Outcome

- Following the selection process the Hiring Manager must contact the unsuccessful Candidate to make a verbal offer of employment, explaining that this is subject to satisfactory employment checks.
- The hiring manager is also responsible for advising unsuccessful candidates of the outcome and, where applicable, giving verbal feedback. Feedback should be useful,

constructive and not a discussion about the interview, with no reference to other candidates. It is Council policy not to offer written feedback to candidates.

- As soon as the verbal offer of employment has been made and accepted, the hiring manager must inform Employee Services of the appointment via the Council's online recruitment system (insert link).

8. Issuing the Contract

- Once confirmation of the appointment has been received via the Council's online recruitment system (insert link), Employee Services will issue the employment contract which will be subject to satisfactory employment checks, and an offer letter detailing the employment checks required and new starter forms to be completed and returned by the candidate.
- A 'subject to' contract is a legally binding document. The Council does however reserve the right to withdraw an offer of employment at any time if employment checks are deemed unsatisfactory and/or the successful candidate has knowingly withheld information or falsified their application, and the contract will be terminated with immediate effect, even if employment has commenced.

Starting Salary

- To ensure equality, fairness and transparency for all new prospective employees, the following must be adhered to.
- Successful candidates appointed from outside the Council will normally commence on the minimum point of the pay scale. However, for those with demonstrable experience, discretion to appoint to a higher spinal point may be given via written approval by the relevant Head of Service.
- Staff moving to posts internally from one pay scale to the same scale, should remain on the same spinal point. However, where an internal candidate accepts a post which carries a higher maximum salary than the candidate's previous grade, they should be paid a salary in accordance with the new grade which is at least one spinal point above their previous grade.

9. On Boarding

Start Date

- The hiring manager must advise Employee Services of the start date via the Council's online recruitment system as soon as this is agreed with the successful candidate.
- In line with the procedure for issuing 'subject to' contracts, a start date can be provided even if satisfactory employment checks have not been received in order not to hold up the on boarding process, however it must be a date that is at least 28 days from the date of appointment to allow time for employment checks to clear.

- Employee Services will set up the employee on the Council's payroll system once the start date is confirmed.
- Refer to On boarding end to end process flow (insert link to toolkit).

Preparation for Day One

- The hiring manager is responsible for making the necessary arrangements for the successful candidates first day of service and confirming arrangements with them.
- Identify if the new employee requires and Mandatory Training via the Council's online recruitment system (insert link).
- The hiring manager is also responsible for submitting the relevant forms via the e-Resourcing portal on the Council's intranet (insert link) to request:
 - ICT system access and e-mail address.
 - ID badges.
 - Other requirements for the new starter prior to their start date including setting up an e-mail address, desk, computer, phone.
- Refer to the New starter notification form via the Council's online recruitment system (insert link).

Induction

- It is the hiring managers' responsibility to arrange for a local induction and corporate induction programme for the new starter. Please refer to the Council's Induction Process (insert link to toolkit) for further guidance.

10. Employment Checks

- Employee Services are responsible for carrying out the following employment checks as relevant to the post.
- These checks will be communicated clearly to the successful candidate in the offer letter issued with the 'subject to' contract, with details of how they are to be obtained.

Verification of Identity and Right to Work Check

- The Immigration, Asylum and Nationality Act 2006 (amended 2008) makes it a criminal offence for employers who knowingly employ illegal migrant workers and reinforces the continuing responsibility on employers of migrant workers to check their ongoing entitlement to work in the UK.
- The purpose of undertaking identity checks is to minimize the risk of employing or engaging a person in any activity within the organisation who is an illegal worker, or

a person that is impersonating another. Verifying someone's identity is the most fundamental of all employment checks.

- Prospective employees are unable to commence employment without this verification.
- This clearance therefore must be obtained prior to the employment start date and cannot be waived by way of completion of the Employment Checks Risk Assessment process (insert link to toolkit).

Medical Clearance

- All successful candidates must be able to undertake the duties of the job offered.
- A medical questionnaire must therefore be completed to determine whether a referral to Occupational Health needs to be made so that this can be fully explored. A link to the questionnaire will be sent to successful candidates in their offer letter.
- Internal candidates who have previously been medically cleared may be subject to further clearance.
- Prospective employees are unable to commence employment without this verification.
- This clearance therefore must be obtained prior to the employment start date, and cannot be waived by way of completion of the Employment Checks Risk Assessment process (insert link to toolkit).

Employment History and References

- The purpose of an employment history and reference check is to obtain information about an applicant's employment and/or training history in order to ascertain whether or not they are suitable for a particular position. The Council has a duty of care to ensure that all reasonable checks are undertaken to identify any reason that, if known, may result in an individual not being employed or appointed to undertake any activity on its behalf.
- All offers of employment, including temporary appointments are subject to the receipt of satisfactory references.
- For posts which are subject to safeguarding checks (i.e. posts that require the person to come into contact with children or vulnerable adults), written references covering a minimum of five years will be sought.
- It is the successful candidate's responsibility to ensure employment references are provided. Employee Services will therefore instruct them to request these via the online Reference Expert system via the Council's online recruitment system (insert link).

- Hiring managers should ensure that they chase successful candidates to obtain references as soon as possible.
- Hiring managers will be notified via email when references have been received and asked to review and approve.
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Disclosure and Barring Service (DBS)

- The Council will follow the most up to date legislation and guidance provided by government where pertaining to Disclosure and Barring Service (DBS) checks for individuals working with children or vulnerable adults.
- This will apply for all employees in permanent, fixed term, casual and seconded roles including volunteers.
- Where a DBS check is required for a post the DBS Policy and Procedure (insert link) should be referred to for further information.
- Employee Services will instigate DBS checks within one working day of the 'subject to' contract being issued.

Baseline Personnel Security Standard check (BPSS)

- The Council is committed to protecting access to, and the use of, official/sensitive information, this includes' the use of the Public Sector Network (PSN). As such, certain positions within the Council may require additional vetting checks.
- This requirement applies to permanent, temporary, casual and agency staff, contractors and volunteer workers. It's a non- renewable one-off check for those new to working with the authority or those with less than 5 years in post.
- The BPSS checks is the minimum standard defined by the Cabinet Office to ensure the identity and integrity of an employee that has access to official information. BPSS involves four main elements:
 - Identity check.
 - Nationality immigration Status.
 - Employment history.
 - Verification of unspent convictions via a Basic Disclosure Scotland.
- In addition to the standard pre-employment checks, any job offers for a post that has or will have access to government assets (information) will remain conditional upon a satisfactory BPSS Clearance.

Professional Registration and Qualifications

- All prospective employees that have been offered a role which requires a professional registration or qualification will have to undergo this check as part of their pre-employment checks.

- The essential qualifications/professional registration required for the role should be that as outlined in the job description for the role.
- Employee Services will undertake this check as part of the employment checks if notified in the conditions of appointment form.

Politically Restricted Posts

- Employee Services will undertake this check as part of the employment checks if notified in the conditions of appointment form.
- Under Section 1 of the Local Government and Housing Act 1989, certain local authorities' employees are disqualified from becoming, or remaining, a member of any authority to which the provisions apply (e.g. County Councils, District Councils, Members of the House of Commons and of the European Parliament).

Employment Check Risk Assessments

- It is noted that there may be instances where the issuing of subject to contracts may result in the start date approaching without all employment checks received.
- Verification of identity, the right to work and medical clearance must be obtained prior to the start date.
- If satisfactory employment checks have not been received for those checks listed below, up to 5 working days prior to the new employees start date, and the hiring manager still wishes the employment to commence, an Employment Check Risk Assessment (insert link to toolkit) can be undertaken to consider the risks of starting the employee prior to receiving the following satisfactory clearances.
 - Employment history and references.
 - Disclosure and Barring clearance (if applicable).
 - Baseline Personnel Security Standard clearance (if applicable).
- The Employment Checks Risk Assessment (insert link to toolkit) will require the hiring manager to outline the measures to be put in place whilst awaiting clearance.
- Hiring managers are required to obtain Head of Service approval to start an employee prior to receiving satisfactory checks, the approval should be returned to Employee Services prior to the start date. If approval from the Head of Service is not received by Employee Services, the employee cannot commence employment until satisfactory clearances are received.
- If satisfactory clearances have still not been secured after 28 days of the start date, the Council will reserve the right to terminate the employment with immediate effect.

Unsatisfactory Employment Checks

- If satisfactory employment checks cannot be obtained the offer of employment may be withdrawn by the hiring manager and the contract of employment terminated.
- If, after careful consideration, it is decided to withdraw the offer of employment and terminate the contract, the grounds for withdrawal or termination must be made very clear e.g. due to unsatisfactory references or other employment checks and the offer of employment rescinded in writing.

False Declaration

- The Council will consider false declaration made by an applicant during any stage of the recruitment and selection process as gross misconduct. Gross misconduct is addressed through the Council Disciplinary Policy and Procedure and the Council may also refer a false declaration to the Local Counter Fraud Service, registration body (such as NMC or HCPC) or other body where appropriate.

11. Resources

Access to further resources are found here:

Recruitment & Selection Policy

Council's online Recruitment System

Recruitment and Selection Toolkit

Organisational Change Policy

Organisational Change Procedure

Fusion System

Job Evaluation Process

Redeployments and Skills Policy

Recruitment and Selection Virtual Guidance

Recruitment and Selection Course

Learning and Organisational Development – Mandatory Training

ICARE values

Unconscious Bias Training

HR/Resourcing

HR Operations

e-Resourcing Portal

Induction Process

DBS Policy and Procedure

Effective date	Review date	Owner	Approved by
		HR OD	