

FOLKESTONE & HYTHE DISTRICT COUNCIL

RECRUITMENT AND SELECTION PROCEDURE

1. INTRODUCTION

The purpose of this procedure is to provide a framework and process for the safe and effective recruitment, selection and employment of staff by Folkestone and Hythe District Council.

The procedure has been drafted in accordance with the guidance on recruitment set out by the Advisory, Conciliation and Arbitration Service (ACAS) and the principles of Safer Recruitment and should be read in conjunction with the Council's Recruitment and Selection Policy.

Recruitment training for managers is available online. Managers who have not undertaken Safer Recruitment training should undertake the relevant e-learning module.

2. SCOPE

- 2.1 This policy applies to all employees engaged in recruitment and selection activities for the Council.

3. PROCEDURE

3.1 Authority to Recruit

- 3.1.1 All recruitment must first be approved by the Corporate Leadership Team.
- 3.1.2 The Recruiting Manager should complete a Staffing Resources Request Form for each appointment, including permanent, temporary and agency staff, setting out the justification for the request.
- 3.1.3 The Staffing Resources Request Form should be accompanied by an up-to-date Job Description and Person Specification.
- 3.1.4 The Recruiting Manager must follow the authorisation and signing route set out in the Staffing Resources Request Form.
- 3.1.5 Once the Recruiting Manager has obtained approval by the Corporate Leadership Team, the completed Staffing Resources Request Form should be submitted to Human Resources to commence the recruitment process.

3.2 Job Description and Person Specification

- 3.2.1 When reviewing and drafting the Job Description and Person Specification, the Recruiting Manager should liaise with the HR team and use the current Council template.
- 3.2.2 Job descriptions should clearly outline the role, indicate the extent of relationship and responsibility for children and vulnerable adults with whom the successful candidate will have contact, and clearly state the level of DBS check that will be required for the role.
- 3.2.3 The person specification should note any specific qualification, experience and skill requirements related to working with and responsibility for children and vulnerable adults.
- 3.2.4 All job descriptions should state that all staff are required to adhere to the Council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.

3.3 Advertising a Vacancy

- 3.3.1 The Recruiting Manager should provide a proposed text and any relevant information to be included in the advert once recruitment has been approved. They should also discuss any recruitment media requests with HR.
- 3.3.2 It is unlawful for an employer to specify that they require a person with particular characteristics for a role. The exception is where there is a genuine occupational requirement (GOR), which has to be justified objectively as a 'proportionate means of achieving a legitimate aim'. Any manager wishing to apply this exemption must first seek advice from HR.
- 3.3.3 Arrangements for the recruitment and selection process, including dates, times, membership of the interview panel, selection tasks or assessment activities, and any other relevant information, should be confirmed with HR at this stage.
- 3.3.4 Details of all externally advertised vacancies will be placed on the Council website.

3.4 Applications

- 3.4.1 Normally applications should be submitted using the online application form unless agreed otherwise.
- 3.4.2 Application forms require applicants to state criminal convictions. Spent criminal convictions need to be declared for posts that require a Standard or Enhanced DBS check.

3.5 Shortlisting

- 3.5.1 Immediately after the closing date, a shortlisting pack will be sent to the Recruiting Manager with copies of the application forms and a shortlisting grid.
- 3.5.2 The Recruiting Manager will be notified of any applicant with a disability. Disabled applicants who meet the minimum requirements for the role will be shortlisted automatically.

- 3.5.3 Applications should be scrutinised and any anomalies or discrepancies noted and investigated through the interview and selection process.
- 3.5.4 The Recruiting Manager will confirm details of the shortlisted candidates and arrangements will be made to invite them to the interview and selection stage of the recruitment process.
- 3.5.5 Applicants who have not been shortlisted will be informed that their application has not been successful.

3.6 Interview and Selection

- 3.6.1 The Recruiting Manager should consider the appropriate selection methods for the advertised role.
- 3.6.2 The selection process should include a face-to-face competency-based interview as well as practical assessments relevant to the post wherever possible.
- 3.6.3 When the candidates are invited for interview, they will be asked whether they require any special arrangements to enable them to participate fully in the interview and selection process. The Council will put in place any reasonable adjustments that are requested where possible.

3.7 Informing Candidates of the Outcome

- 3.7.1 The Recruiting Manager should contact the successful candidate first and make a verbal offer of the job.
- 3.7.2 The Recruiting Manager should then contact the unsuccessful candidates, inform them that they have not been successful and offer feedback. In keeping with the Council's commitment to continuous improvement, managers should endeavour to provide unsuccessful candidates with meaningful feedback in order to support their personal and professional development.

3.8 Offer of Employment

- 3.8.1 Once the Recruiting Manager has made a verbal offer, a formal conditional offer of employment will be sent to the successful candidate together with the new starter paperwork.

3.9 Safer Recruitment

- 3.9.1 The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All staff are expected to share this commitment.
- 3.9.2 Depending on the post in question, an offer of employment may be conditional on the satisfactory completion of DBS checks.
- 3.9.3 A candidate may refuse to:
 - Submit an application to the DBS

- allow the Council to see a DBS certificate

If they do so, they will be treated as not having completed the DBS check satisfactorily.

No candidate can start employment until they satisfy the Council's specified conditions.

3.9.4 Not all criminal convictions are a bar to employment. The Council will consider the result of a DBS check on an individual basis and will act proportionately when deciding whether or not to proceed with the appointment. However, the protection of safeguarding children and vulnerable adults is the primary concern.

3.9.5 The Council recognises that safer recruitment requires a robust, systematic, but sensitive approach. All those involved in the process of recruitment and selection to posts should strictly adhere to this policy. Safer recruitment is just one part of the Council's approach to safeguarding children and vulnerable adults. In addition to safer recruitment, the Council ensures the safeguarding of children and vulnerable adults by implementing:

- safe working practices
- effective training in recognising signs of abuse
- effective procedures for responding to concerns

3.10 Policy on Ex-Offenders

3.10.1 The Council's policy on the Recruitment of Ex-Offenders is set out in **Appendix 1** of this document.

3.11 Pre-employment Checks

3.11.1 The following pre-employment checks will be carried out for all staff employed by the Council:

- Right to work in the UK, which includes the verifying of identity documentation.
- Disclosure and Barring Service (DBS) Disclosure at the appropriate level where required.
- Baseline Personnel Security Standard (BPSS) check where required.
- Evidence of qualifications.
- At least two appropriate and independent references, one of which should be the applicant's present or most recent employer.
- A Pre-Placement Health Questionnaire and resulting Occupational Health advice.
- Recruiting managers and HR may also undertake social media checks on prospective candidates for roles that involve work with children and vulnerable adults.

3.11.2 No new employees will be allowed to commence employment with the Council without a Right to Work check.

3.11.3 If a prospective employee is required to start work prior to a Council DBS check being returned, a Criminal Convictions Statement will need to be completed by the

prospective individual and a full individual risk assessment will need to be completed by the line manager and authorised by the Chief HR Officer.

3.11.4 A conditional offer of employment may be withdrawn if any of the pre-employment checks are not satisfactory.

3.12 Start Date

3.12.1 The Recruiting Manager will liaise with HR about an appropriate start date, which will be confirmed to the successful candidate subject to satisfactory pre-employment checks.

3.13 Induction and Probation

3.13.1 Arrangements for the induction and probation of new staff are set out in the Induction and Probation Policy and Procedure.

Document Control			
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Version Control			
Version	Type of Change	Date	Revisions from previous issues
1.0	Updated Procedure	01/10/2023	General Updates

Appendix 1

RECRUITMENT OF EX-OFFENDERS

1. Introduction

Folkestone & Hythe Council uses the Disclosure and Barring Service (DBS) to help assess the suitability for positions of trust. As recipients of Disclosure information, the Council must comply fully with the DBS Code of Practice.

Amongst other things, this requires the Council to treat fairly all job applicants who have a criminal record and not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed. It also obliges the Council to have a written policy on the recruitment of such individuals, which can be given to all applicants for positions where a Disclosure is requested.

Adherence to the policy will ensure compliance with the DBS Code of Practice in this respect.

2. Policy

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust involving children and vulnerable adults, we aim to comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly and consistently. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.
- The Council is committed to ensuring equality of opportunity for all. Discrimination is prohibited throughout all stages of the recruitment process. Shortlisting, interviewing and selection will always be undertaken without regard to gender; trans status; sexual orientation; marital or civil partnership status; colour, race, nationality; ethnic or national origins; religion or belief; age; pregnancy or maternity leave; trade union membership; or offending background.
- This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential. We select all candidates for interview on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.
- A Disclosure is only requested after a thorough risk assessment has indicated that a Disclosure is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, the recruitment information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

- Unless the nature of the position allows us to ask questions about an applicant's entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those who are involved in the recruitment process have received suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.
- We ensure that an open and measured discussion takes place in confidence and separate from the interview process on the subject of any offences or other matter that might be relevant to the position. Failure by an applicant to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar ex-offenders from working with Folkestone & Hythe District Council. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the client group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

Appendix 2

INDUCTION AND PROBATION

New Staff Induction