

FOLKESTONE & HYTHE DISTRICT COUNCIL

RECRUITMENT AND SELECTION POLICY

1. INTRODUCTION

Attracting, recruiting and retaining the best people is key to the future of Folkestone and Hythe District Council. We will therefore develop creative approaches to attracting and retaining talented and capable people across all service areas.

2. OBJECTIVES

- 2.1 To provide a framework for the effective recruitment and selection of Council employees.
- 2.2 To meet the requirements of recommended good practice and ensure equality of opportunity in accordance with current legislation and the Council's values.
- 2.3 To ensure that all who carry out recruitment processes do so fairly and consistently.
- 2.4 To apply the most appropriate selection methods to test the skills, knowledge and experience required for each job, including assessing the ability of candidates to operate within the Council's competency and behavioural framework.
- 2.5 To minimise the risk to the Council resulting from poor recruitment and selection.
- 2.6 To apply the Disclosure and Barring Service (DBS) and Baseline Personnel Security Standard (BPSS) procedures to appropriate posts in order to ensure safe recruitment practices in line with the Council's Safeguarding Policy and the principles of Safer Recruitment.
- 2.7 To ensure that employees are best placed to take advantage of career progression opportunities as they arise in order to enable long-term development and succession planning.
- 2.8 To review and continuously improve the implementation, effectiveness and appropriateness of the Council's recruitment and selection procedures.

3. SCOPE

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

4. PRINCIPLES

- 4.1 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; or trade union membership.

- 4.2 Recruitment and selection arrangements will be informed by and comply with the principles and practices of Safer Recruitment and the Council's Safeguarding Policy.
- 4.3 The Council will treat all applicants for positions fairly and work in accordance with:
 - Rehabilitation of Offenders Act 1974
 - Disclosure Barring Service (DBS) Code of Practice
- 4.4 All recruitment will first need to be approved by the Corporate Leadership Team.
- 4.5 The recruiting manager will follow the current resource approval process before advertising a vacancy.
- 4.6 Advertised posts will be accompanied by an up-to-date Job Description and Person Specification.
- 4.7 All Council job applicants will be required to declare any unspent convictions. For exempt roles working with children and vulnerable adults, applicants must declare all unspent and unprotected spent convictions and cautions.
- 4.8 For posts Grade A to J, selection interviews will be conducted by the Service recruiting manager and at least one other member of staff who is senior to the post which is being recruited.
- 4.9 Separate arrangements apply for the recruitment and selection of posts within the Corporate Leadership Team in line with the Council's constitution.
- 4.10 All appointments will be subject to satisfactory pre-employment checks. Successful candidates cannot commence employment until necessary pre-employment checks, including a Right to Work check, has been completed.
- 4.11 Successful applicants for posts which are on the exempt list in the Rehabilitation of Offenders Act (1974) (Exceptions) must disclose all convictions and will be required to provide the appropriate level of disclosure from the Disclosure and Barring Service.
- 4.12 All information relating to applicants will be treated as strictly confidential and will be managed in line with the Council's Data Protection policies, both during and after the recruitment and selection process.
- 4.13 Officers and Members involved in the recruitment process will have access to training in recruitment and selection, including Safer Recruitment processes and undertaking competency-based selection methods.
- 4.14 Canvassing of Officers and Members of the Council or any Committee directly or indirectly in connection with an appointment will disqualify the applicant from that appointment.

4.15 Officers and Members of the Council should not solicit for any person or any appointment, but this does not preclude either from giving a written testimonial of a candidate's ability, experience or character.

4.16 All applicants will be required to disclose whether or not they are related to an Officer and/or Member of the Council. Applicants failing to disclose such a relationship will be disqualified from the appointment, or, if appointed, will be liable to dismissal without notice.

5. RESPONSIBILITIES

The Council

The Council, as the employer, is ultimately responsible for ensuring the implementation of the Recruitment and Selection Policy.

The detailed implications of these responsibilities are delegated to the Personnel Committee.

The full Council has specific responsibility for the appointment of the Chief Executive.

The Personnel Committee will make recommendations to the Council on the appointment of Directors and any roles where the salary package is in excess of £100k per year, in line with the annual Pay Policy Statement.

Chief Executive and Corporate Directors

The Chief Executive will:

- make suitable arrangements to ensure the implementation and administration of this policy and procedure.
- ensure that issues relating to employee recruitment and selection can be discussed when necessary by the Corporate Management Team.

Corporate Directors will:

- Be responsible for the proper application and implementation of the Council's Recruitment and Selection Policy within their Directorates.
- Ensure that all recruiting Officers are adequately trained in recruitment and selection techniques.

The Chief HR Officer

The Chief HR Officer will:

- provide professional advice and information and be responsible for the overall implementation of the policy and procedure.
- Review and report on the implementation of the policy and procedure.

Managers

Managers will:

- Take responsibility for the recruitment of staff in their Service areas.
- Implement the recruitment and selection arrangements set out in this policy and procedure.
- Ensure that recruitment and selection arrangements comply with the principles and practices of Safer Recruitment and the Council's Safeguarding Policy.
- Undertake training in recruitment and selection, including Safer Recruitment processes and competency-based selection methods, as required.

6. RELATED DOCUMENTS

Equality and Diversity Policy
Recruitment of Ex-Offenders Policy
Safeguarding Policy
Annual Pay Policy Statement

7. MONITORING AND REVIEW

This policy and its associated procedures have been written with due regard for current legislation. They will be reviewed as part of a 3 year rolling review schedule or sooner where there has been a change in legislation or an organisational change affecting roles and responsibilities.

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