**Recruitment and Selection Policy**

***Approved by CSC: July 2020***

***Published: July 2020***

***Updated May 2023: Change in terminology to ‘Global Majority’ for ethnic groups***

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**1. Introduction**

Croydon Council is working to embed consistent recruitment standards and practices to support the attraction and selection of the best available talent into the organisation. The council’s objective is to guarantee fairness and transparency throughout the recruitment process and work in accordance with best practice and employment legislation as well as the council’s equality and diversity policies.

Our aim is to achieve a representative workforce at all levels that reflects our community and also to make sure we are an inclusive organisation, creating rewarding careers and opportunities to enhance a positive working experience. We wish to be an employer of choice, where employees are proud to work and their talents can flourish.

Safer recruitment in relation to safeguarding children and vulnerable adults is an essential part of the recruitment process and aligns with our statutory responsibility as a local authority. This will apply to everyone who is engaged in a role (paid or volunteer), working with children, young people or vulnerable adults.

**2. Scope**

The principles set out in this policy apply to all groups of staff with the exception of those employees in establishments who operate under local management of schools, Chief Officer appointments and acting-up arrangements. Secondment opportunities should also be covered by this policy and process.

**3. Legislative context**

This policy adheres to all relevant legislation including but not limited to:

* Equality Act 2010
* Immigration Act 2016 (including the Code of Practice on the English language requirement for public sector workers - s7)
* The Rehabilitation of Offenders Act 1974
* The Safeguarding Vulnerable Groups Act 2006
* Data Protection Act 2018

**4. General recruitment principles**

4.1 It is the council’s policy that hiring managers are responsible for the recruitment process including complying with all relevant equality objectives clarified in the [Workforce Strategy](https://intranet.croydon.gov.uk/working-croydon/how-we-deliver-our-corporate-plan/workforce-strategy).

4.2 Line managers who intend to recruit, must first obtain approval from their Head of Service (see [hiring manager guidance](https://intranet.croydon.gov.uk/working-croydon/hr/recruitment/permanent-recruitment)). Line managers must consider alternatives to recruitment including options such as work re-organisation/re-allocation or other development opportunities.

4.3 Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. If, however, the line manager wishes to upgrade a post, or create a new post, justification for this must be presented.

4.4 Before embarking on the process of recruitment, line managers must ensure that there is an up-to-date job description for the post and a clearly drafted person specification and that the job has been evaluated by the HR Consultancy.

4.5 It is the council's policy that all vacancies will be advertised internally wherever possible. Existing employees are encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.

4.6 The council aims at all times to recruit the person who is best suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. This criteria will be relevant, non-discriminatory and capable of objective verification, based on the skills, competencies and behaviours required for the role. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

4.7 Where the job is to be advertised, the proposed advertisement must be submitted to the Recruitment Team for approval.

4.8 The Chair of the panel is responsible forensuring that interview panels consist of a minimum of 3 people, including the Chair. All panel members will be required to have completed the following training.

* Recruitment and Selection Training
* Equality & Diversity Essentials 2019
* Unconscious Bias – An Introduction
* Unconscious Bias - In Practice

4.9 In addition to undertaking the above, the Chair of the panel is required to complete Recruitment & Selection refresher training every three years.

4.10The Chair will be responsible for ensuring that there is Global Majority ethnicity representation on **every** panel wherever possible. Any exception to this will require the written approval of the Executive Director for the department**, prior** to interviews taking place, and provided to the recruitment team.

4.11 Line managers conducting recruitment interviews must ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The job interview will focus on the needs of the job and skills required to perform the role effectively. Job offers must not be made during or at the end of an interview.

4.12 A record of every recruitment interview must be made and passed to the recruitment team to be retained for a suitable period of time.

4.13 Testing will be used as part of the recruitment process only with the prior approval of the HR department. Any test used must have been validated in relation to the job, be free of bias, and be administered and validated by a suitably trained person.

**5. Equality and Diversity**

5.1 The council is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

5.2 The council has committed within the [Workforce Strategy](https://intranet.croydon.gov.uk/working-croydon/how-we-deliver-our-corporate-plan/workforce-strategy) to:

* Submitting anonymised applications to managers for shortlisting removing identifying information.
* Ensuring that panel Chairs select diverse interview panels with Global Majority ethnicity representation wherever possible
* Commissioning external Global Majority ethnicity panel members to be available to support interview panels for senior posts
* Making sure that all interview panellists have minimum training in equality and diversity, unconscious bias and recruitment learning whilst at Croydon

5.3 Recruitment, and selection exercises will be conducted on the basis of merit against objective criteria.

5.4 The council will regularly review and equality audit recruitment processes to ensure that individuals are treated fairly and consistently. Individuals will be shortlisted on the basis of their relevant skills and abilities specific to the role

5.5 Where external advertising is required, vacancies will be advertised to a diverse section of the labour market and advertisement wording will avoid stereotyping or using wording that may discourage particular groups or individuals from applying.

5.6 As an accredited [Timewise](https://timewise.co.uk/) employer the council is committed to advertising all job roles on the basis that they are open to flexible working options unless there are specific business reasons not to do so. Additionally all employees will be able to apply for formal flexible working from the start date of their employment.

5.7 The council is also a member of the [Disability Confident - Employer Scheme](https://www.gov.uk/government/collections/disability-confident-campaign).

All disabled applicants who meet the minimum/essential requirements of the job as set out in the job description and person specification will be guaranteed an interview. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.

5.8 To ensure that our recruitment policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in the council, the council monitors job applicants' ethnic origin, gender, transgender status, disability, sexual orientation, marital or civil partnership status, pregnancy or maternity status, religion and age as part of the application procedure.

Candidates are encouraged to complete an Equal Opportunities monitoring form. This form does not form part of the selection process and provision of this information is voluntary.

5.9 Equalities information is used solely for the purposes stated in this policy. Analysing this data helps the Council to take appropriate steps to avoid discrimination and improve equality and diversity.

**6. Pre-employment**

6.1 It is the council’s practice to seek consent to obtain two written references and documentary proof of qualifications, from the successful candidate. The successful candidate will also be asked to complete a pre-employment medical questionnaire.

6.2 Internal candidates will also be asked for their consent for one reference but will not be required to complete a pre-employment health questionnaire unless there is a change in their circumstances.

6.3 The council is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport or birth certificate) before employment starts, to satisfy current immigration legislation.

Any offer of employment will be conditional on all pre-employment checks being acceptable to the council and the candidate also satisfying the right to work in the UK.

**7. Safer Recruitment**

The council is legally bound to protect children and vulnerable adults by having in place safer recruitment and employment processes that prevent unsuitable people from being appointed into the workforce. See the ‘***Creating a Safer Organisation Policy’*** ([Module 2, Chpt 7a, HR Handbook](https://intranet.croydon.gov.uk/working-croydon/hr/hr-handbook)) for more information. Our obligations apply to all individuals engaged in a role (paid or volunteer), working with children, young people or vulnerable adults, who is likely to be seen by the children/vulnerable adult as a safe, responsible and trustworthy adult.

**8. Apprenticeships**

The council is committed to supporting the employment of young people in the workforce and offers apprenticeships as part of this commitment. Managers should consider whether an apprenticeship is an appropriate method of recruitment prior to advertising externally for any vacant posts. For more information on employing an apprentice visit [cpdapprenticeships@croydon.gov.uk](mailto:cpdapprenticeships@croydon.gov.uk)

**9. Redeployment**

The council has a duty to find employees who face termination of their employment on the grounds of redundancy, ill health, capability or other reasons, suitable alternative work.

To maximise the opportunity for employees in such circumstances the council will ensure all vacancies are made available to redeployees only for 7 days and provide them with the opportunity to apply to a vacancy that they are interested in. The Redeployment Policy can be viewed in the [HR Handbook](https://intranet.croydon.gov.uk/working-croydon/hr/hr-handbook) (Module 14, Chpt 3)

# **10. Employee responsibilities**

* Completing and submitting applications via My Resources (Taleo)
* If successful, completing on-boarding requirements in a timely manner e.g. signing/returning offer letter and contract, providing references; complying with pre-employment checks promptly
* Providing original documents to verify right to work in the UK
* Where required, booking and attending Disclosure and Barring (DBS) appointments

**11. Manager responsibilities**

* Identifying vacancies in their business area.
* Considering if recruitment needs to occur - can work requirements by fulfilled by other options including team re-organisation/secondment?
* Ensuring that establishment and budgetary requirements are in place.
* Obtaining approval to recruit through their direct line manager and complying with any additional recruitment controls that may be in place.
* Considering the current requirements of the role and ensuring that the role profile/job description is up to date.
* Considering the equalities objectives of the council when recruiting e.g. can the role be recruited on a flexible or part-time hours’ basis; is the job description open towards disabled candidates?
* Completing the hiring manager requisition within the councils e-recruitment system, Taleo Recruiting, providing advert text and position reference number
* Using all council systems required to facilitate the appointment.
* Shortlisting candidates and recording scores on the relevant form within 7 days of the role closing
* Providing the fully completed shortlist form with interview dates to the recruitment team (interview slots will not be set up without this form)
* Organising interview panels and venues
* Providing reception with candidate names and times of arrival
* Making sure the panel chair has complied with the requirement of ensuring the interview panel is balanced in terms of race and sex and that **all** panels have Global Majority ethnicity representation and that interview panellists are trained in Croydon Recruitment and Selection process
* In addition to undertaking the above, the Chair of the panel is required to complete Recruitment & Selection refresher training every three years.
* Interviewing candidates and ensuring safer recruitment practices are embedded into the process where applicable.
* Taking interview notes on the relevant template and recording scores
* Making a provisional verbal offer to successful candidate and completing the ‘offer’ stage in Taleo
* Confirming the start date to the individual once Recruitment have confirmed that all required clearances are in place e.g. Health, references etc
* Ensuring necessary digital equipment is ordered and ensure the candidate receives an effective local induction.
* Making sure that any reasonable adjustments that have been identified for the new employee are in place or near to delivery when the individual starts their role

**12. Recruitment Team responsibilities**

* Providing advice and guidance to managers on all aspects of the recruitment process.
* Posting adverts and obtaining costs for advertising campaigns.
* On receipt of a fully completed shortlisting form, schedule interviews in line with the dates provided by the hiring manager and confirming candidate names when confirming attendance to interview
* Arranging any assessments that may be required
* Providing support to candidates who have indicated a disability and communicating any reasonable adjustments required to the hiring manager
* Sending offer letter and contract to successful candidate
* Carrying out right to work checks on all successful candidates.
* Carrying out Disclosure and Barring (DBS) checks, where the role meets eligibility guidelines
* Carrying out pre-employment screening checks for approval by the hiring manager, including references
* Entering new starter into HR system, FUSION
* Booking new starters onto the corporate induction
* Providing Facilities Management with details for ID Pass
* Providing the hiring manager with an employee number
* Ensuring correct documentation is kept on the personal file

**13. Data Protection**

The council processes personal data collected during the recruitment process in accordance with the council’s [Job Applicant Privacy Notice](https://www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/job-applicant-privacy-notice) and the ***Workforce Data Protection Policy*** which can be found in the [HR Handbook](https://intranet.croydon.gov.uk/working-croydon/hr/hr-handbook) (module 18, chpt 1a). In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the council’s [Data Protection Policy](https://intranet.croydon.gov.uk/working-croydon/information-management/gdpr/gdpr-policies) immediately. It may also constitute a disciplinary offence, which will be dealt with under the council's disciplinary procedure.

***Links to other policies***

* Creating A Safer Organisation ([module 2, Chpt 7a, HR Handbook](https://intranet.croydon.gov.uk/working-croydon/hr/hr-handbook))
* Equality in Employment Policy [(module 1, Chpt 2, HR Handbook)](https://intranet.croydon.gov.uk/working-croydon/hr/hr-handbook)
* Disclosure and Barring Policy [(module 2, Chpt 7b, HR Handbook)](https://intranet.croydon.gov.uk/working-croydon/hr/hr-handbook)
* [Internal Secondments Policy](https://intranet.croydon.gov.uk/working-croydon/hr/secondments)
* Job Evaluation Policy ([module 6, Chpt 1, HR Handbook](https://intranet.croydon.gov.uk/working-croydon/hr/hr-handbook))
* Redeployment Policy [(module 14, Chpt 3, HR Handbook)](https://intranet.croydon.gov.uk/working-croydon/hr/hr-handbook)

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