

# RECRUITMENT POLICY

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## **SCOPE**

This policy applies to all recruitment to posts in Cheshire East Borough Council, except for schools based posts. There are specific policies for schools which can be accessed via the Schools Intranet Site. This policy also applies to posts which are jointly funded with partner organisations.

## **AIMS**

To ensure excellent service delivery, through recruiting the most suitable candidates with the relevant skills, experiences, competencies, attitudes and potential.

To promote equality of opportunity to all candidates and potential candidates

To comply with relevant legislation.

## **PRINCIPLES**

To have a fair recruitment process which is underpinned by the Council's values.

To encourage and consider applications from the wider community, and to ensure that no sections of the community are excluded from the process.

Cheshire East is committed to ensuring fair, inclusive and transparent processes in Recruitment and Selection, and to making objective recruitment decisions.

Cheshire East will endeavor at all times to recruit the person who is most suited to the job, ensuring appointments are based on individual merit and abilities, and potential to fulfill the role effectively, as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is required to carry out the job competently.

For all new entrants to Cheshire East Council, appointments will be subject to the successful completion of a probationary period lasting no less than 6 months. Further information on the probation procedure can be found by accessing the links at the end of this Policy.

Cheshire East Council will consistently aim to:

- attract the most suitable candidates for vacancies that arise through effective marketing of the organisation and the benefits of the reward package,
- target recruitment appropriately following a thorough analysis of the ongoing requirement for the job, and the key skills, experience and competencies required to carry out the job effectively,
- facilitate the selection process to ensure that appropriate techniques are used by competent managers who are well equipped to make such an important decision,
- provide an effective induction into the organisation and the job role for the successful candidate, and establish an ongoing personal development framework to support them to carry out the role to their full potential.

## **TARGETING RECRUITMENT**

Cheshire East Council acknowledges that there may be occasions where it is appropriate to target specific groups in the community, for example those disadvantaged in the community or under-represented in the current Council workforce. In such circumstances, Cheshire East Council may engage in positive action to endeavor to support these groups to apply for vacancies.

Cheshire East Council will strive to ensure that recruitment information practices and decisions are such that they will not deter, prevent or exclude any sections of the community unfairly from applying for, or gaining employment.

Any candidate with a disability who meets the essential criteria outlined in the person specification will be guaranteed a job interview. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

## **E-EMPLOYMENT/ RE-ENGAGEMENT**

It is Cheshire East Council's policy that the re-employment of any former employees who have left the employment of the Council or Legacy Councils on the grounds of voluntary redundancy/severance be subject to the agreement of the Head of Human Resources and Organisational Development in conjunction with the Leader and the relevant Portfolio Holder, and only on the grounds of truly exceptional circumstances.

## **POLITICAL IMPARTIALITY**

It is Cheshire East's policy that it will comply with the provisions of the Local Government and Housing Act 1989, as the organisation is committed to ensuring the political impartiality of its employees.

## **PERSONAL RELATIONSHIPS**

If a job candidate has a personal or family relationship with a Councillor or employee of Cheshire East Council, this must be declared to the recruiting manager at the outset of the recruitment process. The existence of such a relationship should not generally affect the decision to appoint or not appoint the applicant but will allow for appropriate arrangements to be made, where necessary, to reduce the possibility of problems arising from the relationship.

## **OFFERS OF EMPLOYMENT**

Any offer of employment made will be subject to satisfactory references, medical clearance and any other relevant pre-employment checks (see Safer Recruitment Policy).

## **RESPONSIBILITY FOR RECRUITMENT**

It is Cheshire East's policy that line managers are responsible for recruitment (taking advice from Human Resources where appropriate), and they will be equipped with the necessary skills to carry out this process effectively.

Line managers conducting recruitment interviews will ensure that the questions they ask candidates are not in any way discriminatory or unnecessarily intrusive. They should focus on the requirements of the job and the relevant skills, experiences, competences and attitudes essential to carrying out the job effectively. Any additional recruitment selection techniques utilised will be administered and validated by those competent in their use and will be relevant to the post applied for.

Expenses incurred by candidates as part of the selection process may be payable on request and at the discretion of the recruiting manager, paid at public transport rate or car user rate, whichever is the lowest.

## **EXISTING EMPLOYEES**

Existing employees are encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills. If an existing employee is subject to a pay protection arrangement, they will be guaranteed an interview if they meet the essential criteria as outlined in the person specification.

It is Cheshire East's policy that vacancies will be advertised internally and externally concurrently. The only exception to this will be in situations where the department or service is subject to downsizing, where it may be considered appropriate to advertise the vacancy to internal applicants only. Similarly, there may be occasions following discussion with Human Resources, where it is considered appropriate to impose 'ringfencing' arrangements, for example during a restructuring exercise whereby the vacancy will be advertised to a defined group of eligible internal candidates only.

Cheshire East Council actively supports the retention of employees who acquire disabilities during the course of their employment (see Attendance Management and Redeployment policies).

## **EQUALITY**

Cheshire East Council will ensure that, when implementing the Recruitment Policy, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or

maternity. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

## **MONITORING**

Data relating to recruitment will be collated and monitored regularly to ensure that the Policy is operating fairly, consistently and effectively. Issues that are identified from the data will be dealt with appropriately.

The application of the policy in respect of not re-employing or re-engaging employees that have left the Council or a Legacy Authority on voluntary retirement or severance will be closely monitored with a view to this being the subject of review after a period of 3 years.

## **REVIEW**

The policy will be reviewed in the light of operating experience and/or changes in legislation.