

# RENFREWSHIRE VALUATION JOINT BOARD



## RECRUITMENT POLICY

Attracting and building our talented workforce of the future

<b>Title</b>	Recruiting Policy
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### Review History

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## **1. Introduction**

- 1.1 Renfrewshire Valuation Joint Board's (RVJB) success in achieving its Mission and Vision depends on the quality of its workforce. Effective recruitment plays a crucial role in the day to day success of meeting the operational demands on RVJB. The RVJB of the future requires a highly skilled, flexible, adaptive and motivated workforce committed to driving continuous improvement to achieve RVJB's vision and values and meet the needs of its stakeholders.
- 1.2 This policy provides RVJB's statement of intent for recruitment, outlining how it will conduct its recruitment process efficiently to attract the right people, for the right jobs, with the right skills, knowledge and competencies, whilst providing candidates and recruiting managers with a positive experience.
- 1.3 Appointments will be made on merit and best-fit with RVJB's organisational competencies, goals and values whilst meeting best practice and legislative requirements.
- 1.4 As required by the Equality Act 2010, RVJB will ensure that all potential applicants are treated fairly and given equal opportunity, regardless of ethnic origin, religion or belief, disability, age, sex, gender reassignment, sexual orientation, marriage or civil partnership status, pregnancy or maternity, carer responsibility, race, nationality, social or economic status, or trade union membership or activity.
- 1.5 Supporting guidance and training in recruitment good practice is available for managers and employees to support the fair, inclusive and consistent implementation of this policy.

## **2. Purpose of the policy**

- 2.1 The purpose of this policy is to support RVJB to manage all recruitment effectively through the provision of a clear, fair, transparent, legal and lean process.
- 2.2 The policy aims to:
  - Build and appoint our workforce of the future based on merit;
  - Meet all legislative employment requirements;
  - Implement fair, inclusive and consistent recruitment ensuring recruiting managers are appropriately developed in the process;
  - Support the achievement of RVJB's equality, diversity and gender pay outcomes.

## **3. Scope**

- 3.1 The principles of this policy apply to all potential and existing employees of RVJB. Separate guidance is in place for the recruitment of Chief Officers which must be applied.
- 3.2 This policy applies to the recruitment of posts that are permanent, temporary, fixed term or casual/sessional.

## 4. Responsibilities

- 4.1 Managers, Elected Members, Renfrewshire Council's HR & OD, and the Trade Unions all have a part to play in ensuring the principles of this policy are applied effectively. Responsibilities are outlined in the Recruitment Supporting Guidance.

## 5. Stages of Recruitment

- 5.1 There are broadly 5 stages to the recruitment process and will vary depending on each staffing group. A brief outline of each stage is detailed below and further information is contained in the Recruitment Supporting Guidance.

### • Stage 1 – Vacancy Management

Before any post is advertised, the Management Team will discuss and approve the vacancy. Once approved, a member of the Management Team is to communicate to the Service Co-ordinator/Assistant Service Co-ordinator (SCO/ASCO) of the post.

### • Stage 2 – Preparing to Recruit

If a post is deemed appropriate by the Management Team to progress to advert, recruiting managers should ensure that the Job Outline has been evaluated if required and that the person specification and advert are prepared and provided to the SCO/ASCO who will submit all relevant documents in order for the post to be advertised to HR & OD for consistency checking.

### • Stage 3 – The Selection Process

Recruiting managers must complete training provided by Renfrewshire Council before taking part in the recruitment process. A variety of selection methods may be utilised such as assessment centres, competency based interviews including the use of digital resources where appropriate and/or recruitment open days. It is good practice that the selection panel should have a gender equality balance where possible through the selection process. Consideration should be given as to whether any reasonable adjustment is required to prevent candidates with disabilities or other protected characteristics from being unfairly disadvantaged in the selection process. Advice on reasonable adjustments should be sought from Renfrewshire Council's HR & OD.

Customer and Business Services – Employee Services will support the SCO/ASCO and the recruiting managers as they carry out the process, ensuring all relevant documentation is completed in line with process. The documentation will include and highlight the preferred candidate subject to satisfactory pre-employment checks.

### • Stage 4 – Pre-Employment Checks

Prior to the preferred candidate commencing employment for RVJB, a number of pre-employment checks dependent on the requirements of the post will be carried out by the SCO/ASCO in conjunction with the recruiting manager, including eligibility to work in the UK, pre-employment health

checks, qualifications and professional registrations, driver licence checks, criminal record checks, Disclosure/PVG, references and Fitness for Jobs. Some of these checks are dependent on other third-party organisations' timescales.

#### • **Stage 5 – Offer of Appointment and Induction**

Following interview and assessment outcomes, an offer of appointment subject to satisfactory pre-employment checks can be made to the preferred candidate. An offer of feedback to unsuccessful candidates should also be provided as best practice.

On acceptance of an offer of appointment, the recruiting manager must offer the starting salary at the first point of the grade for that post. In exceptional circumstances, i.e. hard to recruit posts, the recruiting manager may seek approval from the Assessor & ERO to offer a starting salary above the first point of that grade subject to justified business case. SCO/ASCO will issue the successful candidate with a Contract of Employment which includes information about the terms and conditions related to that post including leave entitlement, pay frequency, continuous service criteria, employee benefits and pension arrangements.

When the successful candidate commences employment with RVJB, the recruiting manager(s) or a nominated person are responsible for ensuring completion of all induction processes.

## **6. Recruitment Training**

- 6.1 Employees undertaking recruitment are representing RVJB and therefore should take every opportunity to promote RVJB in a positive manner. Employees participating in recruitment must have received training on the Recruitment Policy and Processes from HR & OD and the Recruitment Team in Customer and Business Services.

## **7. The Equality Act and the Public Sector Equality Duty**

- 7.1 In line with the Equality Act 2010 and the Public Sector Equality Duty, RVJB is legally required to gather evidence and use equality data from applicants. Equality monitoring helps RVJB to ensure its recruitment practices are fair and reasonable and helps it to understand the impact that its recruitment processes has on applicants from different equality groups. RVJB will investigate reasons for any disproportionate trends in the recruitment information and will consider where appropriate using positive action and targeted recruitment to better perform the equality duty and encourage applications from underrepresented groups for posts within RVJB.
- 7.2 RVJB is committed to applying its Equality and Diversity Policy at all stages of the recruitment process. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability or any other protected characteristic. All applicants with a disability who meet the essential requirements of the job as set out in the job outline and person specification will be guaranteed an interview.

## **8. Recruitment Complaints**

- 8.1 If an applicant considers they have been unfairly treated in the application of this policy, a complaint can be made to the Assistant Assessor who will make arrangements for the matter to be thoroughly investigated and take any appropriate actions.

## **9. Confidentiality**

- 9.1 Information relating to the recruitment process and activities should be recorded, maintained and processed confidentially and securely by the recruiting manager, SCO/ASCO, Renfrewshire Council's HR & OD and Customer and Business Services and will be used only to monitor the effectiveness of this policy.
- 9.2 Information processed may include paper or electronic records and will be done so in line with the data protection legislation.

## **10. Equality and Human Rights Impact Assessment**

- 10.1 This policy has been equality impact assessed in line with RVJB's obligation to comply with the Equality Act 2010.

## **11. Monitoring and Review**

- 11.1 This policy will be reviewed regularly and in line with any legislative changes and best practice relating to recruitment activities. The recognised trade unions will be consulted on any future changes to this policy.