

RENFREWSHIRE VALUATION JOINT BOARD



RECRUITMENT POLICY

Attracting and building our talented workforce of the future

Title	Recruiting Policy
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1. Introduction

- 1.1 Renfrewshire Valuation Joint Board's ("The Board") success in achieving its Mission and Vision depends on the quality of its workforce. The Board is committed to attracting, selecting and appointing the best people to deliver high-quality services for our communities. We will recruit and retain a workforce of the highest calibre and recognise that a diverse workforce, bringing together different perspectives, experiences, values and backgrounds, enhances organisational effectiveness and decision-making. As an equal opportunities employer, we are committed to fostering an inclusive and fair recruitment culture where everyone feels valued, respected and able to perform at their best.
- 1.2 Recruitment and selection decisions will be based solely on merit. All candidates will be given a fair and equitable opportunity to demonstrate their skills, experience and potential, regardless of any protected characteristic, in line with relevant equality legislation.
- 1.3 The Board will provide clear guidance and support for both managers and candidates to ensure this policy is applied consistently and transparently, promoting best practice in inclusive and effective recruitment.

2. Purpose of The Policy

- 2.1 The purpose of this policy is to provide a robust, consistent and transparent framework for the recruitment and selection of employees within the Board. It is designed to support the service and managers to attract, assess and appoint the most suitable candidates in a fair, inclusive and lawful manner.
- 2.2 The policy aims to:
 - Ensure recruitment and selection decisions are objective, evidence-based and made on merit.
 - Promote fair, consistent and effective recruitment practices across the Board.
 - Embed the Board's equality, diversity and inclusion commitments throughout all stages of the recruitment and selection process.
 - Ensure compliance with all relevant employment and equality legislation and reflect recognised best practice.
 - Support the development and sustainability of a skilled, diverse and high-performing workforce capable of meeting current and future service delivery needs

3. Scope

3.1 The principles of this policy apply to all potential and existing employees of the Board. Separate local procedures apply for the recruitment of Chief Officers.

3.2 This policy applies to the recruitment of posts that are permanent, temporary, fixed term or casual/sessional.

4. Responsibilities

4.1 All Managers, Elected Members, Renfrewshire Council's People & OD, and the Trade Unions all have a part to play in ensuring the principles of this policy are applied effectively.

5. Recruitment Principles

5.1 Vacancies will be advertised online, but we will provide and accept applications in accessible formats where necessary. We can offer alternative, accessible versions of the application form in formats such as large print, braille, audio, Easy Read, and other languages if required.

5.2 Prior to advertising, a vacancy must exist in the organisational structure, with a job-evaluated, current job description and person specification available.

5.3 An organised panel interview will assess a candidate's suitability. Selection will be based on the essential and desirable criteria of the person specification. Panels will use structured scoring against the criteria and will record reasons for decisions. Other relevant assessment tools may also be used (appropriate to the post being advertised).

5.4 We guarantee an interview to all candidates with disabilities who meet the essential criteria for the job.

5.5 We will consider any reasonable adjustments throughout the recruitment process to support and promote a positive and inclusive recruitment experience. Advice on reasonable adjustments should be sought from the Board's Personnel Practitioner and/or Renfrewshire Council's People & OD Department.

5.6 We will guarantee an interview to all candidates who are care-experienced and meet the essential criteria for the job.

5.7 All candidates will be given reasonable information about what to expect in advance regarding application format and assessment tools.

5.8 We will obtain a record of each candidate's employment history and explore any gaps with the candidate.

- 5.9 All necessary pre-employment checks (for example, references, right to work, appropriate vetting) must be completed before any successful candidate commences employment with us.
- 5.10 All posts require a criminal record check; this will be detailed in the job advertisement. Only successful candidates will be asked to give details of their criminal record in line with legislation.
- 5.11 Where a former employee has received voluntary redundancy or voluntary early retirement, we will not normally re-employ or re-engage them for a period of 2 years from the date of leaving.
- 5.12 Where a candidate gives inaccurate or misleading information or withholds relevant information, this may be considered grounds for withdrawing a job offer if a reasonable explanation is not provided. If the candidate has already been appointed, we may take disciplinary action up to and including dismissal if a reasonable explanation is not provided.
- 5.13 Where a candidate is a former employee who was dismissed by us, we will be entitled to review and consider the circumstances of the dismissal when deciding whether to select the candidate for interview, and/or recruit. This will also apply if the candidate resigned before the outcome of a disciplinary hearing or investigation into an allegation of gross misconduct.
- 5.14 All candidates will be assessed in line with our competencies, mission and vision.
- 5.15 We will issue a contract of employment to candidates on the first day of being appointed to the Board. We aim to appoint candidates within a maximum period of 4-5 weeks after the preferred candidate is notified. For job roles that have shorter notice periods, we will try where possible to have contracts sent within a 2-week period.
- 5.16 After the offer of employment is accepted, your personal data, for example your personal email address or mobile number, may be used to share important updates or information with you to improve communication and engagement. You may opt out of this at any point.

6. Statutory Right to Work Checks

- 6.1 Vacancy Managers must ensure statutory right to work checks have been completed before employment starts. All recruitment and vetting evidence will be retained in line with data protection requirements.
- 6.2 Criminal record checks are required for all posts, only the successful candidate will be asked to provide relevant details, and only where lawful and proportionate.

- 6.3 We will not ask about spent convictions unless an applicable legal exception applies. When disclosure is requested, we will consider the information received from Disclosure Scotland and assess its relevance to the role before making any decision.

7. Declaration of Unspent Convictions

- 7.1 Applicants must disclose any unspent convictions during the recruitment process, as required under the Rehabilitation of Offenders Act 1974. The Board may consider this information when assessing suitability for a role, ensuring that any decision is fair, proportionate, and directly relevant to the position's responsibilities. Failure to declare unspent convictions when asked may result in withdrawal of an offer or termination of employment if discovered later.
- 7.2 Convictions that will never be spent, will be considered on a case-by-case basis. Appointment may be refused where the nature and severity of the offence are relevant to the job role, and where appointment would pose an unacceptable and significant risk to the Board, including the potential for reputational harm. Hiring managers seek advice from the Board's Personnel Practitioner and/or Renfrewshire Council's People & OD and Legal Services for any such cases.

8. Recruitment Training

- 8.1 If involved in the recruitment process, you must ensure you have received training on the Board's Recruitment Policy. The Chair of the Recruitment Panel must be assured all panel members have received training prior to any recruitment activities being undertaken.

9. The Equality Act and the Public Sector Equality Duty

- 9.1 The Equality Act 2010 and the Public Sector Equality Duty requires us to gather evidence and use equality monitoring information from applicants to help ensure we take all reasonable steps to eliminate possible discrimination. Your equality monitoring data will be anonymised and will help us to ensure our recruitment practices are fair and reasonable and understand the impact our recruitment processes have on applicants from different equality groups. We 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 the Board.
- 9.2 Where requested, reasonable adjustments to the recruitment process will be considered to ensure that no candidate is disadvantaged because of their disability or any other protected characteristic.

10. Recruitment Complaints

- 10.1 Applicants who consider they have been unfairly treated in the application of this policy, may submit a complaint to the Assistant Assessor or, when relevant The Assessor.

11. Conflict of Interest

- 11.1 Recruitment panel members must declare any personal relationship with a candidate, including family connections or close relationships outside of work. Where such a conflict exists, the panel member may be required to withdraw from the recruitment and selection process to ensure fairness and transparency.

12. Confidentiality

- 12.1 We will treat all information on application forms confidential and restrict access to this information to those involved directly in the recruitment process and its administration.
- 12.2 Information relating to the recruitment process and activities should be recorded, maintained, and processed confidentially and securely by the relevant Recruitment Panel and the Service Co-ordinator. Any information recorded and maintained will be used only to monitor the effectiveness of this policy.
- 12.3 Information processed may include paper or electronic records and will be done so in line with Data Protection Laws, including the UK General Data Protection Regulation (“UK GDPR”), the Data Protection Act 2018 and any enactment thereunder or amendment thereto.
- 12.4 The recruitment process and decisions arising from it must be documented and documentation held securely for at least 6 months.

13. Equality and Human Rights Impact Assessment

- 13.1 This policy has been equality impact assessed in line with the Board’s obligation to comply with the Equality Act 2010.

14. Monitoring and Review

- 14.1 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.