



West Lothian
Council

Recruitment and Selection

Policy

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West Lothian
Council

RECRUITMENT AND SELECTION POLICY

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DATA LABEL: PUBLIC

RECRUITMENT AND SELECTION POLICY

1. INTRODUCTION

- 1.1 West Lothian Council recognises that the quality of our employees is vital to our ability to meet our stated aims and values. Good recruitment and selection procedures and practices ensure the best possible fit between the needs of the council and the needs of the people it employs.
- 1.2 The council aims to achieve a corporate and consistent approach to recruitment and selection, in accordance with best practice. This policy is informed by the COSLA Code of Conduct on Recruitment and Selection as endorsed by the council and the trade unions.

2. MAIN AIMS OF THE POLICY

The main aims of the policy are to:

- Promote best practice in recruitment and selection;
- establish common standards for recruitment and selection procedures and practices in all service areas;
- establish best practice and ensure that agreed procedures and standards are implemented through effective training programmes and monitoring;
- ensure that the content of the policy is communicated to all employees and available to prospective employees.

3. PROCEDURE FOR RECRUITMENT AND SELECTION

The procedure for implementing the aims and principles of this policy is set out in a separate document.

4. VACANCIES

- 4.1 Vacancies will not be filled automatically, and must be reviewed prior to seeking authorisation to advertise.
- 4.2 All vacancies will be advertised internally, (and externally where appropriate), subject to the provisions of paragraph 5 below.

5. EXCEPTIONS

5.1 Certain other council policies create exceptions to the normal provisions of this policy by allowing different treatment to the following categories of people:

- Trainees on approved training/job programmes and schemes;
- Employees awaiting redeployment;
- Employees being considered for alternative employment on the grounds of ill health;
- Employees being considered for alternative employment on the grounds of disability;
- All applicants with disabilities who meet the essential criteria for a post will be interviewed

5.2 It may be appropriate, in other exceptional circumstances, to place an employee in a post without using the full recruitment and selection process. These cases will be discussed with the appropriate trade union(s) prior to any definitive action being taken.

6. TRAINING OF PEOPLE INVOLVED IN RECRUITMENT AND SELECTION PROCEDURES

All employees and any other persons, including elected members, who are involved in recruitment and selection, will be trained to ensure the fair and effective implementation of this policy.

7. PRE - EMPLOYMENT CHECKS AND VERIFICATIONS

Prior to formal offers of employment being made, the following checks will be carried out and the necessary clearance received before the person starts work:

- following interview, references for the preferred candidate will be sought;
- all preferred candidates will be health screened by questionnaire or examination;
- qualifications, which have been designated as essential criteria for a post, will be checked and validated;
- Asylum and Immigration, Prevention of Illegal Working checks will be made and verified;
- Disclosure enquiries carried out in respect of preferred candidates who will have access to children and/or protected adults.

8. ALLEGATIONS OF DISCRIMINATORY PRACTICES

8.1 Allegations of discriminatory practices, whether made by an internal or an external candidate, will be fully investigated through the appropriate council procedure(s).

8.2 An allegation of discriminatory practice will not prejudice any future application(s) for employment or promotion by the person concerned, regardless of the outcome of a complaint.

9. RECORD KEEPING

Records of decisions taken at the screening and selection interview stages of the recruitment process will be kept for a minimum of six months.

10. REVIEW OF POLICY

This policy may be reviewed by the council in consultation with recognised trade unions and other interested parties as determined by the council.