



# Rutland County Council

## RECRUITMENT AND SELECTION

## POLICY, GUIDANCE AND PROCEDURES, INCLUDING SAFER RECRUITMENT

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## **SECTION A**

### **RUTLAND COUNTY COUNCIL RECRUITMENT AND SELECTION**

#### **1. PURPOSE AND SCOPE**

An efficient and effective recruitment practice will contribute to reduced costs. It will also ensure the recruitment of a diverse workforce in accordance with the Council's Recruitment and Selection Policy Statement and Equality and Diversity Policy. This Policy should be read in conjunction with the Council's Equality and Diversity Policy.

**SCOPE:** This document applies to direct employees of Rutland County Council and does not apply to individuals employed by schools or colleges.

#### **2. POLICIES**

##### **2.1 RECRUITMENT AND SELECTION POLICY STATEMENT**

The Council employs people to provide quality services to the Rutland community, in an accessible manner, sensitive to their requirements. It is essential that all recruitment exercises are carried out with the aim of making a positive contribution to this objective, both in the short-term and long-term.

The Council recognises that the principles of open access to vacancies and equality of employment opportunities, assists in reflecting the cultural diversity of the local population in the Council's workforce. Rutland County Council puts great importance on ensuring that every stage in the recruitment process is fair and conducted in accordance with the Equality and Diversity Policy. The Council is committed to the principle of equal opportunities in all aspects of its recruitment, operation and service provision.

The safety and well-being of children, young people and vulnerable adults is of paramount importance to the Council. Appropriate measures will be taken throughout all parts of the recruitment and selection procedure in order to prevent unsuitable people from gaining access to children, young people and vulnerable adults.

The recruitment and selection process is one of the most important management functions. It represents a significant investment in terms of financial resources and the amount of time spent on the process. The costs of making the wrong selection decision can be very high. It is essential that all recruitment decisions are based solely on objective, job related criteria. The Human Resources Department provides officers with clear guidance on the recruitment and selection process and sets out a systematic way of recruiting and selecting people. The aim is to follow good practice and provide a consistent approach to recruitment and selection, which is understood by everyone. Following good practice will contribute to reducing costs and facilitate the recruitment of a diverse workforce that will add value. This will assist the Council in achieving its aim of providing cost effective, quality services.

The Council applies the following hallmarks of good practice throughout the recruitment and selection process:

- A commitment to taking a strategic approach to recruitment and selection.
- A commitment to making sure that recruitment and selection is fair.
- Being clear about the people the Council needs to achieve the aims and objectives and knowing who to recruit.
- Having a clear reason for each recruitment decision, which is linked to achieving the Council's aims and objectives.
- A consistent approach to recruitment and selection, which is understood by everyone.
- People being recruited and selected effectively and efficiently.
- The recruitment and selection of people contributes to the Council's performance.

Recruitment exercises are essentially a two-way process and, as such, the Council will encourage applicants to express any views, comments or concerns they have about their treatment or experiences of the process. This feedback will be monitored and the Council will act accordingly to improve and address the issues raised. The Council will regularly monitor the workforce and the application and effects of its recruitment and selection procedures.

This policy statement will be reviewed every three years, with a view to continuous improvement – next review due 2016.

## **2.2 SAFER RECRUITMENT POLICY STATEMENT**

Rutland Council has a responsibility for, and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring they are protected from harm.

We are committed to robust recruitment and selection procedures to ensure that all staff and volunteers have been appropriately screened prior to appointment. Ensuring we do everything we can to prevent appointing people who may pose a risk to our most vulnerable service users, is an essential part of safeguarding.

We believe that safer recruitment contributes to a safer workforce and we will ensure that any vacancy takes into account the welfare of children, young people and vulnerable adults.

This policy and procedure sits within the Council's Recruitment and Selection Policy and serves to emphasise the key issues of recruiting 'safely'. It demonstrates the importance of incorporating measures that help deter, reject and identify people who might abuse children, young people or vulnerable adults or are otherwise unsuited to work with them.

### **2.3 EQUALITY AND DIVERSITY POLICY**

The Council is committed to Equal Opportunities and has an Equality and Diversity Policy. The Policy is on the Council's intranet under HR Policies. The Council's Equalities Group is responsible for reviewing and updating the Equality and Diversity Policy and reporting on progress.

### **2.4 POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS AND THE USE OF DISCLOSURE INFORMATION**

The Council has a Policy Statement on the Recruitment of Ex-Offenders and the Use of Disclosure Information. This statement complies with the Disclosure and Barring Service (DBS) Code of Practice and the Council undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. Information on the Rehabilitation of Offenders Act is provided on pages 9 to 10.

### **2.5 PROCEDURES RELATING TO THE DISCLOSURE AND BARRING SERVICE (DBS) AND RISK ASSESSMENT**

If the nature of the work requires that a DBS check is conducted, in the majority of cases a staff member/contractor will not be allowed to commence work until a DBS clearance that is satisfactory to the Council has been received. It is only in exceptional cases related to service need that consideration will be given for a member of staff/contractor to commence employment without DBS clearance. Appendix K provides information on the Risk Assessment procedures and the form that must be completed under such circumstances. The Safeguarding Code of Practice is also incorporated with the form. If a post is being recruited to that requires a DBS check, it is essential for the recruiting manager to refer to the Safer Recruitment Guidelines. Under these circumstances, where the procedures differ the Safer Recruitment Guidelines will take precedence.

## **3. TRAINING**

Rutland County Council training on Fair and Effective Selection is mandatory for all recruiting managers. As a minimum, the Chair of the recruitment panel and one other panel member must have undergone recruitment and selection training at Rutland County Council. This minimum allows for exceptional circumstances where, for instance, it is necessary to bring in external expertise/specialist knowledge to act as a third panel member. The aim of the training is to equip participants with the required knowledge, skills and approach needed to undertake a fair and effective recruitment exercise.

Following appointment to a post, a Human Resources Administrator will book a new employee of the Council onto the first available Corporate Induction Training Session and other mandatory training e.g. Equality and Diversity training etc. Further details can be obtained from the Human Resources Training and Information Section.

### **3.1 SAFEGUARDING AND SAFER RECRUITMENT GUIDELINES**

In addition to the above training, workshops are also periodically run on Safeguarding. Safeguarding training is tailored for and targeted at staff that have direct contact with children, young people and vulnerable adults and those who have responsibility for leading, managing and supporting staff who work with children, young people and vulnerable adults. The training provides the opportunity to develop practice knowledge and look in detail at key issues in relation to staff recruitment and the staff management process. It demonstrates the importance of incorporating measures that help deter, reject and identify people who might abuse children, young people or vulnerable adults or are otherwise unsuited to work with them, as part of the recruitment and selection process. Alongside this, participants have the opportunity to consider the key issues in relation to information management and information sharing, including barriers and anxieties that staff may have.

Making safeguarding and promoting the welfare of children, young people and vulnerable adults integral to recruitment and selection will hopefully lead to a safer employment process. The Council has Safer Recruitment Guidelines (Appendix J) that specifically relate to posts working with children and vulnerable adults. These Guidelines must be referred to when recruiting to such posts to ensure compliance, for example, when drawing up Job Descriptions and Requirements etc.

## **4. LEGISLATION**

### **4.1 DATA PROTECTION ACT 1998**

The Data Protection Act 1998 is the main legislation governing data protection. It aims to give individuals rights with regard to the processing of manual and computerised personal data and on the movement of such data.

Those who decide how and why personal data are processed (data controllers) must comply with the rules of good information handling, known as the data protection principles.

There are eight principles, which specify that data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to countries outside the European Union without adequate protection

It is against the law if a data controller, e.g. an employer, does not keep these principles. Data Protection Act issues may also arise as information about a person's health condition is sensitive personal data. The job applicant should be asked to consent to the obtaining, holding and processing of health information. The applicant should be told the reasons why the information is required, what it will be used for and to whom it may be disclosed.



Human Rights Act issues such as interference with a person's right to respect for their private life may also arise.

Any specific queries regarding the way in which data is captured and processed should be referred to the Head of Corporate Governance.

## **4.2 THE REHABILITATION OF OFFENDERS ACT 1974 – GUIDANCE NOTES**

The Rehabilitation of Offenders Act 1974 allows criminal convictions to become 'spent', or ignored, after a 'rehabilitation period' which is dependent upon the sentence and the age of a person at the time of conviction. Rehabilitation periods are shown in the table below. Following the relevant rehabilitation period, **with certain exceptions**, a person with a past conviction is not normally obliged to mention it, when applying for a job. This enables a person to be assessed solely on their suitability for employment, without a prospective employer having any knowledge of the 'spent' conviction.

The National Association for the Care and Resettlement of Offenders (Nacro) is a crime reduction charity. Nacro state that most people with criminal records are in employment and are satisfactorily employed and not re-offending. They also state that it is hardly surprising as most offences are old one-offs, committed during a troubled phase in a person's life which passes. Most of those who commit offences as juveniles, for instance, give up committing them when they get older and take on family and other responsibilities. It is for these reasons that Nacro advise that it is best to consider each applicant on their merits. This means determining whether the person you are interviewing is the best person for the vacancy. If they are, it will need to be determined whether their criminal record is relevant or not. The nature of the job and the nature, circumstances and background of the offence(s) will determine whether or not a criminal record is a bar to employment. Some key questions to consider will be whether the caution or conviction was a one-off or one of several, whether it is old or recent, whether it was committed when the person was a juvenile or an adult.

The Council has a policy statement on the recruitment of ex-offenders and the use of disclosure information, which can be accessed on the Council's Intranet under HR Policies.

### **4.2.1 REHABILITATION PERIODS**

It is the sentence that is given that determines the length of the rehabilitation period and not the offence committed. The rehabilitation period for a custodial sentence is decided by the original sentence, not the time served. Custodial sentences of more than 2½ years can never become spent. The following table provides information on this. However, further detail can be obtained from Nacro's website at [www.nacro.org.uk](http://www.nacro.org.uk).

<b>Sentence</b>	<b>Rehabilitation period for people aged 17 or under when convicted</b>	<b>Rehabilitation period for people aged 18 or over when convicted</b>
Prison sentences <sup>1</sup> of 6 months or less	3.5 years	7 years
Prison sentences <sup>1</sup> of more than 6 months to 2.5 years	5 years	10 years
Borstal (abolished 1983)	7 years	7 years
Detention centres (abolished 1988)	3 years	3 years

Fines <sup>2</sup> , compensation, probation <sup>3</sup> community service <sup>4</sup> , combination <sup>5</sup> action plan, curfew, drug treatment and testing and reparation orders	2.5 years	5 years
Absolute discharge	6 months	6 months

- 1 Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender Institution (abolished for those under 18 in 2000 and for those aged 18-20 in 2001).
- 2 Even if subsequently imprisoned for fine default.
- 3 For people convicted on or after 3 February 1995. These orders are now called community rehabilitation orders.
- 4 Community service orders were replaced by the community punishment order, which was itself replaced by the community order for adults and the youth rehabilitation order for juveniles.
- 5 Combination orders were replaced by the community punishment and rehabilitation orders, which was itself replaced by the community order for adults and the youth rehabilitation order for juveniles.

Failure to disclose a conviction in accordance with the act will disqualify an applicant from employment.

#### **4.2.2 EXCEPTIONS TO THE ACT**

Certain types of employment, occupations and professions are exempted under the Act. Under these circumstances, the employment rights that an ex-offender may otherwise have with regard to spent convictions can be overruled by the Exceptions Order. In such cases an ex-offender would be obliged to disclose information about both spent and unspent convictions, provided the employer clearly states that the job applied for is exempted.

##### **Occupations that are exempted include:**

- Any work which is defined as regulated activity relating to children or vulnerable adults within the meaning of the *Safeguarding and Vulnerable Groups Act 2006*.
- Certain professions, occupations, offices and employments in areas such as health, pharmacy, finance, the courts and the law
- Licences to drive taxis and to work in the private security industry

#### **4.3 THE DISCLOSURE AND BARRING SERVICE (DBS) AND CHILD PROTECTION REGISTER CHECKS**

As part of the recruitment process, the Council undertakes DBS and Child Protection Register checks for certain categories of jobs, where there is access to children and/or vulnerable adults. This is applicable to employees and paid or unpaid volunteers. This will require the completion of a DBS Disclosure Form and the production of relevant documents for identification purposes. A regularly updated list of the positions covered can be found on the DBS website ([www.dbs.homeoffice.gov.uk](http://www.dbs.homeoffice.gov.uk)).

Successful applicants or those shortlisted for a post falling under any of the occupations that are exempted, are required to apply for a “disclosure” (i.e. details of any criminal convictions and/or record) from the DBS. Any offer of employment will be subject to a satisfactory DBS disclosure being received.

The levels of disclosure are Standard or Enhanced. If a Standard or Enhanced Disclosure is required the Human Resources Department will require the applicant's agreement to the disclosure being obtained and as a registered body with the DBS, the designated Countersignatories in the Human Resources Department will countersign the disclosure application form. Along with the disclosure form, applicants are provided with a booklet explaining the process and the types of documentation that will be required to confirm their identity.

The DBS aims to prevent those who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. This is done by:

- Providing employers with an effective and streamlined vetting service.
- Barring unsuitable individuals from working, or seeking to work, with children and vulnerable adults at the earliest opportunity.

The DBS Regulations state that:

- it is a criminal offence for a barred person to work, or volunteer, in regulated activity,
- it is a criminal offence for an employer to knowingly employ (either on a paid or voluntary basis) a barred person in regulated activity, and
- where a person is removed from regulated activity by an employer because the person has caused harm to a child or vulnerable adult, the DBS must be notified.

Further details are available on the DBS Website.

Information on the Rehabilitation of Offenders Act and the DBS is also incorporated into the 'Information for Applicants and Guidance on Completing the Application Form', which can be located on [www.rutland.gov.uk](http://www.rutland.gov.uk) under Job Vacancies and also on the Council's intranet under Job Vacancies.

#### **4.4 THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

The Immigration, Asylum and Nationality Act 2006, strengthens the requirement for employers to check documents to establish a person's eligibility to work in the UK and to comply with any restrictions. There are civil penalties, with fines up to £10,000 for each illegally employed worker and unlimited fines and imprisonment of up to 2 years, for knowingly employing illegal workers. Under the Act, there are two distinct breaches: civil and criminal. This assists in distinguishing between the careless and the ill-intentioned, and imposing a new continuing obligation to ensure legality.

##### **The civil penalty**

An employer who employs an adult subject to immigration control, who is not entitled to take that employment, or whose eligibility to be in that employment has lapsed, is subject to a civil penalty under Section 15 of the 2006 Act. There is a maximum fine of £10,000 per illegal worker. A statutory excuse is established by the employer if it has checked, copied

and retained copies of specified original documents, prescribed by the Home Office from time to time. Currently, these documents reside in two lists, A and B. A document (depending on the document and status, or combination of two documents) from list A establishes the excuse for the duration of the employment; from list B, the excuse stands for a 12-month period only, with a re-check required thereafter unless a Section A document is inspected, copied and retained. The civil penalty is aimed at the careless rather than the criminally intentioned employer. If the person has time-limited leave to be in the UK, repeat checks will need to be carried out at least once every 12 months.

### The criminal penalty

Actual knowledge that a worker is illegal constitutes a criminal offence under Section 21 of the Act. Any statutory excuse under section 19 is overridden by actual knowledge. The penalty is an unlimited fine or up to two years' imprisonment

### Employing European Workers

Workers from European countries who can work in the UK without needing to obtain the UK Border Agency's permission are shown in the list that follows. Nationals of countries in the European Economic Area (EEA) and Switzerland can live and work in the UK without needing to apply under the UK's points-based system. Nationals of the following countries can work here without any restrictions:

Austria	France	Latvia	Poland
Belgium	Germany	Liechtenstein	Portugal
Cyprus	Greece	Lithuania	Slovakia
Czech Republic	Hungary	Luxembourg	Slovenia
Denmark	Iceland	Malta	Spain
Estonia	Irish Republic	Netherlands	Sweden
Finland	Italy	Norway	Switzerland

Nationals of Bulgaria and Romania (known as the 'A2 countries') may need to obtain an **accession worker card** before they can work here, and their employer may need to obtain a **work permit** for them. Further advice should be sought from Human Resources.

#### 4.4.1 CHECKING DOCUMENTS

The document/s which must be produced by a prospective employee, in order to establish that they have an ongoing entitlement to work in the UK, are shown below. The conditional offer of appointment letter makes it clear that in accordance with Section 8 of the Immigration Asylum & Nationality Act 2006, the documents are required before being able

to begin employment with the Council. Until this process is complete the prospective employee will not be able to commence employment. Managers must ensure that the appropriate documents are checked and copies taken for the employee's personal file.

### **Guidance List for Prospective Employees**

**Please produce documents as follows:**

#### **List A**

One document **only** from List A numbers 1 - 5

**Or** two documents from the List A **First Combination**

#### **List B**

Any of the documents, or specified combination of documents, in List B, can demonstrate that a person is entitled to work in the UK for a limited period. They will provide an excuse against liability to pay a civil penalty for up to 12 months from the date on which the checks are carried out. If an employee presents a document or specified combination of documents from List B, there is no need to ask for any documents contained in List A.

#### **LIST A**

##### **Documents which can be produced alone**

1. A passport showing that the holder is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

## **LIST A**

### **Documents to be produced in combination**

#### **First combination**

An official document issued by a previous employer or Government agency, e.g. HM Revenue and Customs (formerly the Inland Revenue), the Department for Work and Pensions, Jobcentre Plus, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number and name of the person.

A P45, P60, National Insurance number card, or a letter from a Government agency may be acceptable to demonstrate a person's National Insurance number.

**AND** one of the following documents listed in sections 1-7:

1. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents; OR
2. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
3. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom; OR
4. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents; OR
5. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
6. A certificate of registration or naturalisation as a British citizen; OR
7. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom.

### **List B – Documents which alone show a right to work for up to 12 months**

1. A passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question; **OR**
2. A Biometric Residence Permit (formerly known as identity cards for foreign nationals) issued by the UK Border Agency to the holder, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question. The card's design is set by European Union (EU) regulation. It is a standard credit card size (86mm x 54mm) and will look similar to identity cards issued by other EU countries. The card is made from polycarbonate plastic and contains a chip to make it more secure against forgery and abuse. Further information is available regarding the Biometric Residence Permit on the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk); **OR**
3. A residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.

### **LIST B**

#### **Documents to be produced in combination**

##### **First combination**

A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency.

Along with the actual permission from the Border and Immigration Agency or the UK Border Agency for the person to take the employment in question, you must also ensure that the work permit holder or points-based system (PBS) applicant has been given leave to enter or remain in the UK. This will be in the form of:

1. A passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question.

**OR**

2. A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer confirming the holder is allowed to stay in the United Kingdom and is allowed to do the work in question.

##### **Second combination**

The following documents (Certificate of Application and Application Registration Card) will only give you an excuse against liability to pay a civil penalty if they have been checked by the UK Border Agency Employer Checking Service. Details of the Employer Checking Service can be found on the UK Border Agency website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

1. A Certificate of Application issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland, stating that the holder is permitted to take employment which is less than 6 months old.

**OR**

2. An Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is 'ALLOWED TO WORK' or 'EMPLOYMENT PERMITTED'.

### **Third combination**

A document issued by a previous employer or Government agency, e.g. Inland Revenue (now HM Revenue and Customs), the Department for Work and Pensions, Jobcentre Plus, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number and name of the holder.

A P45, P60, National Insurance number card, or a letter from a Government agency is acceptable evidence of a person's National Insurance number.

**AND** one of the following documents listed at numbers 1 – 2 below:

1. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question.

**OR**

2. A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.

Further details on the above and sample documentation can be found on the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) . Also information on the points-based system (PBS) which involves sponsorship, whereby those employers who seek to bring migrants to the UK, take responsibility for them and ensure that they have the intention and ability to meet the conditions of their visa.

## **4.5 OVERSEAS RECRUITMENT AND WORK**

Recruitment from overseas can occur due to a variety of reasons, e.g. to perform jobs requiring specialist skills that are not available in the UK, or to fill vacancies for jobs which the government agrees are in designated 'shortage occupations' etc.



The requirements of the various Immigration Acts and Regulations regarding any permits or their equivalent which are required to work in the UK need to be adhered to. It is a criminal offence to knowingly employ a person who requires but lacks immigration permission to be in that role. Prosecutions and fines are also made if the law is not followed.

Further, detailed information on employing workers from overseas can be obtained from the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

#### **4.6 TRADE UNION MEMBERSHIP**

It is unlawful to refuse a person employment because they are/are not Trade Union members or because they will not agree to become members.

#### **4.7 POLITICALLY RESTRICTED POSTS (PoRPs)**

Part I of the Local Government and Housing Act 1989 (LGHA 1989) contains the main provisions regarding PoRPs and further details are set out in the Local Government (Political Restrictions) Regulations 1990 (LGO(PR)R 1990) [SI 851]. The Council’s Policy on politically restricted posts should also be referred to.

Including a local authority employee on the list of ‘politically restricted posts’ will prevent that individual from having any active political role either in or outside the workplace. Employees who are politically restricted are automatically disqualified from standing for or holding elected office and these restrictions are incorporated as terms in the employee’s contract of employment under s.3 LGO (PR) R 1990. Local authorities have the discretion on whether or not to reinstate an employee who resigns from their post and then consequently fights and loses an election.

All local authority employees fall within the scope of the Act including part-time posts. The following table identifies political roles and the restrictions on employees that are in PoRPs:

<b>Employees in PoRPs are debarred from standing for office for the posts shown below:</b>	
<ul style="list-style-type: none"> <li>• Local Councillors</li> <li>• MPs</li> <li>• MEPs</li> </ul>	<ul style="list-style-type: none"> <li>• Members of the Welsh Assembly</li> <li>• Members of the Scottish Parliament</li> </ul>

<b>Employees in PoRPs are also restricted from the activities below:</b>
<ul style="list-style-type: none"> <li>• Canvassing on behalf of a political party or a person who is or seeks to be a candidate (Reg 3, Sched Part I, para 5 LGO(PR)R 1990)</li> <li>• Speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party (Reg 3, Sched Pt II, LGO(PR)R 1990)</li> </ul>

**The overall effect of the restrictions is to limit employees in PoRPs to bare membership of political parties, with no active participation within the party allowed.**

Local Authorities are required to maintain an up to date list of their politically restricted posts. Politically restricted posts fall into two broad categories: specified posts and sensitive posts. The following table identifies the type of posts that have restrictions applied to them.

<b>Specified posts:</b>	
<ul style="list-style-type: none"> <li>• the Head of the Paid Service (HoPS)</li> <li>• the statutory chief officers</li> <li>• non-statutory chief officers (officers reporting to the HoPS excluding secretarial/clerical support staff)</li> <li>• deputy chief officers (officers reporting to a Chief Officer excluding secretarial/clerical support staff)</li> </ul>	<ul style="list-style-type: none"> <li>• the monitoring officer</li> <li>• officers exercising delegated powers, i.e. persons whose posts are for the time being specified by the authority in a list maintained in accordance with s 100G(2) of the LGA 1972</li> <li>• assistants to political groups</li> </ul>
<p>All the above post holders are politically restricted without rights of appeal for exemption to the local authority's standards committee (in England)</p>	

<b>'Sensitive' posts:</b>
<p>A sensitive post is one which meets one or both of the following duties-related criteria:</p> <ul style="list-style-type: none"> <li>• giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority or to any joint committee on which the authority are represented; or where the authority are operating executive arrangements, to the executive of the authority; to any committee of that executive; or to any member of that executive who is also a member of the authority</li> <li>• speaking on behalf of the authority on a regular basis to journalists or broadcasters</li> </ul>
<p>'Sensitive' post holders can appeal to the local standards committee (in England) to be exempted from the list, on the grounds that the authority has wrongly applied the duties-related criteria and that they feel that they cannot influence policy. Under schedule 4 of the Localism Act 2011 the responsibility for granting exemptions will pass to the local authority's head of paid service. The date for when this will take effect is to be confirmed.</p>

For further information refer to section 2 Local Government and Housing Act 1989 as amended.

## **5. OTHER PRACTICES AND REGULATIONS RELEVANT TO THE RECRUITMENT AND SELECTION PROCESS**

### **5.1 PEOPLE WITH DISABILITIES – EMPLOYMENT STRATEGY**

The Council operates a guaranteed interview scheme. All applicants with a disability as defined under the Equality Act 2010 who advise the Council at the time of their application and who meet the minimum criteria of the post must be offered an interview. This is in accordance with the Two Ticks “Positive about Disability” Scheme.

### **5.2 WORKING TIME REGULATIONS**

The basic rights and protections that the Regulations provide are:

- A limit of an average of 48 hours a week which a worker can be required to work (though workers can choose to work more if they want to).
- A limit of an average of 8 hours work in 24 which night-workers can be required to work
- A right for night workers to receive free health assessments
- A right to 11 hours rest a day
- A right to a day off each week
- A right to an in-work rest break if the working day is longer than 6 hours
- A right to a minimum holiday entitlement of 28 days. Bank and Public holidays can be included in these 28 days.

Please note, the Council’s annual leave entitlement is more generous than the statutory minimum holiday entitlement and varies according to length of service and grade.

#### **5.2.1 SPECIAL RULES FOR YOUNG WORKERS**

Under the Working Time Regulations a young worker is defined as someone who is above the minimum school leaving age but under 18. Different rules apply to young workers. If a young worker is required to work for more than four and a half hours at a stretch, he or she is entitled to a rest break of 30 minutes.

### **5.3 NEPOTISM**

Where there is a direct supervisory role, the appointment of direct relatives is not normally permissible. Such candidates should not be shortlisted without the express permission of the appropriate Director, following advice from the Human Resources Department. Employees should exercise care to avoid any form of soliciting in relation to employment enquiries on behalf of relatives.

The above is also likely to apply, for example, in circumstances where a couple is involved in a relationship.

## **6. RECRUITMENT COMPLAINTS**

The Information and Guidance Notes on the Council's website, sets out the procedure for applicants if they feel that they have not been treated fairly and wish to make a complaint.

## **SECTION B – PROCESSES AND PROCEDURES**

### **1. FILLING A VACANCY**

When a vacancy occurs consideration should initially be given as to whether a post is still required at all or whether it is required in its present form. The manager is responsible for determining the future human resource requirements of their Service Area. This includes deciding on the required competencies and attributes of individuals and teams and ensuring that the inter-relationship between the two is clearly identified.

In order to advertise a post, the Request for Advert and Supporting Business Rationale Form (Appendix B) will require completing. Responses should be given to the list of questions on the form in order to confirm that a review of the post has been undertaken. Advert Requests will not be signed off unless this is completed.

### **2. JOB ANALYSIS**

Prior to recruiting for an existing or new position, it is essential to spend some time gathering information about the nature of the job. This includes time considering the content e.g. tasks that make up the job, the job's purpose, the outputs required by the job holder and how it fits into the Council's structure and reflects changing business needs. The skills and experience needed to perform the role effectively and efficiently must also be considered. Some of the ways to gather this information include observation, interviews and work diaries. The manager should identify what the previous postholder did, what they should have done and any new developments to be added to the original job description. If any duties on the job description were done by other people or should have been done by other people this should also be reviewed. Under these circumstances, advice must be sought from the Human Resources Department prior to taking any action. Any future policy/procedural developments will also need to be taken into account. Failing to dedicate time to the job analysis process could have far reaching effects on the Directorate.

#### **2.1 JOB EVALUATION**

If, following job analysis, it is the view that a post should be changed by deleting or varying its purpose and other jobs may be affected, line managers should consult with the Human Resources Department. The Human Resources Department will also be able to advise on job evaluation, consultation with the respective trade unions and any staff affected by the proposed changes, prior to making such changes.

New posts and vacant posts (where the content of the role has changed significantly) must go through the job evaluation process prior to advertisement. The Job Evaluation Policy, Procedure and Good Practice Guidelines, which is on the intranet, should be referred to.

### 3. JOB DESCRIPTION

A job description must be produced prior to advertising a post. If it is a new post, please ensure that it has been evaluated (to identify the appropriate grade) prior to submitting it for advertising. This will also apply if changes have been made to existing job descriptions, unless there has been a slight change that does not affect the role or responsibilities, for example, a change in job title or change in the post it reports to. However, advice on this should be sought from the Human Resources Department. Conducting a job analysis will form the basis of a written job description. A clear and accurate job description is essential for the following reasons:

- It provides vital information for potential applicants and helps to create a good impression of the Council
- It is an accurate statement of what a person is expected to do
- It assists in the selection process; short-listing, designing candidate assessment activities
- It assists in making decisions between candidates
- It communicates expectations about standards to help ensure effective performance in the job

A template job description can be seen at Appendix A. Standard paragraphs are also incorporated into the job description e.g. for training, health and safety, financial management, equal opportunities etc. Some of the paragraphs will be applicable to supervisory/managerial staff and some will be applicable to non-supervisory/non-managerial staff, Budget Managers or Budget Administrators. Please select the appropriate paragraphs in accordance with the instructions on the template. The Council has recently implemented **Our Values** (for all staff) and **Leadership Behaviours** (a performance framework for those who manage others). Consideration must be given to these when developing a new Job Description and Requirements. When preparing the Job Description, consideration should be given as to whether the postholder will have access to children, young people or vulnerable adults, necessitating a DBS check.

The Job Description is a key document in the Council. It is used to set grades, evaluate performance, supply information to existing and prospective employees and to assess training needs. It will not be an exhaustive list of each task but should give the main activities of the post. The template Job Description contains wording which recognises that the specifically defined activities are not exhaustive.

When writing a Job Description it is important to:

- Accurately reflect the job
- Be specific
- Be concise

- Criteria must be strictly relevant to the requirements of the job
- Use plain English
- Use non-discriminatory language
- Be precise
- Express each part of the job clearly

Avoid:

- Unnecessary jargon
- Vague terms
- Abbreviations
- Over simplifying the job or parts of it
- Over emphasising the job or parts of it
- Including short term projects which quickly lead to the job description being outdated

The Job Description should state the post title, directorate, section, who the postholder will be responsible to and who they will be responsible for. The post title should encapsulate the main purpose of the job and should not be misleading. The Human Resources Department will also ensure that a position number is allocated to the post. The working relationships and functional links which the postholder is expected to have, develop or maintain, within the department, in other departments or with external organisations and in the community, should be specified.

#### The overall purpose of the post

This should be kept brief and only comprise of a few sentences. It should summarise the main function of the job.

#### Major Objectives

This part of the job description outlines the major objectives of the job. It should be kept as brief as possible as it represents only the major objectives of the job and is not an in depth description or analysis of the duties involved.

#### The principal duties and responsibilities

These are usually the core duties or more important duties and responsibilities.

- All the duties and responsibilities should relate to the job purpose

- It is normal practice to list the duties and responsibilities in descending order commencing with the most significant first.
- The duties and responsibilities should be described using active verbs e.g. carry out, responsible for, promote, facilitate, ensure, assist, foster etc.
- The degree of responsibility for each duty should be clear e.g. assist in maintaining / maintain records /ensure records are maintained.
- If appropriate the frequency of the duty should be stated e.g. weekly, annually.
- Specify the standard of performance expected
- List those that the job holder will be expected to liaise with during the course of their duties.

Some examples of the beginning of typical paragraphs used for describing duties and responsibilities are shown below:

<b>Examples of the beginning of typical paragraphs used for describing duties and responsibilities</b>	
To implement .....	To monitor .....
To support .....	To promote .....
To contribute .....	To participate .....
To be responsible for .....	To review .....
To manage the .....	To supervise the .....
To provide .....	To examine the .....
To maintain .....	To control the .....
To advise .....	To undertake the .....
To deputise for .....	To prepare the .....
To be accountable for .....	To assist the .....
To record .....	To organise the .....
To develop .....	To ensure that .....
To work with .....	To take the lead

#### **4. JOB REQUIREMENTS**

The job requirements identifies the qualifications, training, education, experience, knowledge, skills, equal opportunity requirements and any other requirements that are either essential or desirable. It is the basic tool for the selection process and forms the basis of the job advertisement. It provides objective criteria from which to shortlist and enables the Selection Panel to develop questions based on the criteria. It also identifies the method of assessment that will be used in the selection process e.g. information on the application form, documentary evidence, the interview and whether there will be a test. Ultimately it provides the criteria on which an appointment decision will be based.

The Job requirements should be drawn up on the basis of the job description. Qualifications specified on the job requirements should only be those necessary to do the job. It can be compiled by identifying the essential and desirable job related attributes. It is advisable that desirable criteria be kept to a minimum. Judgement should not be influenced by the previous postholder in determining the levels of qualification, skill and experience that are relevant to the post. The information on the job requirements should be used to

inform the criteria used to shortlist applicants. A job requirements template can be seen at Appendix A at the back of the job description.

All requirements should be strictly job related and justifiable in terms of the principal duties and responsibilities of the post. For example, where a job requirement includes factors such as verbal and written communications or the flexibility of working hours, these must be shown to be accurately assessed and justifiable. They should not have the effect of indirectly discriminating against women, men, a particular racial group, age group or disabled people. Ensure that all requirements can be objectively justified by reference to the job in question and do not indirectly discriminate against any groups of employees. In particular, consider whether any requirements for specific qualifications, working hours or times, travel, age ranges or dress are necessary for the job in question. Consider whether the job holder will be an employee or some other kind of worker, whether the job needs to be full-time or whether it is open to part-time, home working or flexible working or a job share. If full-time, ensure there is objective justification for this requirement

It is important to ensure that experience, knowledge and skills have been set to a minimum level. The possibility and availability of training after employment should be fully considered. Further guidance on the Job Requirements headings is given below:

**Qualifications/Training/Education**

The exact type of qualification should be specified along with any related qualification or other alternative e.g. GCSE Level English or equivalent or proven ability within a previous work setting.

The relevance, knowledge obtained or abilities tested by the qualification should be considered in relationship to the requirements of the job.

**Some alternative phrases for qualifications are shown below:**

Qualification	Knowledge (can be experience of or ability to)
GCSE Level in English	<ul style="list-style-type: none"> <li>• Ability to write reports to staff and Members</li> <li>• Ability to present information at meetings</li> <li>• Ability to explain complex issues in a simplified way</li> <li>• Effective communicator, both orally and written</li> <li>• Verbal presentation skills</li> </ul>
GCSE Level in Maths	<ul style="list-style-type: none"> <li>• Experience of doing basic accounts</li> <li>• Ability to work out applicants entitlement to benefits</li> <li>• Ability to do basic calculations</li> <li>• Ability to calculate percentages</li> <li>• Experience of managing budgets ... size</li> <li>• Ability to work out expenses claims</li> </ul>



## **Experience/Knowledge**

Under this heading an indication of the experience required in particular fields and at particular levels should be provided e.g. supervisory experience. Reference to a specific number of years experience should not be made, as it could be perceived as age discriminatory. However, an exception may be if it is for a particular professional qualification. Previous experience and knowledge should only be a requirement if a particular field or level of experience is a prerequisite for performing the duties of the job. Voluntary work experience can be included in the job requirements. Being specific in identifying types of experience makes it easier to assess applicants against the requirements. The experience required should be broken down into specific job related areas to make assessing the candidate's ability to meet criteria measurable, both at the short-listing and interviewing stage, some examples of how team working experience and staff management experience and leadership behaviours could be broken down, are shown below:

### **Team working experience:**

- sharing workload with others
- contributing ideas
- maintaining awareness of team objectives and responsibilities

### **Staff management experience:**

- supervising a team
- leading and motivating staff
- delegating work and monitoring progress
- providing support
- identifying training and development needs

## **Skills**

A distinction should be made between the various groups of skills required. Some examples are shown below:

- Professional skills
- Research and analytical skills
- Technical skills
- Marketing skills
- Communication and interpersonal skills
- Customer care skills
- Management skills, leadership skills, problem-solving and judgemental skills
- Financial skills
- Administrative skills
- Literacy and numeracy skills
- Presentation skills
- Report writing skills

## **Equal Opportunities**

All job requirements must include a section on Equal Opportunities. Employees are required to have knowledge of and a commitment to implementing the Council's Equality and Diversity Policy. Some examples of the wording used in the job requirements are shown below. The wording in these examples is shown as a minimum but can, of course, be expanded on.

- An awareness of and commitment to implementing the Council's Equality and Diversity Policy.
- Able to recognise discrimination and be willing to put the Council's Policy into practice.
- To be committed to ensuring that the Council's Equality and Diversity Policy is applied in employment and service delivery.

## **Other**

Under this heading reference should be made to circumstances that are relevant to work and which need to be checked e.g. mobile and able to work from various locations, ability to work outside normal office hours if required, able to work at week-ends, able to attend occasional evening meetings etc.

## **Reasonable adjustments**

When looking at job requirements it is important to consider the possibility of making a reasonable adjustment to a requirement. For example, use of a Minicom to enable a disabled person with a hearing impairment to meet the requirement.

## **Identify how the requirement relates to the job**

Each requirement should clearly identify how it relates to the job, some examples are given below:

- Ability to work with, and develop partnerships with, a range of organisations and professional backgrounds.
- Ability to manage budgets and resources
- Ability to deal with the public and relate well with people at all levels
- Ability to take minutes and write reports
- Ability to take responsibility for difficult and complex decisions

The job requirements should differentiate between the knowledge that the post-holder is required to have and that which could be learnt whilst undertaking the job.

## Weighting Job Requirements

Prior to short-listing, it is recommended that the job requirements are weighted in order of their importance for the post. Inevitably, some requirements will have greater weight than others. Some requirements may have equal weighting but it would be unusual for all the requirements to have equal weighting. The weighting should be agreed and recorded by the short-listing panel prior to short-listing and shouldn't be altered during the short-listing process. For all posts the weight given to the Equal Opportunities requirement/s should never be the lowest. A weighting method is shown in Appendices C and G.

Weighting the requirements can assist in the decision process, under the following circumstances:

- **Interview Decisions**

The panel may use weighted requirements to assist in making their decision where two or more candidates meet all the requirements. The panel should decide which candidate best meets the most important requirements.

In circumstances where none of the candidates meet all the requirements then the interview panel would need to decide if a candidate met sufficient of the more highly weighted requirements to be appointed.

## **5. THE RECRUITMENT AND SELECTION PROCESS MATRIX**

The Recruitment and Selection Process Matrix, shown below, identifies the responsibility of the Human Resources Department and Managers' responsibility throughout all the stages of the recruitment and selection process. Timescales are also identified in the matrix where applicable.

<b>STAGE</b>	<b>HUMAN RESOURCES RESPONSIBILITY</b>	<b>MANAGERS' RESPONSIBILITY</b>	<b>TIMESCALE</b>
<b>ADVERTISING</b>	Advise on advert text and appropriate publications	Seek appropriate authorisation to recruit, using the relevant form. Forward copy to Human Resources with advert, job description and job requirements (by e-mail) for final authorisation by the Chief Executive	Depending on publication and Chief Executive's signature
	Advise on and maintain up-to-date job descriptions and job requirements on records		
	Arrange advert into corporate format including appropriate logos. Forward to agency for publication.	Provide a contact name and number and be available to take calls from potential applicants	

	Approve proof and costings with manager	Manager to raise purchase order for agreed costs and forward to HR Administrator	Within the deadline as advised by the agency.
	Supply Customer Services Team (CST) with relevant information	Customer Services Team (CST) – send application forms, and other relevant enclosures to applicants as requested	On request following publication of advert date
<b>SHORT-LISTING</b>	Provide application pack for short-listing on the next working day after the closing date	Short-list applicants	No less than 8 days prior to interview
<b>INTERVIEW</b>	<p>Inform candidates of interview arrangements by letter/e-mail (at least 5 working days notice should be given)</p> <p>Following any telephone invites by the manager, Human Resources will follow up with confirmation in writing or e-mail</p>	<p>Inform Human Resources of the short-listed candidates and interview arrangements</p> <p>If the interview date has been included in the advert and there are less than 5 working days prior to the interview, managers can invite applicants to interview by telephone.</p>	<p>Within 2 days of short-listing</p> <p>At least 5 working days notice before interview</p>
	Retain documentation for 3 months after the interview	<p>Undertake interviews and check certificates, driving licences, work permits, relevant professional registration e.g. General Social Care Council (GSCC). Arrange completion of DBS forms (if appropriate).</p> <p>Take appropriate photocopies of relevant documents as per the Proof of Eligibility to Work in the UK List.</p>	Within one working day of the interview
<b>SELECTION &amp; APPOINTMENT</b>	Request references for the preferred candidate. Chase up references not received.	Ensure 2 acceptable references are received for the successful candidate before an offer of appointment is made (one reference to be the current or most recent line manager if not in paid employment)	As soon as possible

	Inform unsuccessful candidates in writing or e-mail if requested by the manager	Offer conditional appointment subject to the appropriate checks and references, to successful candidate or inform by phone if preferred.  Inform Human Resources on the Authorisation of Appointment form. Inform unsuccessful, internal applicants personally.	As soon as possible
	Send contract of employment (subject to complete information being available)		Within 5 days of receipt
	Process Disclosure and Barring Service (DBS) checks as required	If, exceptionally, an employee is urgently required to commence prior to DBS clearance (if applicable) a risk assessment document must be completed and submitted to the Strategic Director for authorisation.	Within 2 days of receipt
	Process medical checks to obtain fitness to work reports from Occupational Health		
	Track the return of key documents prior to employment		
	Inform unsuccessful candidates in writing (as advised on the Authorisation of Appointment form) as soon as possible and preferably within 5 days of the interview date.	Ring successful candidate to offer conditional appointment subject to the appropriate checks and references. Inform Human Resources on the Authorisation of Appointment form. Inform unsuccessful, <b>internal</b> applicants personally.	
<b>INDUCTION</b>	Book new starters onto mandatory training e.g. Induction, Equality and Diversity etc.	Ensure relevant documents have been seen and copies taken for eligibility to work in the UK, in accordance with the Asylum and Immigration Act 2006  Ensure new employees are appropriately inducted and trained - Day 1 induction form & Health and Safety Checklist	Prior to employee commencing employment.  Day 1

	Following confirmation by the Manager of the successful completion of probationary period, as appropriate, HR will issue a letter of confirmation to the employee	Probation forms completed monthly and returned to HR at the end of the 6 month period or if probationary period extended, at the end of that period	Monthly Within first 6 months
	Complete Equal Opportunity monitoring		Annually reported

## 6. ADVERTISING

Internal and external interest is generated by placing advertisements on the Council's website, Local Government Jobs Website, East Midlands Portal Jobs Website, in the local and national newspapers, in the Job Centre and the Council's Staff Bulletin. Please note that advertising nationally is significantly more expensive than advertising locally. The Council's website and other appropriate free media both internal and external should be used for advertising, unless there is a sound business case for paid advertising. It may also be appropriate to place an advert in local community venues e.g. Youth/Community Centres, Libraries etc. Under normal circumstances posts must be advertised externally and the minimum requirement is for the post to appear on the Council's website. The Human Resources Department will be able to advise on the advert text, appropriate publications for attracting candidates, the costs of advertising and deadlines for publication. All advertisements are processed through the Human Resources Department. The placement of adverts will be influenced by the type of post, the financial investment involved, the potential market area and regard for cost effectiveness.

A list of advertising media is shown below, please note that the list is not exhaustive:

ADVERTISING MEDIA	
<p><b>National</b></p> <ul style="list-style-type: none"> <li>• The Guardian</li> <li>• Professional Journals</li> </ul>	<p><b>Regional</b></p> <ul style="list-style-type: none"> <li>• Leicester Mercury</li> <li>• Peterborough ET</li> <li>• Nottingham Evening Post</li> <li>• Northants Chronicle</li> <li>• Grantham Journal</li> </ul>
<p><b>Local</b></p> <ul style="list-style-type: none"> <li>• Rutland Times</li> <li>• Stamford Mercury</li> <li>• Melton Times</li> </ul>	<p><b>Other Local</b></p> <ul style="list-style-type: none"> <li>• Rutland County Council website</li> <li>• Local Government Jobs Website</li> <li>• East Midlands Portal Jobs Website</li> <li>• Job Centre</li> <li>• Community Centres</li> <li>• Youth Centres</li> <li>• Libraries</li> <li>• Council Staff Bulletin</li> <li>• All staff internal e-mail</li> <li>• Customers Services Notice Board</li> </ul>

<b>Specialist</b>	
<ul style="list-style-type: none"> <li>• Environmental Health News</li> <li>• Disability Now (national, monthly)</li> <li>• African-Caribbean Times (national, weekly)</li> <li>• Asian Times (national, weekly)</li> <li>• Regeneration and Renewal</li> <li>• Children Now</li> <li>• Community Care</li> <li>• Inside Housing</li> </ul>	<ul style="list-style-type: none"> <li>• Library and Information Gazette</li> <li>• Local Transport Today</li> <li>• Planning</li> <li>• Public Finance</li> <li>• Times Educational Supplement (TES)</li> <li>• Surveyor</li> <li>• Young People Now</li> </ul>

It is the manager's responsibility to seek appropriate authorisation to recruit from the Director, on the Request for Advert and Supporting Business Rationale form on the intranet under HR Policies. An example of the form and the information that will be required can be seen at Appendix B. Any special conditions should be identified in the appropriate section e.g. relocation allowance etc. Please note that the Chief Executive's approval is required before the relocation scheme can be offered to any new employee. This will normally be via the Request for Advert and Supporting Business Rationale form. The eligibility criteria and further details on the Relocation Guidance can be obtained from the intranet on One Council/HR Policies. Please note that requests will not be signed off unless the Business Rationale section of the form is completed.

Once the Request for Advert and Supporting Business Rationale form has been completed it should be forwarded to the Human Resources Department. A copy of the advert, job description and job requirements (preferably by e-mail) will also be required. The Human Resources Department will then submit the form to the Chief Executive for final authorisation. Once final authorisation has been obtained, the Human Resources Department will arrange the advert into the corporate format, including appropriate logos. This will then be forwarded to the Advertising Agency for publication. The Human Resources Department will approve the proof and costings with the manager. It is the recruiting manager's responsibility to raise a purchase order, from their budget, for the agreed advertising costs and pass this to the HR Administrator. The manager is required to provide a contact name and number and be available to take calls from potential applicants.

## **6.1 PRESENTATION**

The way you present your information is important as this will create an impression of Rutland County Council and its values.

Advertisements should be clear and identify the:

- Outline requirements of the job
- The key essential and desirable requirements (to limit the number of inappropriate application requests)
- The nature of the Service Area's activities
- Job location
- State whether the post requires a DBS check (either standard or enhanced) and if the post is exempt from the Rehabilitation of Offenders Act

The Human Resources Department will supply the Customer Services Team (CST) with the relevant information to enable CST to send out application forms, personal details forms and other relevant enclosures when requested, following advertising of the post.

## **7. APPLICATION FORMS**

All application forms should be treated confidentially and only circulated to officers involved in the recruitment process. The Council does not accept CVs.

## **8. REDEPLOYMENT**

There may be occasions when an existing employee who is at risk of redundancy may be matched to a post either before or after it is advertised. An employee may also be seeking redeployment through reasons of ill-health e.g. the employee may no longer be able to carry out certain duties in their current post and if it is not possible to make reasonable adjustments to that post an alternative post may be sought. This will be discussed with the manager. The procedure will follow the Council's Restructure Policy which is on One Council/HR Policies.

## **9. REORGANISATION/RESTRUCTURING**

In certain circumstances e.g. reorganisation/restructuring it will be permissible to use internal vacancy notices which are aimed at specific groups of staff in the first instance.

## **10. COVERING A VACANCY**

Section B refers to the requirement for a manager to consider whether it is necessary to fill a vacancy. Managers also need to consider the financial implications of covering a post using temporary staff. There are a number of ways to ensure that a service is maintained once an existing postholder has left, apart from recruiting from a Temporary Agency. These are as follows:

### **Acting-up**

This is when arrangements are made for an appropriate existing employee to cover all or some of the duties of the post in circumstances as follows:

- a) An employee is temporarily undertaking the full duties and responsibilities of a higher graded post for a period of at least 4 weeks. Under these circumstances there is an entitlement to receive a salary in accordance with the grading of the post temporarily occupied.

or

- b) An employee is temporarily undertaking a higher level of duties and responsibilities which is outside the scope of their posts over an extended period, but this is short of undertaking the full duties and responsibilities. This could include a shared responsibility, with more than one employee undertaking part of the higher level of duties, or a substantial addition to the employee's job for a specific period and



where a permanent change is deemed inappropriate. In these circumstances the Department may wish to grant an honorarium. The request should be made in writing to Human Resources in the first instance and will be subject to approval by the Chief Executive. Further details on honorarium payments are in the Council's Honoraria Policy which is on One Council/HR Policies.

### **Secondments**

An existing employee can be seconded to cover a specific vacancy. The Council's Secondment Policy must be referred to and the Human Resources Department consulted.

It is important to ensure that any employees with the appropriate skills and experience to fulfil the duties of the post or some of the duties of the post are given an equal opportunity to be considered for Acting-up or secondment opportunities.

### **Temporary Agency staff**

The Agency Worker Guidance, which is on the intranet under HR Policies, must be referred to if you are intending to recruit from an Agency.

## **11. THE INTERVIEW PANEL**

Responsibility and accountability for the whole recruitment process from setting up the panel to the final appointment will be that of the Appointing Officer. This may include the requirement to defend the selection decision if an applicant submits a complaint. Panel members will need to be involved in all stages of the recruitment and selection process. It is essential to aim for a mixed-panel that includes male and female panel members. Ideally there should be three panel members. There should be appropriate representation of under-represented groups on recruitment panels wherever possible. This is in accordance with the Council's Equality and Diversity Policy. Improved representation on Recruitment and Selection Panels will improve the Council's ability to represent and work for the community.

As a minimum, the Chair of the recruitment panel and one other panel member must have undergone recruitment and selection training at Rutland County Council. This allows for exceptional circumstances where, for instance, external expertise is required. All panel members should be involved in setting a timetable, short-listing, developing questions and interviewing, through to making the final decision. The Panel should include the Line Manager of the post who may not necessarily be the Appointing Officer. Consideration should be given as to whether there is any prior connection between any of the candidates and panel members which might give rise to the perception of a conflict of interest. If so, consideration should be given to removing the panel member or ensuring that there is at least one other panel member who does not have prior knowledge of the candidate.

## **12. SHORT-LISTING AND SELECTION METHODS**

On the next working day after the advert closing date, the Human Resources Department will provide the application forms, short-listing forms and an interview arrangements form.

A short-listing form and completed example can be seen at Appendix C and the interview arrangements form at Appendix D. All the forms are also available on the intranet.

The first stage in the selection process is for the panel members to create a list from the applications received of those to be invited for interview. The process should be informed by the Job Requirements. If time hasn't been spent on planning an accurate list of Job Requirements this process will be more difficult, particularly if there is a high volume of applications.

A date for short-listing should be arranged when the post is advertised. Short-listing shouldn't take place until after the closing date for the post has passed. This is to protect the interests of applicants who may not yet have returned their forms. The panel should be asked if they will accept late applications. The decision should be made prior to seeing any late application to avoid potential direct and indirect discrimination. All members of the interview panel should undertake short-listing and will need to refer to the application forms, job description and requirements. The criteria that can be assessed at the shortlist stage should have been identified (method of assessment).

The information contained in the application form will be the basis for short-listing. The shortlist should be compiled by matching and measuring an applicant to the criteria on the job requirements against evidence gathered from the application form.

Posts that attract a large number of applicants can result in a short-list of unmanageable size. To reduce the shortlist to a manageable size, the numerical weighting system shown in the Candidate Shortlist Form Appendix C and Interview Questions and Responses Form Appendix G should be applied.

Short-listing decisions should be recorded independently by panel members. If applicants do not meet one or more of the essential requirements of the short-listing criteria, they cannot be short-listed and short-listing of that applicant should cease at that point.

Once the Panel Members have made their independent short-listing assessments they will need to share these and resolve any differences and agree an assessment for each applicant. Applicants should be short-listed no less than 8 days prior to the interview date. The completed short-listing forms should then be returned to the Human Resources Department within two days of short-listing, along with a completed Interview Arrangements Form. The Interview Arrangements Form should identify those candidates that the panel has agreed should be interviewed and the interview date, time etc. Short-listed applicants should be notified no less than 5 working days before interview.

As stated on the Interview Arrangements Form, if the interviews are to take place in less than a week, please ring the candidates and invite them, in order to provide as much notice as possible. Invitations by telephone may be made if the interview date has been included in the advert. The Human Resources Department will then confirm the details in writing to the candidate. References will not be sought at this stage, as this will happen after the interview has taken place. Once the Human Resources Department has been informed of the selected candidate, following the interview, references will then be requested. An example of the reference request form is at Appendix E.

It will be necessary to re-advertise the post if there are no applicants who meet the essential short-listing criteria. However, if only one applicant meets the short-listing criteria from the job requirements you can still proceed to interview. It is important for the Panel to keep written records of the short-listing decisions taken and the reasons in support of those decisions.

The Personal Details Form advises that if they have not received a reply within four weeks of the closing date, they should assume that their application has been unsuccessful. However, existing employees of the Council should be informed of the reason for not being shortlisted. It is good practice to provide feedback to all unsuccessful candidates if they request it. This is the responsibility of the Chair of the Panel.

### **Prior Knowledge**

All recruiters have a responsibility to declare any applicants with whom they have a close personal relationship (e.g. relative, friendship outside of a normal working relationship) and to withdraw from the process, as considered appropriate.

### **Disabled Candidates**

A personal details form accompanies the application form. Disabled applicants are given the opportunity to indicate on the personal details form any arrangements that they would need if they were selected for interview.

The Council is committed to the employment of disabled people and displays the two ticks positive about disabled symbol on the application form and personal details. In accordance with this, the Panel must interview disabled people who meet the short-listing essential requirements of the job requirements, taking into account any reasonable adjustments that can be made to the post.

### **SELECTION METHODS**

The use of a wider range of selection techniques, in addition to the interview, can assist in making the final decision. This should have been identified by the method of assessment on the job requirements. For example, if numeracy is an essential factor on the job requirements a numeracy test should be devised for candidates to undertake prior to or after the interview. It is essential to ensure that any test can be related to the actual duties of the job. Candidates must be informed of the type of test in their invite to interview letter.

For some posts it may be appropriate to test the candidates' skills and knowledge about a specialised subject. This could be achieved by asking them to perform a short presentation either at the beginning or the end of the interview. A written report for submission prior to the interview could be another method used. It is essential to give candidates clear instructions on the nature and purpose of the method/s used. If candidates will be required to participate in group exercises, it should be made clear what this will involve and how long it will take in addition to the interview.

As the interview process may be the candidate's first direct contact with the Council it is important that the Council's commitment to a fair process is evident. If a candidate is

unable to attend for an interview the Panel can consider alternative dates/times/venues but will also need to take into account the effect a delay would have on the requirements of the service. The Interview Arrangements Form also asks if the interview time can be rearranged if requested.

### **13. PLANNING THE INTERVIEW**

#### **The Venue**

It is important to ensure that the room used for an interview is free from distractions e.g. telephones. Thought should also be given to the layout e.g. barriers such as desks don't always put candidates at ease. Chairs should be comfortable and arranged in a manner that facilitates direct eye contact between all Panel members and the candidate. Lighting, temperature and noise levels should be considered. Ideally a comfortable, private room should be available for any candidates waiting for an interview. Rooms should be accessible to disabled candidates. If particular needs are requested by a candidate to enable them to participate fully in the process every reasonable effort should be made to meet these.

#### **Timing**

Panel members and candidates should be clear as to the timing, content and purpose of each stage and a timetable clearly established. The same length of time should be allocated for each interview. However, more time may be allocated if a disabled candidate has requested it to allow them to participate fully at interview. Panel members should control the interview appropriately to avoid it running over the timetable. A pause should be allowed for between interviews to enable Panel members to write up interview notes independently.

#### **Interview Structure**

The interview structure should be developed jointly by the Panel members. Drafting in additional Panel members at any stage should be avoided. There should be three panel members. However, there may be exceptional circumstances where this is not possible e.g. due to sickness and where delaying the recruitment process by postponing the interviews could create service provision difficulties.

A second interview should only be necessary when a decision cannot be made on the most suitable candidate and the panel needs to consider and assess this further.

### **13.1 INTERVIEWING**

The interview is a crucial stage in assessing an applicant's suitability for the job prior to final selection. It needs to be carefully planned in order to avoid any subjectivity or false assumptions.

The following are prohibited:

- “stereotyping” – selection decisions should not be based on preconceived assumptions about the capabilities of a person because of that person’s race, gender, age, disability or sexuality. Applicants stereotyped in this way may unfairly be seen as performing badly in the interview.
- “own-image” recruiting – this occurs when a selection decision is influenced due to the applicant displaying similar attitudes and characteristics to that of the interviewer, this is sometimes referred to as “cloning”.
- Decisions should not be influenced by discriminatory factors e.g. whether a candidate’s race, gender, sexuality or disability is likely to be considered acceptable to other employees.

Each candidate should be questioned and assessed strictly on the basis of the criteria identified in the job requirements, to avoid the above forms of bias or any other forms of bias. Good interview questions shouldn’t contain assumptions, neither should they shape or help determine the nature of the candidate’s responses.

**Unfair Questions**

Some of the questions that would be considered unfair and that **shouldn’t** be asked at interview, include the following regarding the candidate(s):

<ul style="list-style-type: none"> <li>• Religious beliefs</li> <li>• Racial or ethnic background</li> <li>• Gender</li> <li>• Sexuality</li> <li>• Age</li> <li>• Marital status</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare arrangements</li> <li>• Career plans</li> <li>• Trade union involvement</li> <li>• Personal health matters</li> <li>• Political Preferences</li> </ul>
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The Panel will need to agree on the questions to be asked during the interview. It is important to ensure that they cover the criteria on the job requirements and as identified by the method of assessment. Where necessary, the questions can be adapted to be relevant to the candidate but the Panel will need to ensure that consistency is maintained.

Areas of questioning should be allocated between Panel members and benchmarks considered for the answers they are looking for. This also enables members to have an agreed basis to assess candidates’ responses. Assumptions shouldn’t be made about candidates’ personal circumstances e.g. if the post has unusual hours, then all candidates should be asked if they are satisfied that they can comply with this requirement. If you only asked the question of those candidates whom you felt may have difficulty in that respect, you will have discriminated unfairly.

The interview should always incorporate questions to the candidate on their understanding and commitment to Equal Opportunities.

## **Questioning Techniques**

In order to get the best possible responses to questions, open questions should be used rather than closed questions. This also avoids receiving a 'yes' or 'no' answer to questions asked. Some examples are as follows:

<b>Closed – do not use</b>	<b>Open – do use</b>
1. Did the salary offered attract you to seek work here?	1. Please tell us what it was that attracted you to apply for this job.
2. Were you closely supervised in your last job?	2. How much contact did you have with your supervisor/manager on a daily basis?
3. Were you ever asked to make decisions?	3. What kind of decisions did you regularly make in this job?
4. Where will you live in Rutland? Have you a house to sell? Will your spouse be happy to move? What about schooling for the children?	4. If appointed, when do you think you will be able to take up the post?
5. We need someone who can handle a lot of pressure. Do you have the ability to do that?	5. Please describe the kind of responsibilities you've been asked to assume in the past.

Probing questions can also be used e.g. "Would you expand a little on that ...?"  
"What exactly does that involve ...?"

Using the funneling technique can also be beneficial in an interview. This technique begins with asking an open question, for example, as follows:

1. Please tell me about ...
2. What did this involve?
3. When?
4. Why?
5. Who?
6. What?
7. How?

## **Preparation**

The Human Resources Department will provide Interview Paperwork Guidelines (see Appendix F). This will be accompanied by:

1. Application forms
2. Interview Questions and Responses Form and Interview Assessment Form (see Appendix G)
3. Authorisation of Appointment (see Appendix H)

You will need to photocopy sufficient of items 1 and 2 to ensure that each member of the Panel has a copy of each application and an interview assessment form for each candidate.

## **Interview Stages**

The stages of an interview can be summarised as follows:

1. Welcoming and introductions
2. Obtaining information
3. Providing information
4. Parting

### **Welcoming and introductions**

- Introducing Panel Members. Information can be summarised for the candidate on the Council structure, where the section fits with this and the services provided. A brief explanation of the expectations of the post being interviewed for should also be given. Each Panel Member can provide a brief explanation of their job role.
- Facilitating a calm atmosphere for the interviewee and reducing anxiety
- Minimising status differences
- Explaining the procedure and format that will be followed, including note-taking
- Giving undivided attention

### **Obtaining Information**

- Ideally this should commence with less complex questions
- Techniques should be used to increase the interviewee's contribution, examples as follows:
  - using open-ended questions and follow ups (see questioning Techniques page 51)
  - use of positive body language e.g. eye contact, nods, smiles etc.
  - careful use of silence and encouragement
  - gathering and recording information obtained
  - focusing on strengths as well as weaknesses and assessing attributes and skills

The original documents for relevant qualifications must be checked. If there is any doubt over whether they are genuine, the qualification body should be contacted. Any registration requirements should be checked e.g. for Social Workers, the General Social Care Council.

### **Providing information**

At the end of the interview the candidate should be asked if they have any questions they would like to ask. An indication of when a decision will be made should also be provided and how they will be notified e.g. by telephone/letter.

Care should be taken in respect of the accuracy of information given orally to a candidate at interview, as this could potentially form the basis of a contract of employment

## **Parting**

At the end of the interview the candidate should be thanked for attending. The candidate should leave the interview with the feeling that they have been given a fair, transparent, equitable and professional interview.

## **THE INTERVIEW**

The Interview Panel should convene in sufficient time prior to the first candidate arriving, to arrange the layout of the venue and clarify the process for themselves.

An appropriate person should be allocated the task of meeting candidates, administering any written tests, providing any appropriate equipment and delivering candidates to the interview room. It is good practice to allocate these tasks to a person who hasn't been involved in the recruitment process.

On entering the interview room, the candidate should be greeted by the Chair of the Panel, who should endeavour to put them at their ease and ask how they wish to be addressed e.g. by title, first name, preferred name etc. Each of the Panel Members should introduce themselves, indicating their job title and briefly how they relate within the organisation to the post for which the candidate is being interviewed.

The format that the interview will take should be outlined to the candidate and an explanation given that each Panel member will be making notes throughout the process. Interview Questions and Responses Forms and Interview Assessment Forms will be provided to the Panel for this purpose. An explanation of these forms is provided below. Sample forms and a completed example is provided at Appendix G. The notes should record a summary of the candidate's responses to the questions (which will be relevant to the job requirements). Each Panel member will ask their allocated set of questions. Supplementary questions should be asked if and when appropriate and a note kept of their content. The notes will assist the Panel members to make a final assessment. The notes will also be required to provide feedback to candidates. They may also be used as evidence in the event of an internal recruitment appeal or Employment Tribunal. Candidates should be advised that the Panel are happy to clarify or repeat any questions on request.

At the end of the interview, time should be allocated for candidates to ask questions and supply any additional information in support of their application. Ideally, candidates should be offered the opportunity to view the place they will be working in, if appointed.

## **INTERVIEW QUESTIONS AND RESPONSES FORM AND INTERVIEW ASSESSMENT FORM**

### **Interview Questions and Responses Form**

#### **Questions Column**

The above form incorporates a column for the insertion of the core interview questions that are relevant to the job requirements of the post. This also assists the interview panel



members to organise and allocate areas of questioning between themselves. All candidates should be asked the same planned core questions. However, additional “probing” questions may also be used. There are also columns to record the weighting.

### Key Responses Column

There is also a key responses column on the form. This is for the panel to insert bullet points of the key responses that they would anticipate from candidates in response to the interview questions. Although the bullet points will not present an exhaustive list, they can act as a useful reminder for the interviewer during the interview. The key responses can also assist an interviewer if they need to probe the candidate’s answers further, in order to achieve the best possible response from the candidate. It is good practice to prepare key responses to planned questions but to be open to different but equally effective answers.

### Candidate’s Responses Column

There is a candidate’s responses column where the interviewer can make brief notes of the candidate’s responses. This can act as a reminder of what each individual said when deciding on the successful candidate. It is also useful for providing feedback to unsuccessful candidates, if requested.

Please note that as there is the option to prepare the form on the computer, the size of the boxes can be increased if more space is required.

## **Interview Assessment Form**

### Sections 1 and 2

To assist in keeping the final decision as objective as possible, sections 1 and 2 of this form should be completed by individual panel members, prior to any group discussion of the candidates.

### Section 3

Following assessment of the candidates against the job requirements, it may be that a single candidate does not stand out but that two or three seem to meet the requirements. In such cases the panel should check the candidates’ responses and any tests or presentations. The panel will need to have a discussion on this in order to identify the most suitable candidate. The reasons for any alterations of the individual assessments in sections 1 and 2, as a result of the panel’s discussion, can be entered in section 3.

### Section 4

The reasons for either the selection or rejection of the candidate should be entered in this box.

## **Selection Decision**

All panel members should be involved in the selection decision, which should not be rushed. If the interviews have ended later than expected and in order to avoid rushing the decision, the selection process should be postponed to a later time the same day or the next morning. It is not advisable to postpone it for longer than this, as candidates have a

right to know the decision as soon as possible. It is also important for panel members to have their assessments fresh in their minds. The Interview Assessment Form referred to above should be completed for each candidate.

Panel members should use all the information they have acquired about each candidate during the recruitment process. In arriving at a decision, panel members must not include previous knowledge of a candidate (personal knowledge, knowledge of their present work or knowledge from previous interviews). This is to prevent discriminating for or against those candidates of whom the panel have no such additional knowledge. The Information for Applicants and Guidance Notes on Completing the Application Form (sent out with the application form) states at 5. vii) that "Internal candidates, already working for the Council need to be aware that only the information contained in the application form will be considered. It is therefore important to clearly demonstrate in the form that the requirements of the post are met. No assumptions will be made of an internal candidate's skills and abilities". Each candidate should be assessed against the job requirements. It is not a comparison between individual candidates.

### **After the Interview**

1. An Authorisation of Appointment Sheet must be completed for each successful candidate and signed by the Head of Service.
2. The following should be returned to the Human Resources Department:

- The original application forms
- Fully completed Interview Assessment forms
- The completed Authorisation of Appointment Sheet

The manager will be responsible for checking certificates, driving licences, work permits and arranging completion of the Disclosure and Barring Service (DBS) forms (if appropriate).

## **14. OFFERS OF EMPLOYMENT AND REFERENCES**

### **Offers of Employment**

Following the interview and subsequent decision by the Panel on the candidate to be appointed, the manager will need to contact the candidate and make them a conditional offer. The manager should state that they are pleased to make a conditional offer of appointment, which is made subject to receipt of all relevant checks which are **satisfactory to the Council** e.g proof of eligibility to work in the UK, proof of relevant qualifications required to undertake the role, Rutland County Council safeguarding checks and the receipt of two satisfactory references. The manager should make it clear that in the event that any of these are **unacceptable to Rutland County Council**, the offer of employment with the Authority may not be confirmed. The manager should also advise candidates not to resign from their existing post until they are informed that all checks are satisfactory to the Council.

## **References**

References will be taken up on the selected candidate post interview. Please see the Reference Request Form at Appendix E for information on the questions asked of the referee. A copy of the Job Description and Requirements is sent with the Reference Request Form.

The application form asks the applicant to provide the names and addresses of two referees and makes it clear that friends and relatives are not acceptable referees. Applicants are also asked to ensure that their most recent experience is covered and that one of their referees is their current line manager or most recent line manager, if the applicant is not in paid employment at the time. If they have not previously been employed, then College Lecturers, Head Teachers or other persons who are able to comment authoritatively on their educational background and/or personal qualities, are acceptable as referees. If candidates do not name their last employer as a referee then the Chair of the Interview Panel should ask them for the name of the last employer and for permission to approach them.

Applicants are asked on the form whether references may be taken up without further approval. Some applicants will select 'no'. A reason for this may be that they do not wish their current employer to know that they are seeking alternative employment, at this stage. However, the Information for Applicants and Guidance Notes on Completing the Application Form makes it clear that references must be received along with any other appropriate checks, before any offer of appointment can be confirmed. References should only be taken up with the express consent of the prospective employee.

Following the interview it will be the manager's responsibility to request the selected candidate's permission to seek references.

## **Verbal references**

The proforma currently used to obtain references for prospective employees can be accessed on the intranet. If an appointing officer is in the position where they need to obtain references quickly, the proforma can be faxed to the referee. Alternatively, the form can be used to obtain a telephone reference by using the form to ask the same questions, then recording the answers on the form and signing and marking the form accordingly. Where references are taken up verbally for practicable reasons, the referee must be asked to confirm the reference in writing as soon as possible.

## **Reliability and validity**

It is important to be mindful that references are not entirely reliable measures of predicting the suitability of candidates for employment. There is a potential for direct and indirect bias to occur in references. It is important that panel members consider references in the full context of the other evidence gathered as part of the selection process prior to confirming an appointment.

## **Satisfactory References**

Offers of employment should always be made conditional on receipt of references, which are satisfactory to the Council, so that no employment contract exists until the satisfactory references are received. If this condition is not included and an unsatisfactory reference is received, the employer may, if it wants to terminate, be obliged to give contractual notice to the employee or make a payment in lieu of notice. It could also place external referees at risk of legal action if the offer is subsequently withdrawn, due to an unsatisfactory reference. It could lead to the Council being sued by either the applicant or supplier.

If any responses in a reference raise concerns, you should contact the Human Resources Department for advice and guidance.

## **Internal Candidates**

Please note that the Council's policy does not require internal candidates to provide details of referees as we do not seek references in these instances.

## **15. OFFER OF APPOINTMENT**

Managers will be provided with references for the successful candidate. The Human Resources Department will chase up references not received. It is essential to have received two acceptable references for the successful candidate. One of the references must be the current or most recent line manager.

The Human Resources Department will inform unsuccessful candidates who attended for interview, in writing or by e-mail. It will be the managers' responsibility to make the initial verbal offer conditional on receipt of the relevant checks being satisfactory to the Council, e.g. references, medical check, DBS (if appropriate), right to work in the UK etc. The manager must inform the Human Resources Department of the successful candidate on the Authorisation of Appointment Form. It is important to carry out these processes as soon as possible.

Within five days of the appropriate information being received, the Human Resources Department will send out a written conditional offer of employment. Appendix I provides further information on conditional offers. Completed forms received for Disclosure and Barring Service (DBS) checks will be processed by the Section within 2 days of receipt. There will only be exceptional circumstances when staff who require DBS checks can commence prior to DBS clearance. The manager will need to complete a risk assessment for this which will then require authorisation by a Director, in accordance with Rutland County Council Policy.

The Human Resources Department will track the return of key documents prior to employment. Managers will be provided with a Health and Safety Checklist to complete. It is the manager's responsibility to ensure that relevant documents are seen and copies taken for eligibility to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006. The relevant documents will be required prior to an employee being able to begin their employment with the Authority. The manager is also responsible for ensuring that new employees are appropriately inducted and trained and that the Health

and Safety Training, Induction Checklist, is completed on the first day of their employment. Human Resources, Training and Information, will book all new employees on to the next available Corporate Induction session, Equality and Diversity training and any other mandatory training, once a start date has been confirmed. Any documentation that the manager is responsible for collecting and copying should be sent to Human Resources for retaining on the personal file.

## **16. FEEDBACK TO UNSUCCESSFUL CANDIDATES**

It is important that applicants perceive the Council's recruitment and selection policies and practices as fair and objective. Feedback should be provided, if requested. Feedback will need to be given with care and sensitivity as the unsuccessful candidate will usually be disappointed. Both positive messages about the strengths as well as the weaknesses of the candidate should be given. The feedback should be clear and concise and related to the suitability of the candidate, when measured against the job requirements.

Feedback can be very useful to the candidate in order to help them to identify any areas of weakness to build on for the future. It should be helpful and constructive, for example, offering advice on how to utilise personal experiences positively in an interview.

Constructive feedback can help to leave the candidate with a positive image of the department and the Council.

## **17. RECORDS**

Recruitment and Selection documentation should be returned to the Human Resources Department. Records will be kept for three months after which time they will be destroyed.

## **18. PROBATION**

All new entrants to Local Government Service are required to complete a 6 months probationary period before their appointment can be confirmed. The Human Resources Department will issue a probation form to the manager, if applicable. The Council's Policy on dealing with Probation should be referred to for further information.

## **19. EQUAL OPPORTUNITY MONITORING**

The Human Resources Department monitor the recruitment and selection process in accordance with Equal Opportunity requirements. This is reported on annually and the statistics are publicised on the Council's web site under the Equal Opportunities section.

**Guidance and advice on all stages of the recruitment and selection process can be obtained from the Human Resources Department.**

## **20. CHIEF OFFICER RECRUITMENT**

There is a Chief Officer Appointment Committee that exists which deals solely with the appointment of Chief Officers and meets as and when required. Every appointment of a Chief Officer is made by the Committee. Democratic Services will be responsible for co-

ordinating the arrangements and identifying the appropriate Members to sit on the Interview Panel. Standing Order 118 also refers to the appointment of Chief Officers. For the purpose of the Standing Order “Chief Officer” also includes the Head of the Paid Service and the Monitoring Officer. The Standing Orders are on the Council’s shared drive under Democratic Services.



## RUTLAND COUNTY COUNCIL

### JOB DESCRIPTION

**Position Title:**

**Grade:**

**Directorate:**

**Department:**

**Responsible to:**

**Responsible for:**

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**Overall Purpose of the Post:**

**Major Objectives:**

**Principal duties and responsibilities:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

10.

11.

12.

### **STANDARD CLAUSES**

Paragraphs **a)** are applicable to supervisory/managerial staff

Paragraphs **b)** are applicable to non-supervisory/non-managerial staff

Paragraph **c)** is applicable to Budget Managers

Paragraph **d)** is applicable to Budget Administrators

*Please delete as appropriate*

#### **1. Training**

- a) You will keep under review the training and developmental needs of staff, keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies' training programmes and policies.
- b) You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies training programmes and policies.

#### **2. Welfare**

- a) You have a responsibility for staff welfare, guidance and support in conjunction with Human Resources and other appropriate staff.

#### **3. Health and Safety**

- a) You will take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
- b) You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.



#### **4. Equal Opportunities**

You will uphold Rutland County Council's Equal Opportunities practices in accordance with the Council's Equality and Diversity Policy, to ensure the promotion of fair and high quality services to all.

#### **5. Customer Care**

- a) You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies. You will ensure efficient and effective implementation of customer care policies by staff whom you supervise.
- b) You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies.

#### **6. Financial Management**

To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedural rules.

- c) To manage the budgets assigned to you in accordance with financial and contract procedure rules.
- d) To administer the budgets assigned to you in accordance with financial and contract procedure rules.

#### **7. Technology**

Where appropriate you will work with computer and other new technology and associated systems as required and support staff in its use.

#### **8. Political Restriction      *please delete this paragraph if not applicable***

Under the Local Government and Housing Act 1989, this post is classified as a politically restricted post. Employees who are politically restricted are disqualified from standing for or holding elected office under the Local Government (Political Restrictions) Regulations 1990 (LGO(PR)R 1990) [SI 851].

#### **9. Risk Management Responsibility**

- a) You will take reasonable steps to ensure awareness of corporate and operational risk that impact on, or might be impacted on by the work undertaken by yourself, or by persons under your control or guidance. Where appropriate you will ensure that appropriate and effective action is taken to mitigate those risks. You will ensure that persons under your control or guidance are made aware of, and understand both risks impacting upon them and any mitigating actions required of them.

- b) You will take reasonable steps to ensure your awareness of any issues identified in strategic or operational Risk Registers that impact on, or might be impacted on by the performance of your duties. You will exercise the proper care in carrying out actions to mitigate such risks as directed by your line manager or by corporate or departmental statements of policy.

**10. Environment**

- a) You will ensure the impact of your work on natural resources is minimised in line with the Council's commitments to ensure efficient and effective use of natural resources and to reduce negative impacts on the environment within its operations.
- b) You will familiarise yourself and work in accordance with the County Council's environmental policies and established office and work practices, including, but not limited to, those contained on the Environmental Policies webpage on the Staff Intranet available via the Climate Change intranet pages.

**11. Other duties**

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



## RUTLAND COUNTY COUNCIL

### JOB REQUIREMENTS

CRITERIA	ESSENTIAL	DESIRABLE	*METHOD OF ASSESSMENT
<b><u>QUALIFICATIONS/ TRAINING/EDUCATION</u></b>			
<b><u>EXPERIENCE / KNOWLEDGE</u></b>			

**JOB REQUIREMENTS Continued**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>*METHOD OF ASSESSMENT</b>
<b><u>SKILLS</u></b>			
<b><u>EQUAL OPPORTUNITIES</u></b>			
<b><u>OTHER</u></b>			

**\* A = Application Form    D = Documentary evidence    I = Interview    T = Test**

**NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.**

<b>DATE</b>	<b>CHANGE - YES/NO</b>	<b>PREPARED BY (Name &amp; Position Title)</b>



**REQUEST FOR ADVERT AND SUPPORTING BUSINESS RATIONALE**

ONCE YOU HAVE OBTAINED DIRECTOR AUTHORISATION PLEASE PASS THIS FORM DIRECTLY TO THE HUMAN RESOURCES DEPARTMENT AND NOT TO THE CHIEF EXECUTIVE.

POST TITLE OF VACANCY:		
DIRECTORATE & DEPARTMENT:		
CONDITIONS OF SERVICE:  GRADE:	SALARY:	PERMANENT <input type="checkbox"/>
	CAREER GRADE (specify if any bars):	FIXED TERM <input type="checkbox"/> Please confirm end date:
	MARKET SUPPLEMENT:	CASUAL <input type="checkbox"/>
FULL TIME (37 HOURS): <input type="checkbox"/>	PART TIME HOURS WORKED PER WEEK: _____ DAYS OF WEEK TO BE WORKED (please state if this is negotiable): _____	
REASON FOR VACANCY:		
NAME OF PREVIOUS POSTHOLDER:		
IS THE POST AVAILABLE FOR JOB SHARE OR PART-TIME? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please attach written reasons.		
OTHER SPECIAL CONDITIONS (please tick those that apply):		
Saturday/Sunday working/shifts/sleep-ins/standby <input type="checkbox"/> Telephone Allowance <input type="checkbox"/>		
Relocation allowance: No <input type="checkbox"/> Yes <input type="checkbox"/> Chief Executive's signature required		
Disclosure and Barring Service Check: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Unsupervised access to children, young people and/or adults in need of safeguarding: Yes <input type="checkbox"/> No <input type="checkbox"/>		
PLEASE <u>E-MAIL</u> THE ADVERT TEXT AND JOB DESCRIPTION TO THE HUMAN RESOURCES DEPARTMENT		
Please enter the name and telephone number of the member of staff who can be contacted to proof the advert and agree the costs with the Human Resources Department before it is booked.	Name: _____ Tel: _____	
Cost centre code to which invoice should be allocated to:		
Media: (please specify):		
Suggested insert date:	Suggested closing date:	Interview date:

**BUSINESS RATIONALE SECTION** - Requests will not be signed off unless this is completed.

1. If this is a new post, what date was it approved by SMT?

<b>2. What is the purpose of the role?</b>
<b>3. What outcomes will be delivered by the role?</b>
<b>4. How does this role link to the Council's corporate aims and objectives?</b>
<b>5. What alternatives have been considered and why are they deemed unsuitable?</b>
<b>6. What is the impact if the role is not filled and what will not get done?</b>
<b>7. What are the risks? (to the Community and the Council) if this role is not filled?</b>
<b>A. Based on the above is there still a genuine need to fill this role?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>B. Budget considerations: Is there an existing base budget?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, how will the post be funded? (e.g. grant funding etc.)
<b>C. How will filling this role demonstrate value for money?</b>

<b>Name and post title of Manager submitting request:</b>	<b>Authorised by Chief Officer:</b>
<b>Date completed:</b>	<b>Post title:</b>
<b>Authorised by Chief Executive:</b>	<b>Date:</b>
<b>FOR HUMAN RESOURCES USE ONLY</b>	
<b>Passed by Human Resources Department</b>	
<b>Signature:</b>	<b>Date:</b>
<b>DBS Check, RCC SS Check</b>	



**CANDIDATE SHORTLIST FORM**

Each member of the short-listing panel is required to independently complete a candidate short-list form for all applications for the post. This will also assist the Chair of the Panel to provide feedback to applicants not short-listed, should they request this. Please be advised that if the Disability box is checked and the applicant meets the essential criteria, they **must** be offered an interview.

<b>TITLE OF POST APPLIED FOR:</b>		<b>SCALE:</b>											
<b>JOB REQUIREMENTS APPLICATION STAGE</b> (please list or summarise below each of the job requirements for the post)	<b>w</b>	<b>CANDIDATE'S NAME</b>											
		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>	
		<b>R</b>	<b>W X R = Total</b>	<b>R</b>	<b>W X R = Total</b>	<b>R</b>	<b>W X R = Total</b>	<b>R</b>	<b>W X R = Total</b>	<b>R</b>	<b>W X R = Total</b>	<b>R</b>	<b>W X R = Total</b>



**CANDIDATE SHORTLIST FORM Continued**

<b>GRAND TOTAL</b>													
<b>SHORTLISTED: YES (Y) NO (N)</b>													

**Key: W = Weight R = Rating**

**Instructions:** List the job requirements in the form. Use the weight scale shown below to assign a weight to each requirement in the 'W' column, according to its importance to success in the post. The five point rating scale should be used to evaluate the candidate's response to each of the requirements listed, in the 'R' column. W x R will give a total score for each question. The Grand Total column can then be completed and the shortlisted box to identify whether or not the applicant is shortlisted.

**Weights:** 3 = critical/vital for job success  
 2 = very important  
 1 = important

**Ratings:** 5 = Excellent  
 4 = Very Good  
 3 = Good  
 2 = OK  
 1 = Insufficient

W x R = Total



RU TLAND COUNTY COUNCIL

**EXAMPLE**

**CANDIDATE SHORTLIST FORM**

Each member of the short-listing panel is required to independently complete a candidate short-list form for all applications for the post. This will also assist the Chair of the Panel to provide feedback to applicants not short-listed, should they request this. Please be advised that if the Disability box is checked and the applicant meets the essential criteria, they **must** be offered an interview.

TITLE OF POST APPLIED FOR:			SCALE:										
JOB REQUIREMENTS APPLICATION STAGE (please list or summarise below each of the job requirements for the post)	w	CANDIDATE'S NAME											
		M Johnson		F Brown		B Jones		T Smith		P Stevenson		S Simpson	
		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>		Disability <input type="checkbox"/>	
		R	W X R = Total	R	W X R = Total	R	W X R = Total	R	W X R = Total	R	W X R = Total	R	W X R = Total
1. RSA stage II or equivalent Word Processing or typing.													
2. Clerical/administrative experience including dealing with the public													
3. Human Resources experience – desirable													
4. Word Processing/Data input													
5. Knowledge of Microsoft Office, Word or similar													

**CANDIDATE SHORTLIST FORM Continued**

6. Experience of using spreadsheets/databases													
7. Able to recognise discrimination and be willing to put the Council's policy into practice													
8. Oral and written communication													
9. Numeracy and literacy skills													
10. Able to work on own initiative, prioritising work with minimum supervision													
<b>GRAND TOTAL</b>													
<b>SHORTLISTED: YES (Y) NO (N)</b>													

**Key: W = Weight R = Rating**

**Instructions:** List the job requirements in the form. Use the weight scale shown below to assign a weight to each requirement in the 'W' column, according to its importance to success in the post. The five point rating scale should be used to evaluate the candidate's response to each of the requirements listed, in the 'R' column. W x R will give a total score for each question. The Grand Total column can then be completed and the shortlisted box to identify whether or not the applicant is shortlisted.

<b>Weights:</b>	3 = critical/vital for job success	<b>Ratings:</b>	5 = Excellent	<b>W x R = Total</b>
	2 = very important		4 = Very Good	
	1 = important		3 = Good	
			2 = OK	
			1 = Insufficient	



# Rutland County Council

## INTERVIEW ARRANGEMENTS FORM

<b>POST:</b>	<b>SECTION:</b>
<p>The application forms received for the above post accompany this form. Following the short-listing process, please complete the following and return this to the Human Resources Department. If the interviews are to take place in less than a week, please ring the candidates to invite them, in order to provide as much notice as possible. The Human Resources Department will then confirm the details in writing to the candidate.</p>	
<b>DATE OF INTERVIEW:</b>	
<b>ARE YOU ABLE TO RE-ARRANGE THE TIME OF THE INTERVIEW SHOULD THIS BE REQUESTED?</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	
<b>LOCATION OF INTERVIEW/ADDRESS:</b>	
<b>ON ARRIVAL CANDIDATES SHOULD ASK FOR:</b> <b>(NB: This should not be a member of the interview panel)</b>	
<b>SPECIAL INSTRUCTIONS E.G. TEST, PRESENTATION, CANDIDATES EXPECTED TO STAY ALL DAY, LUNCH PROVIDED ETC.</b>	
<b>PANEL MEMBERS:</b>	

### APPLICANTS TO BE INTERVIEWED

NAME	TIME OF INTERVIEW	TIME OF TEST OR PRESENTATION

<b><u>INTERNAL CANDIDATES</u></b>	
PLEASE ENSURE THAT ANY CANDIDATES FROM RUTLAND COUNTY COUNCIL THAT ARE NOT SHORTLISTED, ARE INFORMED PERSONALLY OF THE REASONS	
<b>DATE:</b>	<b>SIGNED:</b>
	<b>JOB TITLE:</b>



## Rutland County Council

### REFERENCE REQUEST

<b>Name of Candidate:</b>
<b>Post applied for:</b>
<b>Please detail your relationship to the above e.g. supervisor, peer etc:</b>

**NB: If you are providing a character/personal reference, please go to Section 17 of this form.**

<b>1. Dates of service: From:</b>	<b>To:</b>
<b>Previous continuous Local Government Service date (if applicable):</b>	
<b>2. Position:</b>	<b>Current annual salary:</b>
<b>3. Candidate's reason for leaving:</b>	
<b>4. How long have you known the candidate for:</b>	
<b>5. Please provide a brief description of the candidate's duties and responsibilities whilst in your employment (listing the most important factors/responsibilities of the job):</b>	
<b>6. How well do they carry out the above duties and responsibilities? (please indicate strengths and weaknesses):</b>	
<b>7. How well do they relate to:</b>	
<b>a. Other staff:</b>	<b>b. Customers/clients, if applicable</b>
<b>8. How well do they perform any supervisory/management responsibilities, if applicable.</b>	
<b>9. Please provide your views on the candidate's ability in relation to the Job Description and Requirements, enclosed. Please outline any areas of difficulty or concern.</b>	

<b>10. Please indicate the length and reason for any breaks in Service:</b>		
<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Reason</u></b>
<b>11. Time-keeping: Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> If poor, please provide further information</b>		
<b>12. Please give details of any concerns raised with the candidate related to work performance, conduct or behaviour:</b>		
<b>13. Has the candidate ever received a formal warning or other formal disciplinary outcome in relation to work performance, conduct or behaviour? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please specify the nature and outcome of the case(s).</b>		
<b>14. Has the candidate any unexpired disciplinary or performance related warnings/sanctions? Yes <input type="checkbox"/> No <input type="checkbox"/></b>		
<b>15. Would you re-employ the candidate? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please state why:</b>		
<b>16. For posts that give access to children or other vulnerable members of society:</b>  <b>Please detail any allegations or concerns, whether substantial or not, that have been raised in respect of the candidate's behaviour towards children or other vulnerable members of society.</b>		
<b>17. Additional comments (please continue on a separate sheet of paper if necessary and securely attach it to this form) :</b>		
<b>Signed:</b>	<b>Position:</b>	<b>Date:</b>

**Organisation (please use your company stamp here):**



**Rutland County Council**

**INTERVIEW PAPERWORK GUIDELINES**

Included in this pack are:-

1. Original application forms
2. An interview assessment form
3. Interview questions and response sheets
4. Authorisation of Appointment
5. Reference Request Record sheet
6. Current Payscales
7. Copy of Interview times
8. Statement of Written Particulars

You will need to photocopy sufficient copies of items 1, 2 and 3 to ensure each member of the panel has a copy of each application, an interview assessment form and a questions and response sheet for each candidate.

**Post Interview**

- 1 An Authorisation of Appointment must be completed for each successful candidate and signed by the departmental head.
- 2 Please return the following to the Human Resources Department post interview :-

Application forms

Fully completed Interview Assessment forms

The completed Authorisation of Appointment (please note offer letters cannot be processed without this form)

Human Resources Department

**INTERVIEW QUESTIONS AND RESPONSES**

**POST:  
CANDIDATE:**

**INTERVIEW DATE:  
INTERVIEWEE:**

<b>QUESTIONS</b>	<b>W</b>	<b>KEY RESPONSES</b>	<b>CANDIDATE'S RESPONSES</b>	<b>R</b>	<b>W x R = Total</b>



**INTERVIEW QUESTIONS AND RESPONSES Continued**

QUESTION	W	KEY RESPONSES	CANDIDATE'S RESPONSES	R	W x R = Total

**INTERVIEW QUESTIONS AND RESPONSES Continued**

QUESTION	W	KEY RESPONSES	CANDIDATE'S RESPONSES	R	W x R = Total
<b>GRAND TOTAL</b>					

**Key: W = Weight R = Rating**

**Instructions:** List the questions in the form as they will be asked of each candidate. Use the weight scale shown below to assign a weight to each question in the 'W' column, according to its importance to success in the post. The five point rating scale should be used to evaluate the candidate's answer to each of the questions listed in the 'R' column. W x R will give a total score for each question.

<p><b>Weights:</b></p> <ul style="list-style-type: none"> <li>3 = critical/vital for job success</li> <li>2 = very important</li> <li>1 = important</li> </ul>	<p><b>Ratings:</b></p> <ul style="list-style-type: none"> <li>5 = Excellent</li> <li>4 = Very Good</li> <li>3 = Good</li> <li>2 = OK</li> <li>1 = Insufficient</li> </ul>	<p>W x R = Total</p>
--	---	----------------------

**Note:** Remind candidates appropriate checks need to be conducted e.g. medical check, references, proof of eligibility to work in the UK, qualification certificates and if applicable Disclosure and Barring Service (DBS) forms, professional registration and driving licence, before a successful candidate can be confirmed in post. Inform candidate of notification procedure as follows: a) ring successful candidate (give an indication of when this is likely to be) b) write to unsuccessful candidates as soon as possible (preferably within 5 days).

**INTERVIEW ASSESSMENT FORM**

<b>Job Title:</b>	
<b>Name of Candidate:</b>	
<b>Date of Interview:</b>	
<b>1. <u>PANEL MEMBER'S ASSESSMENT OF CANDIDATE'S SUITABILITY FOR THE POST</u></b> (to be completed by individual panel members prior to group discussion of the candidates)	
<b>2. <u>RESULTS OF OTHER SELECTION METHODS USED, E.G. TESTS, PRESENTATIONS</u></b> (to be completed by individual panel members prior to group discussion of candidates)	
<b>3. <u>REASONS FOR ANY ALTERATIONS OF ASSESSMENT AS A RESULT OF PANEL'S DISCUSSION</u></b>	
<b>4. <u>REASONS FOR SELECTION/REJECTION</u></b>	
<b>Note:</b> When making a selection decision the panel should consider whether there are any reasonable adjustments that could be made for a disabled candidate, to assist them in meeting a job requirement.	
<b>Signed:</b> <b>Job Title:</b>	<b>Date:</b>

**EXAMPLE**

**INTERVIEW QUESTIONS AND RESPONSES**

**POST:**  
**CANDIDATE:**

**INTERVIEW DATE:**  
**INTERVIEWEE:**

QUESTION	W	KEY RESPONSES	CANDIDATE'S RESPONSES	R	W x R = Total
1. What attracted you to the post?					
2. a) What software packages are you familiar with?  b) What have you used these for?		<ul style="list-style-type: none"> <li>• Microsoft packages (Word or similar)</li> <li>• Excel</li> <li>• Access</li> <li>• PowerPoint</li>   <li>• Letters/Memos/Reports (work/college)</li> <li>• Designing databases</li> <li>• Records on spreadsheets e.g. accounts (could be household)</li> <li>• Graphs/Presentations</li> </ul>			
3. a) What do you believe the Council's Equality & Diversity Policy aims to achieve?  b) Which groups of people may be disadvantaged?		<p>Equal Opportunities for all in terms of:</p> <ul style="list-style-type: none"> <li>• Employment, training, promotion</li> <li>• Service provision</li>   <li>• People with disabilities</li> <li>• Ethnic minorities</li> <li>• Young and older people</li> <li>• Ex-offenders</li> <li>• Gay and lesbian people</li> <li>• People with learning difficulties</li> </ul>			

**INTERVIEW QUESTIONS AND RESPONSES Continued**

QUESTION	W	KEY RESPONSES	CANDIDATE'S RESPONSES	R	W x R = Total
<p><b>4. Please provide some examples of when you have been required to work on your own initiative without direct supervision.</b></p>		<ul style="list-style-type: none"> <li>• Demonstrates organisational ability</li> <li>• Problem solving</li> <li>• Project work</li> <li>• Responding to customers' queries without referring to supervisor etc.</li> </ul>			
<p><b>5. a) What systems or methods do you use to assist you to meet deadlines?</b></p> <p><b>b) Can you give us an example that demonstrates your ability to work under pressure to meet deadlines?</b></p> <p><b>c) What mechanisms do you employ to help you to cope with these situations?</b></p>		<ul style="list-style-type: none"> <li>• Prioritise</li> <li>• Checklists/Diary</li> <li>• Share work/delegate/ask for help</li> <li>• In tray/Out tray etc.</li> <li>• Organisation skills</li> <li>• Flexibility (e.g. stay later if crucial deadline etc.)</li> <li>• Candidate must demonstrate in what situations he/she has worked under pressure to meet deadlines in the past</li> <li>• Explain sequence of steps taken to achieve this</li> <li>• Organisational skills</li> <li>• Stress/time management techniques</li> <li>• Candidate demonstrates awareness of self and others</li> <li>• Delegation/asking for help from others</li> <li>• Being realistic and saying 'no' – assertiveness</li> <li>• Outside and family interests</li> </ul>			

**INTERVIEW QUESTIONS AND RESPONSES Continued**

QUESTION	W	KEY RESPONSES	CANDIDATE'S RESPONSES	R	W x R = Total
<p><b>6. What do you consider to be key elements in the effective maintenance of records?</b></p>		<ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Accuracy</li> <li>• Attention to detail</li> <li>• Regularly updated etc.</li> <li>• Security e.g. passwords, locked cupboards etc.</li> </ul>			
<p><b>7. a) Could you tell us what the benefits are of working in a team?</b></p> <p><b>b) What personal skills do you find of particular use in a teamwork situation?</b></p>		<ul style="list-style-type: none"> <li>• Sharing ideas</li> <li>• Support each other</li> <li>• Individual expertise shared with others</li> <li>• Seek others opinions</li> <li>• Get a job done quickly</li>   <li>• Communication</li> <li>• Listening</li> <li>• Negotiating</li> <li>• Questioning</li> <li>• Patience</li> <li>• Tact and diplomacy</li> </ul>			

## INTERVIEW QUESTIONS AND RESPONSES Continued

QUESTION	W	KEY RESPONSES	CANDIDATE'S RESPONSES	R	W x R = Total
<p><b>8. a) Please tell us what skills and methods you use to ensure that a high level of customer care is achieved?</b></p> <p><b>b) Are you able to provide us with an example of when you have used these skills and what the outcome was?</b></p>		<ul style="list-style-type: none"> <li>• Courtesy</li> <li>• Patience – being prepared to explain again if necessary</li> <li>• Listening to customer to ascertain what they want etc.</li> <li>• Keep customer informed e.g. what you will do and when or if query has to be referred etc.</li> <li>• Avoid exacerbating the situation e.g. if the customer is irate</li> <li>• Calm the customer down</li> </ul>			
<b>GRAND TOTAL</b>					

**Key: W = Weight R = Rating**

**Instructions:** List the questions in the form as they will be asked of each candidate. Use the weight scale shown below to assign a weight to each question in the 'W' column, according to its importance to success in the post. The five point rating scale should be used to evaluate the candidate's answer to each of the questions listed in the 'R' column. W x R will give a total score for each question.

**Weights:** 3 = critical/vital for job success  
2 = very important  
1 = important

**Ratings:** 5 = Excellent  
4 = Very Good  
3 = Good  
2 = OK  
1 = Insufficient

W x R = Total

**Note:** Remind candidates appropriate checks need to be conducted e.g. medical check, references, proof of eligibility to work in the UK, qualification certificates and if applicable Disclosure and Barring Service (DBS) forms, professional registration and driving licence, before a successful candidate can be confirmed in post.

Inform candidate of notification procedure as follows: a) ring successful candidate (give an indication of when this is likely to be)

b) write to unsuccessful candidates as soon as possible (preferably within 5 days).

**NOTES**

1. It is necessary for candidates, especially Social Workers, to produce the appropriate qualification certificates, as no offer can be made without verification of these. **The successful candidate(s) must produce their certificates for photocopying and a copy must be sent to the Human Resources Department, for inclusion on their personal file.**
2. Please refer any unusual queries to the Human Resources Department.
3. Offers of employment should not be confirmed until all checks have been satisfactorily completed. Managers must not allow a new employee to commence employment until the offer of employment has been confirmed and accepted.

**NOTIFICATION OF RESULT OF INTERVIEW**

<b>Successful candidate:</b>	<b>Start date (if known):</b>	
<b>Job title:</b>		
<b>Does this post require a DBS check:</b> Yes                      No	<b>Please confirm if a DBS form is attached by ticking the box:</b>	
<b>Has a DBS form already been issued to the successful candidate:</b> Yes                      No		
<b>Unsuccessful candidates advised:</b> Yes                      No	<b>Date advised:</b>	
<b>Letter required regarding above:</b> Yes                      No		

<p><u>Additional information:</u></p> <p>Conditions of Service:</p> <p>Grade and starting Spinal Column Point:</p> <p>Market Supplement (if applicable): (specify applicable period)</p> <p>Career Grade (if applicable): (attach copy of career grade progression)</p> <p>Working Hours:</p> <p>Working Pattern if part time:</p> <p>Saturday/Sunday/Bank Holidays part of normal working week:</p> <p>Sleep ins:</p> <p>Standby Allowance:</p> <p>End date if Fixed Term contract:</p> <p>Cost Centre:</p> <p>Line Manager:</p> <p>Location:</p>		
<p>I confirm that the salary for this post can be paid from within the departmental budget.</p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p> <p>(Approved budget holder)</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Name:</b> <b>(Please print)</b></td> <td style="width: 50%;"><b>Position:</b></td> </tr> </table>	<b>Name:</b> <b>(Please print)</b>	<b>Position:</b>
<b>Name:</b> <b>(Please print)</b>	<b>Position:</b>	



**Guidance Note on Conditional Offers of Appointment**

Following the selection interview and on receipt of all relevant paperwork and information from the recruiting manager, the Human Resources Administrator, for the Directorate, will prepare a conditional offer of appointment for the successful candidate. Conditional offers enable an increased speed of turn around and engagement with the applicant. The following is applicable to conditional offers of appointment:

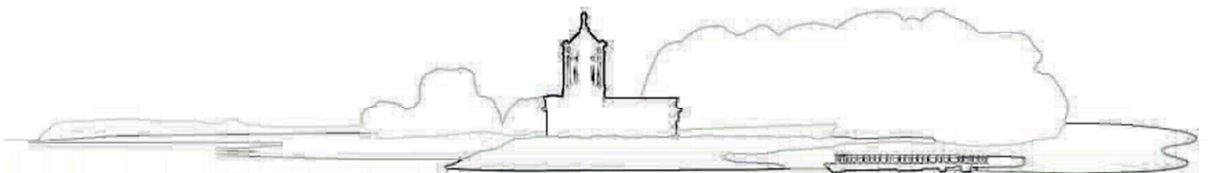
- Conditional offers will not contain starting dates (either provisional or actual). The offer states that it is made subject to a satisfactory medical assessment, Safeguarding checks (if applicable) and the receipt of two satisfactory references. In the event that any of these are unacceptable to Rutland County Council, the letter makes it clear that the offer of employment with the Authority may not be confirmed.
- The conditional offer states that the date of commencement of employment and continuous employment is to be confirmed.
- Starting dates will only be included in the following confirmation of offer letter along with the continuous service date (should this be applicable) once acceptable results for all appropriate checks have been received.
- If a manager wishes a prospective employee to commence prior to the safeguarding processes being completed, they should discuss this with their Human Resources Adviser.
- Individuals may not be commenced in employment prior to satisfactory references and medical.
- In line with the Human Resources Service Level Agreement conditional offers will be sent out within a maximum of 5 working days from receipt of full and final information, duly authorised, that allows us to prepare the offer.



# Rutland County Council

## Recruitment

### **Safer Recruitment Guidelines Appendix J to the Recruitment Policy**



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## 1.0 INTRODUCTION

The following outlines the Council's guidelines for Safer Recruitment as part of our overall Recruitment Policy and Recruitment procedures.

The guidelines outline minimum expectations and have been developed in conjunction with Recruiting Managers within the People Directorate with reference to the LSCB Safe Recruitment, Selection and Supervision of Staff guidelines, and best practice and experience in other local authorities.

These guidelines apply to positions which are defined as Regulated Activity relating to Children, Young People and Vulnerable Adults aligned with the criteria for posts that require a Disclosure and Barring Service (DBS) Check. Procedures within the Council's Recruitment Procedures and Guidelines also apply.

## 2.0 RECRUITMENT PROCEDURES

- 2.1 Advertising – all job advertisements will include a reference to a DBS check and include a statement confirming the Council's commitment to safeguarding and promoting the welfare of Children, Young People or and Vulnerable Adults.

The statements will be:

'Everyone at Rutland has a responsibility for, and is committed to, safeguarding and promoting the welfare of Children, Young people and Vulnerable Adults and for ensuring that they are protected from harm.'

'The successful applicant for this post will be subject to an enhanced check by the Disclosure and Barring Service. '

In addition, recruitment packs will include a 'Safeguarding Policy Statement.'

- 2.2 Job Descriptions and Job Requirements must be up to date and compliant with the safer recruitment guidance set out in this procedure. In particular, they should state the post holder's responsibility to safeguard and promote the welfare of Children, Young People and Vulnerable Adults with whom she/he has contact or is responsible.

The Job Requirements should also include, eg.

- motivation to work in the best interests of Children, Young People and Vulnerable Adults,
- ability to form and maintain appropriate relationships and personal boundaries,
- emotional resilience in working with challenging behaviours
- appropriate attitude to use of authority and discipline.

- 2.3 Application Form – as the post applied for requires a DBS check, candidates must provide information about ALL convictions as the post

is automatically exempt from the Rehabilitation of Offenders Act 1974 and the rules relating to 'spent' convictions do not apply.

Candidates are also asked to provide details in a sealed envelope of offences, penalties, allegations made against them and time periods – this information will be kept confidentially within the Human Resources team. Recruiting Managers will be made aware at the time of short-listing that a candidate has made a submission. The information will then be provided to the Recruiting Manager if the individual becomes the preferred candidate.

- 2.4 Short-listing - all applications received should be carefully scrutinised by the proposed interview panel and a shortlist of potential candidates agreed. All applicants should be assessed equally against the criteria without exception or variation.

In short-listing, the panel members should evaluate the application:

- by the extent to which it addresses the requirements of the job requirements
- by the demonstration of appropriate/transferable skills as applied to the job requirements
- any discrepancies should be noted and followed up if the candidate is being considered for interview

Further specific assessment should be made of:

- relevant qualifications
- registration of relevant professional bodies (eg. GSCC, OT)
- gaps in employment history – to be pursued at interview

- 2.5 Interviews - face to face interviews will be conducted for all shortlisted candidates based on an objective assessment of the candidate's ability to meet the job requirements and job description.

It is essential to aim for a mixed-panel that includes male and female panel members. There should be appropriate representation of under-represented groups on recruitment panels wherever possible.

Panel members must have undergone recruitment and selection training in accordance with sections 3. and 3.1 of the Recruitment and Selection Policy and Procedures and have the relevant skills and experience. In addition, Recruiting Managers will undertake specific Safer Recruitment and Selection training.

Recruiting Managers should ensure that all specific questions are designed to gain the required information about each candidate's suitability, including those needed to address any gaps in information supplied in the application form eg. Gaps in employment history.

In addition to specific questions relating to the Job Requirements, the interview will explore issues relating to safeguarding and promoting the

welfare of Children, Young People and Vulnerable Adults. Sample questions are included as part of the guidance note at Appendix 1.

Recruiting Managers are responsible for identifying and making arrangements for any other suitable selection tools with advice from Human Resources where necessary. Such tools may include ability or psychometric tests, use of panel interviews with partners or service users, group discussions.

- 2.6 Documentary Evidence – candidates will be asked to bring supporting documents to their interview, eg qualification certificates, registration documents, proof to work in the UK, and documents required as part of the DBS Check.

Recruiting Managers will be responsible for evidence, verifying and copying information provided and keeping it in a secure place. Information relating to candidates who are not appointed will be confidentially destroyed.

### **3.0 EMPLOYMENT CHECKS**

- 3.1 We are required to confirm the right of those we employ as to their eligibility to work in the UK. Documents will be requested at the interview stage, i.e. prior to offer.
- 3.2 Recruiting Managers must verify that each candidate has obtained relevant qualifications and professional registrations which are either legally required, eg. GSCC for Social workers or those we require as essential. Such requirements would have been specified in the job advertisement and form part of the selection criteria. Documents will be requested at the interview stage, i.e. prior to offer.
- 3.3 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. It is important to understand the suitability of a candidate and whether there have been any concerns, allegations or disciplinary investigations towards Children, Young People or Vulnerable Adults which might cause doubt and concern regarding their suitability.

Two references will be requested for all shortlisted candidates. On completion of the interview process, copies of references received for the preferred candidate only, will be made available to the Recruiting Manager.

Recruiting Managers should bear in mind:

- Applicants can place an embargo on applying for references and these cannot therefore be sought.
- Short timescales between short-listing and interview dates may prohibit the receipt of a reference.

Recruiting Managers will verify at least one written reference by telephone for the preferred candidate in order to confirm the identification of the referee and pursue any pertinent issues contained within the reference that is relevant to the role.

3.4 All employees working in a 'regulated activity' as covered by the Safer Recruitment Procedure are eligible for an Enhanced Check. Before an organisation considers asking a person to make an application for a DBS Check, they are legally responsible for ensuring that they are entitled to ask that person to reveal their conviction history. The DBS provides Eligibility criteria which Rutland County Council will comply with as follows:

- Any work which is defined as regulated activity relating to children (Eligibility 01)
- Any work which is defined as regulated activity to vulnerable adults (Eligibility 02).

For example, roles which require an Enhanced Check will involve

- teaching, training or instruction, care or supervision of children or vulnerable adults
- providing advice or guidance for children
- providing advice, guidance or assistance to vulnerable adults
- healthcare treatment or therapy provided to children or vulnerable adults
- driving a vehicle that is being used for the specific purpose of conveying children or vulnerable adults
- working in a school or children's centre
- working in an area where an employee can have frequent face to face contact with children and or vulnerable adults
- working in an area where there is a requirement to hold a DBS check eg. Fostering and adoption.

Further information can be obtained from <https://www.gov.uk/disclosure-barring-service-check>

In addition, the following roles will require a DBS Enhanced Disclosure:

- Strategic Director for People
- Assistant Director Services for People
- Safeguarding Quality Assurance Manager'

An Enhanced check includes information about convictions, cautions, reprimands and warnings held on the Police National Computer. It will also include information held on the barred lists and any locally held police force information considered relevant to the job.

Employees would not normally start employment without a completed check. However, a Manager may confirm the commencement of an employee if a business case and risk assessment is carried out and

approval given by the Head of Service. Risk Assessment forms must be authorised by the Director of People Services (see Appendix K).

The Human Resources team will advise recruiting managers when a Disclosure for a new member of staff has been received; the Disclosure number will be retained on the employee's personnel record. Managers should discuss with the employee any areas of concern arising from the disclosure, assess the risk/impact and whether the employee's appointment can be confirmed (see conditional offers). We will comply fully with the DBS Code of Practice and will not discriminate unfairly against an individual based on conviction or other information revealed.

In deciding the relevance of disclosure information, the following should be considered:

- the nature of the appointment
- the nature and circumstances of the offence
- the frequency of the offence.

If a disclosure reveals that an applicant is prohibited from seeking or working with children, as set out in Section 36 of the Criminal Justice and Court Act 2000, it is an offence for a person to apply for or accept any work in any of the regulated positions as set out in the Act and the Police must be informed without delay of the individual's attempt to seek employment. Further information can be obtained from <https://www.gov.uk/disclosure-barring-service-check>

Where an applicant has worked or been resident overseas in the previous 5 years, we should obtain a check of the applicant's criminal record from the relevant authority in that country. The advice of the DBS Overseas Information Service can be sought about criminal record checking overseas.

It is the Council's policy to undertake re-checks on all relevant posts and employees on a 3-yearly basis.

- 3.5 Offers of employment are made subject to satisfactory medical assessment.
- 3.6 Checks should be made for applicants from overseas and those who have lived outside the United Kingdom, in the same way as for those residents in the UK.



## **4.0 OFFERS OF EMPLOYMENT**

Recruiting Managers should ensure they are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.

A candidate who is made an offer of employment must be aware that it is conditional on receiving satisfactory information from all necessary checks as previously outlined in this document, including:

- Evidence of the right to work in the UK for those who are not nationals of a European Economic Area
- Two satisfactory references
- Verification of the candidate's identity
- DBS Enhanced disclosure
- Verification of the candidate's medical fitness
- Verification of any relevant qualifications and professional status (eg. GSCC, GTC, GMC)

All documentation will be retained on files, including notes made of candidates' responses to questions at interview. Any check completed will be confirmed in writing and retained on the employee's personnel file (either paper file and/or Agresso), together with copies of documents used to verify his/her identity and qualifications.

Offers made will be in accordance with the Council's guidance notes on Conditional Offers of appointment.

## **5.0 AGENCY WORKERS**

Agency workers must have undertaken the same employment checks with their employing Agency.

Prior to engaging a temporary member of staff who will be undertaking a regulated activity post, the Recruiting Manager should receive evidence from the Agency that they have undertaken appropriate employment checks:

- Right to work in the UK
- Fit to Work
- Satisfactory employment references
- DBS disclosure
- Relevant professional qualification, registration or practice (eg. qualified Social Worker, GSCC registration, OT registration).

This should be provided in written format and verified by the Recruiting Manager who should retain a copy on file.

## **6.0 VOLUNTEERS**

Prior to engaging a Volunteer who will be working with Children, Young People or Vulnerable Adults, the following checks should be undertaken:

- Right to work in the UK
- Endorsement by a referee
- DBS disclosure

This should be provided in written format and verified by the Recruiting Manager who should retain a copy on file.

**SAMPLE QUESTIONS TO TEST FOR SAFEGUARDING KNOWLEDGE AND UNDERSTANDING**

1. Tell us about what you have done in the last 12 months to actually improve adult/child protection. How did this action arise? *Follow up with: who did you talk to? What were the results?*
2. What is the Safeguarding policy in your workplace? *Follow up with: How is it monitored? What steps have you taken to improve things?*
3. Give me an example of when you have had safeguarding concerns about a child/young person/vulnerable adult. *Follow up with: What did you do? Who did you involve? What was the outcome?*
4. Tell us about a situation which you felt fell short of safeguarding standards. *Follow up with: How did it arise? Who did you speak to? What actions did you take?*
5. Have you ever had to challenge the views of someone more senior than yourself in relation to safeguarding concerns? *Follow up with: What were the circumstances? How did you go about it? What was the outcome?*
6. Motivation for working with children/vulnerable adults. Self-awareness/knowledge and understanding of self, interconnection between self and professional role. Example questions:
  - What do you feel are the main drivers which led you to want to work with children/vulnerable adults?
  - How do you motivate young people/vulnerable adults?
  - What has working with young people/vulnerable adults to date, taught you about yourself?
7. Emotional Maturity and Resilience. Consistency under pressure, ability to use authority and respond appropriately, ability to seek assistance/support where necessary. Example questions:
  - Tell me about a time when you have been working with children/vulnerable adults when your authority was seriously challenged. How did you react? What strategies did you employ to bring things back on course? How comfortable were you in this situation?
  - Tell me about a person you have had particular difficulty dealing with. What made it difficult? How did you manage the situation?
8. Values and Ethics. Ability to build and sustain professional standards and relationships, ability to understand and respect other people's opinions, ability to contribute towards creating a safe and protective environment. Example questions:

- What are your attitudes to child protection or the protection of vulnerable adults? How are these developed over time? What are your feelings about children/carers/relatives that make allegations against teachers or employees?
  - How do you feel when someone holds an opinion which differs to your own? How do you behave in this situation?
  - Have you ever had concerns about a colleague? How did you deal with this?
9. In what different ways can people be abused? *Follow up with: Please could you give me an example of each of physical and financial abuse?*
  10. What would you do if you thought a staff member was being abusive towards a service user?
  11. How would you engage hard to reach and vulnerable families to access the Council's Children's and Young People's services?
  12. What is your understanding of multi-agency working? Give an example of where you have done this successfully in the past.
  13. What do you see the purpose of supervision to be? How would you make best use of supervision?
  14. How would you assess the needs of a family?
  15. How would you assess risk to yourself or others when working as an outreach worker?



**Rutland County Council**

**PROCEDURES RELATING TO DISCLOSURE AND BARRING SERVICE (DBS)**

**DISCLOSURES**

**AND RISK ASSESSMENT**

The following Risk Assessment Form and checklist applies to positions which are defined as Regulated Activity relating to Children, Young People and Vulnerable Adults aligned with the criteria for posts that require a Disclosure and Barring Service Check (DBS). It must be completed where providers in such positions are required to commence work in advance of a DBS clearance being received. Providers are defined as anyone engaged in the performance of a contract/work irrespective of whether they are directly employed or hold self-employed status, temporary, agents, secondments, extended work experience or sub-contractors etc. The accompanying 'Statement regarding confidentiality and Disclosure and Barring Service Disclosure' must be signed by the service provider.

In the majority of cases a staff member/contractor will not be allowed to commence work until a satisfactory DBS clearance has been received and it is only in exceptional cases related to service need that consideration will be given for a member of staff/contractor to commence employment without DBS clearance.

<b>RISK ASSESSMENT FORM</b>			
<b><u>FOR COMPLETION BY THE RESPONSIBLE/RECRUITING OFFICER</u></b>			
Please obtain the appropriate authorisation, as indicated on this form, prior to a provider of services commencing work before the receipt of a DBS disclosure clearance. Completed Risk Assessment Forms should then be forwarded to the Human Resources Department.			
<b>Name and title of Responsible/Recruiting Officer:</b>			
<b>Directorate:</b>			
<b>Date that processed DBS application form sent to DBS:</b>			
<b>Name of Applicant:</b>		<b>Date Interviewed:</b>	
<b><u>Context:</u></b>			
<b>Supporting Evidence:</b>			
Name of current/last employer:			
Length of service with current/last employer:			
	<b>No</b>	<b>Yes</b>	<b>Comments</b>
1. Has there been a break in employment since the last employer? 1a. If the answer is yes, has this been satisfactorily explained by the applicant?			
2. Are there any concerns about the employee's background? 2b. If the answer is yes, has this been raised with Human			

Resources?			
3. Does/may this role involve access to/working directly or indirectly with children, individual children and families, young people or vulnerable adults and families?			
4. Does/may this role involve access to children, young people or vulnerable adults' data or information?			
5. Does this role involve access to school staff?			
6. Representing RCC at meetings?			
7. Representing RCC by telephone or in writing?			
8. Line Management responsibilities?			
9. Can this role be fully supervised by an RCC employee with DBS clearance?			
10. Are you confident that the supervision arrangements will not be detrimental to service delivery by redeploying other team members/resources?			
11. Is the applicant able to produce a satisfactory DBS clearance processed by another employer (or umbrella service on behalf of an employer) dated within the last six months and have you seen it?			
12. Have the relevant staff been advised that DBS clearance has not been received yet?			
13. Have references that are satisfactory to RCC been received?			
14. Has the HR Department followed up the application and is the application being processed by the DBS?			
15. Has the HR Department prioritised the applications that have been on the DBS system for 8 weeks or over?			
16. What measures will be taken within the department to minimise potential risk?			
<b>Please note:</b> Home Working is not recommended as a measure pending receipt of DBS clearance unless, for example, it is to make a reasonable adjustment for the post due to a disability.			
<b>Responsible/Recruiting Officer's signature:</b>			
<b>Date of Risk Assessment:</b>			
<b>Head of Service name and title:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Director's name and title:</b>			
<b>Signature:</b>		<b>Date:</b>	

**STATEMENT REGARDING  
CONFIDENTIALITY AND DISCLOSURE AND BARRING SERVICE  
DISCLOSURE**

**For completion by the provider of services, as defined on page 1.**

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Under this order, any employment which is concerned with the provision of services relating to Children, Young People and Vulnerable Adults and where the post holder will have access to people in receipt of these services in the course of their normal duties, is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Applicants are not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. Any information given will be completely confidential. A conviction will not necessarily prevent applicants from being considered for temporary/permanent work.

Permanent/temporary/agency staff/consultants/volunteers will also be subject to the Disclosure and Barring Service Disclosure prior to commencement. However, in exceptional circumstances where it is necessary for a person to commence employment in advance of receipt of a Disclosure, this form must be completed and Director approval obtained prior to commencement.

**Declaration:**

I, the undersigned, understand that in the course of my work for Rutland County Council, I may come into contact with, or have access to, confidential information relating to Children, Young People or Vulnerable Adults' Services.

I understand that any unauthorised breach of confidentiality will be viewed as a serious matter and may lead to dismissal.

I also understand that the work requires me to complete a Disclosure and Barring Service Disclosure application and that I cannot work for Rutland County Council if the result is considered to be unsatisfactory by the organisation. I will complete the application form and submit the necessary original documents as required by my manager.

"I confirm that I **do not** have any current or previous (including 'spent') convictions, reprimands or warnings."

**Signed:**

**Date:**

**Print Name:**

**If you do have a conviction, caution, reprimand or warning, then the details of this would need to be provided to the Recruiting Officer so that a decision can be taken by Rutland County Council regarding whether work can still be undertaken by the person. If this is the case, please do not sign this form. Instead, arrange to discuss your information with the Recruiting Officer.**

**RUTLAND COUNTY COUNCIL**

**Checklist for Staff not DBS Checked / Awaiting Clearance**

	<b>Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>1</b>	Cotag arrangements agreed			
<b>2</b>	Staff Awareness			
<b>3</b>	Administration			
<b>4</b>	Visits outside RCC – informing staff e.g. schools			
<b>5</b>	Member of staff fully aware of DBS status and limitations			
<b>6</b>	IT Arrangements			
<b>7</b>	Any other arrangements considered necessary for the role:			
Date Risk Assessment Completed:				
Review Date (3 months maximum):				



## **RUTLAND COUNTY COUNCIL**

### **Safeguarding**

#### **Code of Practice**

1. All staff to be aware that sensitive, confidential information should not be left on desks or in places where access is available to general staff/visitors.
2. All staff are not to hold sensitive confidential information on memory sticks or desktops.
3. All staff to be aware that not all staff/visitors within Rutland County will have DBS clearance and to exercise vigilance when asked for information of a confidential or sensitive nature.
4. All staff to consult with their line manager if they have a concern which relates to safeguarding children and young people/vulnerable adults.
5. All staff to keep the minimum amount of personal information about children (dependent on job role) and ensure compliance with the principles of data protection in storing and using the information.
6. Photographs of children may only be kept with the parents' consent.
7. Report immediately any concerns that you have about a child/young person/vulnerable adult, or any allegations made to you about a child/young person/vulnerable adult or by a child/young person/vulnerable adult.
8. Staff are required to attend safeguarding awareness training as part of the induction and probationary procedure.

**A large print version of this document is  
available on request**



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County Council

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