



Human Resources
Goireasan Daonna

Recruitment & Selection Policy

Poileasaidh Trusaidh & Taghaidh

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Document Control

A. Version History

Version	Date	Author	Change
2.0	March 2022	Koreen MacDonald	Updated Policy
0.1	27th May 2015	Partnership Working Forum / Resources Committee	Standard Policy format

B. Document Approval

Name	Title	Role
Elaine Barrie	Head of HR	Owner
Louise McGunnigle	HR Manager	Final Reviewer
HR Sub Group	TU Representation	Reviewer
Koreen MacDougall	Talent Manager	Author



Introduction

The Council wants to attract, recruit, develop and retain a skilled and flexible workforce. The Council's Recruitment and Selection Policy and supporting Guidance are designed to achieve a fair, effective, robust and safe process. The purpose of building and maintaining an effective workforce that is flexible and sustainable will ensure individuals with the right skills are in the right post at the right time.

Background

This Policy applies to Scottish Joint Council (SJC) employees. Procedures for recruitment to Chief Officer posts are contained within the Senior Management Recruitment Guidance. For teaching staff, the Recruitment and Selection is governed in accordance with nationally established [Scottish National Committee for Teachers Guidelines](#) and may vary from this Policy.

Policy Purpose

The Council aims to be ambitious, sustainable and connected in the delivery of our Services. Focusing on continuous improvement, we will expand our ability to provide high quality services through effective and efficient recruitment processes. Our ambition is for The Highland Council to be regarded as an Employer of Choice in the Highlands.

We aim to attract and retain staff with the right skills, behaviours and attitudes, growing our workforce for the future. We will build an agile and flexible workforce with wider and more transferrable skills. We are committed to improving the diversity of our workforce to better reflect the communities we serve.

This recruitment and selection policy aims to:

- Provide a robust and transparent selection process with measures in place to avoid discrimination.
- Base interview and appointment selection on the competencies, aptitude, transferable skills and potential of candidates, whilst also considering the skills, experience and abilities necessary to do the job.
- Provide a meaningful and positive experience throughout the recruitment process, regardless of the outcome for the candidate.
- Attract applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010.

- Ensure candidates who assess themselves as having a disability, and who meet the essential criteria of the post are guaranteed an interview under the Disability Confident Employer Scheme.
- Ensure candidates who indicate they have been a member of the Armed Forces or a spouse/partner or dependent of Armed Forces personnel, who meet the essential criteria of the post are guaranteed an interview under the Staff Forces Network Policy.
- Not necessarily refuse someone a job because they have been convicted of an offence. This will depend on the nature of the post and the circumstances and background of the offences, in accordance with the Rehabilitation of Offenders Act 1974.
- Observe Legal requirements which apply to the recruitment and selection process to ensure that employees are aware that any form of bribery is a serious criminal offence under the Bribery Act 2010.

Guidance

For further guidance please refer to the [Recruitment & Selection Guidance](#) and [Senior Management Recruitment Guidance](#) linked at the bottom of this Policy or on the [HR Website](#).

General Principles

- Observe Legal requirements which apply to the recruitment and selection process to ensure that employees are aware that any form of bribery is a serious criminal offence under the Bribery Act 2010.
- The Highland Council will seek to employ on merit, a workforce that reflects the diversity of our community. We value the individual contribution of our people regardless of their age, disability, ethnic or national origin, gender, marital status, nationality, race, religion or belief, responsibility for dependants, sexual orientation, trade union or political activity.
- Existing employees covered under the Highland Council's Redeployment and Redundancy Policy must be considered for suitable vacancies, if they meet the essential criteria for the post or could do so with reasonable training and support.
- All Hiring Managers will have completed the **LSMX (link)** Recruitment and Selection Training.
- Vacancies are marketed in a manner suitable to the posts, using targeted approaches including social media or external publications where appropriate to provide maximum reach to the candidates with the skills, qualities, behaviours, abilities, experience and competencies required to do the job.

- To present a positive and professional image of The Highland Council throughout the Recruitment and Selection process consistently given consideration to equality, diversity and safer recruitment.
- Job Descriptions must be accurate, up-to-date and detail the post title, salary, location, its purpose, scope, reporting relationships, duties and responsibilities.
- Person Specifications must be non-discriminatory and detail the essential skills and behaviours, education and training, attitude, knowledge and experience necessary to deliver the duties and meet the responsibilities of the job description, and competencies needed for effective performance.

Guidance

Guidance, information and tools will be developed through the Highland Council [Engagement and Partnership Framework](#) and maintained through our HR Services.

This policy is to be read in conjunction with our Recruitment and Selection Guidance which will provide further information on the following:

- All recruitment and selection procedures and practice in accordance with the Council's Equal Opportunity Policy
- How to determine the suitability of candidates for posts including, assessment against clearly defined competencies, interviews and presentations where required
- How to undertake structured and systematic shortlisting and interviews that are non-discriminatory and based upon job and person specification related criteria
- How to appoint the most suitable candidate
- How to make appropriate use of references, medical questionnaires and vetting including Disclosure or PVG registration where necessary.

Legislation

The development and application of this policy is guided by:

- **Equalities Act 2010**
- **Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 (SI 2012/162)**
- **General Data Protection Regulation (GDPR)**
- **Rehabilitation of Offenders Act 1974**
- **Bribery Act 2010**
- **Right to Work in the UK.**



Monitoring

The application of this policy will be monitored through the Highland Council Partnership Framework and the Highland Council Procurement and Resources Board.

To ensure that the policy is operated effectively equalities data relating to recruitment and retention will be analysed and reported every five years.

Quick Links

The Hyperlinks listed here will redirect you to the related guidance, letters, information and relevant organisations mentioned in this policy.

Recruitment & Selection Page	Click Here
Senior Management Recruitment Guidance	Click Here
Disability Confident Scheme	Click Here
Armed Forces Covenant – Staff Forces Network	Click Here
Equal Opportunities Policy	Click Here
Engagement and Partnership Working Framework	Click Here
Guidance on Rehabilitation of Offenders Act 1974	Click Here
Link to Highland Council My Job Scotland webpage	Click Here
Applying for a post with Highland Council	Click Here
Highland Council HR Microsite	Click Here
Link to LSMX	Click Here

