

**IMPLEMENTED 2nd JANUARY 2004**

## **HUMAN RESOURCES**

# **RECRUITMENT AND SELECTION STANDARDS**



## **INDEX**

---

	<b>Page</b>
<b>The purpose of these standards.....</b>	<b>3</b>
<b>The Council's standards.....</b>	<b>3</b>
<b>Redeployment.....</b>	<b>4</b>
<b>Appendix 1</b>	
<b>Appendix...Policy on the recruitment of ex-offenders.....</b>	<b>5</b>

## 1. THE PURPOSE OF THESE STANDARDS

---

The Council aims to promote positively the Council as an employer and attract and select the best people for our jobs, so as to build a quality workforce which reflects the community we serve.

These standards are intended to implement that aim. They are addressed to elected members of the authority, managers and Human Resources staff. They will ensure that recruitment and selection methods meet legal requirements, comply with the Council's equal opportunities policy and incorporate best practice.

These standards apply to the recruitment of permanent and all forms of temporary staff, including appointments to pools of approved casual workers.

## 2. THE COUNCIL'S STANDARDS

---

During the recruitment process you should:

- promote a positive image of the Council as an employer
- ensure that all stages of the recruitment process are dealt with promptly and effectively
- ensure that you have the authority to appoint, and that you are fully aware of any special requirements which pertain (committee involvement, 'politically restricted', need for declaration of interests etc.)
- ensure that a post has a current (job evaluated) job description and person specification
- consider whether full-time posts can be held by part-timers or offered on a flexible working basis
- use the Corporate style for external recruitment advertising; base copy on the job description and person specification; choose advertising media which reflect the target population(s)
- advertise internally via the vacancy list
- provide candidates with a standard application pack
- ensure that there is no unnecessary restriction on who can apply for jobs e.g. ensure suitable provision is made for applicants with a disability and that reasonable adjustments have been made where appropriate
- ensure that all personal data that is collected during the recruitment and selection process is clearly justified for making fair decisions, and not excessive in relation to that purpose
- keep (on a secure basis, prior to shredding) **all** records of **all** applicants for at least six months after the selection decision has been made
- take all reasonable care with the references you give
- obtain a disclosure from the Criminal Records Bureau for all appointments to posts that are exempt from the Rehabilitation of Offenders Act

- only make a job offer on a conditional basis until all the required checks (including references) are satisfactorily completed
- make all appointments using the Council's standard terms and conditions of appointment
- seek advice from your Directorate Human Resources if you wish to withdraw an offer.

During the selection process you should:

- treat all candidates equally
- comply with the Council's policy on the recruitment of ex-offenders (see appendix)
- ensure that all selection requirements and techniques are related specifically to the person specification
- ensure that selection panels are representative, ideally containing a woman and an employee from an ethnic minority; they should consist of a minimum of two people and a maximum of four. All panel members must have received training in recruitment and selection skills and should be consistent throughout the process. If the panel is reduced to one person, the process should be stopped and restarted with a reconstituted panel
- use skills tests only to measure job criteria and make sure they are valid, fair, reliable and unbiased
- ensure that psychometric tests are administered and interpreted by trained assessors
- seek references, to check suitability for appointment, from internal and external candidates, ensuring confidentiality is respected when requested by referees
- give a valid reason for rejection to unsuccessful candidates if requested.

### **3. REDEPLOYMENT**

---

The Council has responsibilities towards its existing employees who for various reasons, such as to adapt to a disability or, for the avoidance of redundancy, need to be considered for a job move.

These employees will normally have priority consideration for suitable vacancies, and this should take place before the advertising process is started.

---

**POLICY ON THE RECRUITMENT OF EX-OFFENDERS**

---

**1. Equal Opportunities Policy Statement**

- 1.1 Tower Hamlets Council's policy towards the recruitment of ex-offenders should be read in the context of the Council's statement on equal opportunities, which makes explicit the following commitment:

'to opposing all forms of discrimination - individual and institutional, direct and indirect. It will actively oppose discrimination carried out on the grounds of gender, colour, ethnicity or national origin, religion, disability, social background, HIV status, responsibilities as a carer, age, marital status, sexual orientation, people with spent convictions or any other disadvantaged groups.'

- 1.2 Tower Hamlets Council wish to make it clear that having a criminal record will not necessarily bar anyone from working for them. This decision will depend upon the nature of the post, and the circumstances and background of the offence(s).

**2. Recruitment of ex-offenders**

- 2.1 Tower Hamlets is committed to the fair treatment of its staff and potential staff. As an organisation using the Criminal Records Bureau (CRB) 'Disclosure' service to assess applicants' suitability for positions of trust, Tower Hamlets complies fully with the CRB Code of Practice and undertakes to treat all applicants for posts fairly.
- 2.2 The Council undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 2.4 A Disclosure will only be requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the post concerned. For a post where a Disclosure is required, all application forms, advertisements and recruitment information will contain a statement that a disclosure will be requested in the event of the individual being offered the post.
- 2.5 Where a Disclosure is to form part of the recruitment process, all applicants called for interview are encouraged to provide their criminal record at an early stage in the process. This information should be sent under separate, confidential cover to **[a designated person with Tower Hamlets Council]**, who guarantees that this information is only seen by those who need to see it as part of the recruitment process.
- 2.6 Unless the nature of the post allows the Council to ask questions about candidates' entire criminal record, only questions about

“unspent” convictions, as defined in the Rehabilitation of Offenders Act 1974, will be asked.

- 2.7 The Council undertakes that all staff involved in recruitment and selection will be trained appropriately. They will also be made aware of relevant legislation pertaining to the employment of ex-offenders.
- 2.8 At interview, or in a separate discussion, opportunities will be pursued to ensure that all necessary evidence is collected upon which selection decisions can be fairly based. This will include the relevance and circumstances of offences.
- 2.9 Failure to reveal information which is directly relevant to the post will lead to a subsequent withdrawal of any offer of employment.
- 2.10 Tower Hamlets Council makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and will make a copy available on request.
- 2.11 The Council will undertake to discuss any matter revealed in a Disclosure with the person seeking the post before any decision is made to withdraw a conditional offer of employment on the basis of the Disclosure.