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<b>Policy Name</b>	<b>Recruitment, Induction and Probation</b>
<b>Date</b>	April 2018
<b>Statement No</b>	35
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The council will ensure that recruitment and selection is carried out in a fair and consistent manner, complies with legislation and follows good practice.

For further information on the council's recruitment procedure, including guidance on advertising, shortlisting and interviewing, please refer to the intranet.

## **1. Equality and diversity**

- 1.1 The council's recruitment practices are based on objective criteria such as genuine job requirements, relevant experience, qualifications and skills.
- 1.2 All staff will have equal access to job opportunities across the council.
- 1.3 Staff on the redeployment register will be considered for jobs before they are advertised.
- 1.4 The council will support applicants with disabilities through the Disability Confident Scheme and will make reasonable adjustments wherever possible.

## **2. Recruiting young people**

- 2.1 The council is committed to the development of young people and has therefore established graduate, apprenticeship and work experience schemes. For more information please contact the HR service.

### **3. Agency Workers/Consultants**

- 3.1 Managers are responsible for recruiting agency workers and contractors and should contact agencies directly.
- 3.2 Before engaging an agency worker or contractor, managers must liaise with their HR Officer to complete the IR35 process.<sup>1</sup>
- 3.3 Agency workers and contractors may apply for internally advertised vacancies at the council however to do so they must complete the external application form.
- 3.4 For further information on recruiting agency workers and contractors please refer to the intranet.

### **4. Volunteers**

- 4.1 If a recruiting manager would like to use volunteers in their service, they should refer to the intranet for further guidance.

### **5. Secondments (Internal and External)**

- 5.1 Secondments are a temporary arrangement to fill a post and can be used as a learning and development opportunity for employees.
- 5.2 Managers wishing to fill a post as a secondment should follow the recruitment procedure on the intranet.

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<sup>1</sup> The IR35 process determines whether an individual who supplies their services via their own company to the council should pay employment taxes in the same way to employees

## **6. Casuals**

- 6.1 Casual employees are those on flexible contract who are asked to work as and when the service needs. There is no obligation on behalf of the council to provide work and no obligation on behalf of the individual to accept the work offered.
- 6.2 Managers wishing to fill a post with a casual employee should follow the recruitment procedure on the intranet.
- 6.3 Casuals may apply for internally advertised vacancies at the council however to do so they must complete the external application form.

## **7. Induction**

- 7.1 All new employees to the council will be required to attend a corporate induction.
- 7.2 Managers should also arrange a local induction with the new starter (including agency workers and contractors) which introduces them to the service, their duties etc.
- 7.3 For further information on induction, including useful information for new starters to read, please refer to the intranet.

## **8. Probation period**

- 8.1 All new employees to the council are subject to a 6 month probationary period (3 months for employees in fixed term posts of 1 year or less).
- 8.2 Existing employees moving to other internal posts within the council will receive additional support and training and more regular one to ones during their first few months in their new

role Should there be any performance issues, the Managing Performance policy will be used.

8.3 The probation period may be extended in certain circumstances. Please liaise with HR for advice.

8.4 For further information on the probation procedure please refer to the intranet.

## **9. HR Service Responsibilities**

- To provide guidance to managers on good recruitment practice e.g. advice on writing good quality adverts, suggestions on where to advertise;
- To ensure that recruitment documentation, such as the shortlisting and interview grids, application form, are fit for purpose;
- To ensure that staff on the redeployment register are considered for posts before they are advertised;
- To place adverts on the jobs and career pages of the council's website;
- To liaise with external advertising providers (e.g. jobs go public, the MJ, Indeed and including social media) to place adverts;
- To ensure that the jobs and career pages of the website are up to date and fit for purpose;
- To receive application forms and send them to the recruiting manager;
- To inform the recruiting manager if any applicants have applied under the Disability Confident Scheme and provide advice;
- To ensure that applicants are checked under the Disclosure and Barring Service (DBS) where applicable;
- To check the successful applicants documents on their first day to ensure they have the right to work in UK;

- To carry out pre-employment checks on applicants (e.g. medical assessment, references, DBS check) and to keep recruiting managers informed of progress;
- To collect, monitor and analyse applicants' equalities data through each stage of the recruitment process and compare with census data;
- To monitor the success of recruitment advertisers that the council uses (e.g. success rate and cost) to ensure value for money;
- To complete, with the manager, an IR35 assessment on all new agency workers and contractors;
- To ensure that recruitment paperwork is retained in line with the General Data Protection Regulations ;
- To arrange recruitment and selection training for managers;
- To send contracts of employment and related documents (e.g. policies) to successful applicants;
- To support managers with new employees during the probation period;
- To support the corporate induction process.

## **10. Recruiting Manager responsibilities**

- To ensure they are trained in the council's recruitment and selection processes;
- To ensure that job descriptions and person specifications are up to date and fit for purpose;
- Where there are substantial changes to the job description and person specification, to liaise with HR to determine whether a job evaluation process is necessary;
- To seek the appropriate approval before jobs are advertised;
- To draft adverts that are non-discriminatory and fit for purpose;

- To liaise with applicants throughout the recruitment process including informing them whether or not they have been successful at each stage and negotiating the salary;
- To ensure that they check applicants' right to work in the UK and qualifications at the interview stage;
- To inform HR of new agency workers and contractors before they commence working for the council so that they can be assessed against the IR35 legislation;
- To ensure that members of recruitment panels are trained, and that every effort is made to provide a balanced panel.
- To ensure that applicants are assessed based on objective criteria as outlined in the person specification and reflect the council's values and behaviours;
- To approve pre-employment checks;
- To make arrangements for interviews such as writing interview questions, booking rooms etc;
- To complete a Statement of Employee Particulars form for the successful applicant and send it with all the recruitment paperwork (e.g. shortlisting and interview grids) to HR;
- To support and monitor new employees throughout the probation period during regular 121s and seek advice from HR when necessary;
- To ensure that PDR objectives are set and learning and development needs are identified during the probation period;
- To ensure the new employee is inducted into the council and service successfully.

## **11. Implementation, monitoring and review of this policy**

11.1 The Head of Service/manager and HR service have the responsibility for implementing and monitoring this policy,

which will be reviewed after three years or sooner in line with legislation and best practice.