

#### **Policy Statement**

##### **Purpose**

Fife Council's Aims and Values set a considerable challenge for our employees and we recognise that an important part of achieving them is having the right people in the right place and at the right time. To help us to achieve this it is essential that we have effective means of recruiting, selecting and retaining employees with the right skills and attitude to further the Council's aims.

In line with the Council's aims and values we also have a responsibility to be a good employer and we therefore wish to provide work which is rewarding and secure. In stating that we wish to offer secure employment, there will be occasions where this is not possible and an appointment will be made on a temporary basis (where this is the case reference should be made to the Temporary Employment Policy)

All recruitment carried out will be in accordance with this policy.

##### **Guiding Principles**

All appointments must be made on the basis of merit and be consistent with current employment legislation and the Council's Equality of Opportunity Policy.

- For appointments at Team Leader and above, recruitment should be by a panel of at least three. In the case of Chief Officers, the recruitment should be by a panel which should include at least one Elected Member. All recruitment decisions should be taken by more than one individual.
- If anyone is involved in the recruitment and selection process and has any kind of relationship which might affect their ability to be impartial, that relationship must be declared and a decision will be made whether the person can or cannot participate in the recruitment and selection process.
- Training should be provided for those involved in the recruitment decisions. At interview stage at least one interviewer should have received formal training.
- Applications should normally be on Fife Council application forms. However, CV's shall be allowed if personal details have been removed.
- Fife Council have been awarded the disability user symbol demonstrating our commitment to good practice in employing disabled people. With this symbol, disabled people know which employers will be positive about their abilities. We must adhere to the five commitments under the [disability symbol user scheme](#).

Recruiting managers must demonstrate the commitment to interview all applicants with a disability who meet the minimum essential criteria for a job vacancy and to consider them on their abilities.

- Vacancies, with the following exceptions, should be advertised internally in the Council's vacancy bulletin. Posts filled on an "acting up" basis or used for redeployment purposes are excepted. Suitable promoted posts may have recruitment restricted to a group of existing trainees if there was open and fair recruitment to the trainee group.
- Before vacancies are advertised, an up-to-date job outline and person specification must be available.
- Decisions to invite to interview should be carried out by those who will conduct the interview. In the case of panel interviews, at least two of the panel should be responsible for deciding which candidates should be invited to interview.
- Interviews must be conducted in a fair and consistent manner and must be structured and systematic. Candidates must be evaluated against the criteria in the job outline and person specification.
- All information on application forms must be treated as confidential and restricted to those members and officers involved directly in the recruitment process and its administration.
- Appointments should not be made without written references. Information obtained through references must be treated as confidential. Only written references in an approved format will be considered.
- The recruitment process and decisions arising from it must be documented and documentation held for at least 6 months.
- Information obtained for monitoring purposes will not be made available to recruitment panel members but will be used to monitor recruitment procedures in terms of the Council's Equality of Opportunity Policy.

### **Scope**

This Policy applies to all APT&C, manual and craft employees. Teaching staff and uniformed members of Fife Constabulary and Fife Fire and Rescue Service are covered by separate arrangements.

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