

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, behaviours 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 TE01 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 EE01 Equality of Opportunity Policy.

- For appointments at Team Manager or equivalent 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.
- Training should be provided for those involved in the recruitment decisions. Those involved in recruitment decisions are obliged to declare and record any potential conflict of interest which might affect their ability to be impartial. At interview stage at least one interviewer should have received formal training.
- Fife Council operates the Disability Confident Scheme. Our commitment under this scheme means that we will invite for interview all disabled applicants who meet the essential criteria for the job as outlined in the person specification.
- Fife Council operates a Life Chances approach to recruitment as part of our commitment to Community Wealth Building (CWB). The purpose is to help

citizens furthest removed from the labour market, move out of poverty and into work. Our commitment under the scheme is to ultimately offer employability participants a job following successful completion of their placement. Successful participants will be offered a 'Life Chances Transition Interview' before the end of the placement which focuses on learning, aspirations for the future and fit for the role. The transition review meeting recognises the barriers a formal interview can hold for individuals and provides an alternative framework.

- While the Council will generally advertise vacancies both internally and externally, there may be times where it is appropriate for a hiring manager to limit recruitment to internal candidates only. There are times where internal applicant pools will be insufficient, most often linked to either high volume vacancies or specific skills, knowledge and experience requirements. Where appropriate, adverts may be restricted to a particular group, e.g. apprentices, trainees or life chances employability programme participants.
- An up-to-date Role Profile must be available in the job vacancy pack.
- 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 objectively evaluated against the criteria of the Person Specification in the Role Profile.
- All information on application forms must be treated as confidential and restricted to those 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. The Council seek references covering the 3 year period before appointment. A minimum of 2 references are required - one must normally be from the current or most recent employer.
- The recruitment process and decisions arising from it must be documented and documentation held for 6 months after which it must be deleted. Information relating to the successful candidates will be transferred to the personal file.
- 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 Single Status, manual and craft employees. Teaching employees are covered by separate arrangements.

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