

## RECRUITMENT POLICY

Date policy adopted: 01/04/11 (Internal Recruitment and Promotion Policy – incorporated in to the Recruitment Policy)

Date of last review: 01/06/21

### 1. Purpose and Scope

The Ethical Standards Commissioner (ESC) is committed to making fair and open recruitment decisions based on the merit of the people who apply, and in line with current employment legislation. This Policy sets out the process by which ESC appoints new employees including (where appropriate) promotion or transfer of current employees. The process is flexible, to allow a wide and varied selection of publicity, application and assessment methods to be utilised. This is with a view to encouraging a wide and varied selection of applicants to apply.

This policy applies to all employees regardless of working pattern or nature of employment contract. It also applies to those carrying out work on behalf of ESC through an employment agency. The word employee(s) in the context of this policy should be taken to mean all such individuals, unless specifically referred to as being directly employed by ESC. It also applies to the wider public in reference to those who interact with ESC by applying for ESC vacancies.

This policy will always be applied in conjunction with the Equality, Diversity and Inclusion Policy.

### 2. Implementation, monitoring and review of the policy

Overall responsibility for policy implementation, monitoring and review lies with ESC. Everyone covered by the scope of the policy is obliged to adhere to, and facilitate implementation of the policy. Appropriate action will be taken to inform all prospective, new and existing employees and others covered by the scope of the existence of the policy and their role in adhering to it. The policy will be reviewed at such times as legislation or a change to the ESC policy position requires it. The policy will be made available to the general public.

### 3. Establishing a Vacancy

As part of ongoing workforce planning, the senior Management Team will decide whether recruitment is the most appropriate solution to filling any vacancy. Some examples of alternatives to recruitment include reorganising work distribution, increasing the responsibilities of an existing employee, redesigning job tasks, restructuring, redeployment, movement of an employee to a different role to accommodate a reasonable adjustment, secondment or using agency staff. Where an existing employee is given additional responsibilities, consideration will be given to possible re-grading. The employee may formally request a review of the grade. Where recruitment is agreed as the most appropriate solution, the SMT will agree whether the vacancy will be filled on a permanent or fixed term basis. Any vacancy filled by a fixed term contract which subsequently

becomes a permanent position will be considered a new vacancy and processed in line with this policy.

## 4. The Recruitment Panel

### Membership

A recruitment panel will be nominated by the senior Management Team for each recruitment exercise. There must be at least 2 people on the panel, usually including a member of the senior Management Team. Where appropriate (due to a specific skill requirement for example), consideration may be given to inviting someone from out with ESC to join the panel. Members of the recruitment panel will be competent to fulfil their role on the panel by for example having received appropriate training, understanding the equality and diversity aspects of recruitment and selection and having a good knowledge of the relevant legislation. Wherever possible, the same panel members should be involved throughout the recruitment process. If, however, a substitute panel member is required at any stage, they must be briefed on and prepared to be bound by all decisions made by the panel prior to the new panel member joining.

## 5. The Recruitment Plan

### Specification

The recruitment panel should agree:

- the job description which will provide a clear and accurate description of the role to be performed, along with the job grade and
- a person specification which will provide a clear and accurate description of the skills, knowledge, experience and personal qualities required to be effective in the role. Consideration should be given to the behaviours outlined in the performance management guidance document, when developing the person specification.

### Internal Recruitment

In order to encourage career development within ESC, the recruitment panel will first consider whether it is appropriate to offer current employees the opportunity to apply for the vacancy before it is advertised externally. Where this is not considered appropriate, the reasons will be provided (where requested) and employees will be notified of any vacancy being advertised externally. Employees may, of course, apply for any post that is advertised externally. In such cases, employees must complete the same application forms and undertake the same assessment process as external applicants.

Where an employee is on maternity leave, they will be notified of the vacancy and offered the opportunity to apply.

### Recruitment Strategy

The recruitment panel should agree a strategy setting out the publicity, application and assessment methods and timetable for the selection process.

### Publicity Materials

Publicity materials (information pack and / or advert) should include the following:

- a clear and accurate description of the role to be performed and the skills, knowledge, experience and personal qualities required to be effective in the role.
- a clear and accurate description of the practical aspects of the role (the job title, pay, location, working hours and type of contract (for example, permanent or fixed term)).

- A clear and accurate statement of the status of the role, and, in the case of fixed term roles, the length of the contract.
- The details of how to apply, including a contact name, phone number and/or email address for queries.
- Details of what the assessment for the role will include (including what criteria will be assessed in the application (if relevant), at each assessment stage and whether any additional checks will be made (right to work in the UK, references, social media checks etc).
- a clear closing date for applications and the date on which assessment / interviews will take place.
- A copy of the ESC Equality, Diversity and Inclusion Policy.
- A statement that we value diversity and will therefore consider flexible working options for any vacancy.
- An offer that all information can be made available in alternative formats
- A clear statement that 'reasonable adjustments' will be made for anyone who requires them to participate in any part of the recruitment process.
- A clear statement that ESC will make reasonable adjustments within the job to allow employees to fulfil the role effectively

## 6. The Recruitment Process

### Administration

The recruitment panel should agree the administrative resources needed to conduct the selection process. If necessary, the panel will seek Senior Management Team approval to use an external resource (including possible use of a recruitment agency) to handle some aspects of the exercise.

### Receiving Applications and Shortlisting

Where it has been decided to only request a note of interest by way of application (this is most likely to occur for roles only advertised internally), all applicants who submit such a note will progress to the next stage of assessment.

Where applications involve some form of assessment against the criteria, shortlisting will be required to identify which applications have most closely met the criteria.

The publicity information should specify which criteria applicants are required to demonstrate in their application. If the number of applicants who apply is greater than the number that it is appropriate to invite for assessment / interview, an analysis will be undertaken to identify the applicants who most closely meet the criteria specified as being required at application.

Where the vacancy has been advertised externally and a current employee has applied, they will be invited for assessment / interview.

### Assessment / Interview

Assessment will be undertaken in a fair, open and transparent manner, as planned by the panel in the recruitment strategy.

The panel must ensure that any reasonable adjustments required by candidates with disabilities are taken account of in the selection process. Candidates should be given an

indication of the likely timescale of the selection process and of when the outcomes will be likely to be made known.

At the conclusion of the full selection process the panel will produce an agreed joint summary of applicant performance against the person specification (including all assessments from all stages of the process). The applicant who most closely meets the requirements of the role will be offered the position. In any case in which two or more applicants are assessed as equally most meritorious for the position, the panel will consider whether the current employee cohort is under-reflected in any protected characteristic. If so, the panel may make the offer on the basis of information provided in the applicant monitoring form in order to address the under-reflection.

## **7. Making an Offer**

The chair of the recruitment panel will contact the successful candidate to make a provisional oral offer of appointment. If included as part of the assessment, the offer will be subject to any additional check still being made (for example: right to work in the UK, satisfactory references being obtained and / or social media check being carried out). Should any issue of concern be uncovered by such checks the applicant will be given the opportunity to respond to these before any final decision is made. The offer will normally be of appointment with a salary placement at the start of the advertised salary scale. Any applicants who were suitable for appointment, but not the closest match with the criteria, will be advised of this and asked if they would be content for us to retain their details on file for up to 12 months. If an appropriate vacancy arises within the 12 months, any such applicants may be considered suitable to appoint as part of workforce planning.

## **8. Feedback**

All applicants will be provided with feedback on request.

## **9. Monitoring and Record Keeping**

With all external recruitment, applicants will be asked to complete a monitoring form providing details of their protected characteristics under the Equality Act 2010 (protected characteristics are outlined in the Equality and Diversity policy). It will be made clear to applicants that this form will remain confidential and used for monitoring purposes only, other than in the case of a tie break situation at the conclusion of the recruitment process, where selection on the basis of an under reflected protected characteristic may be used as a final deciding factor. Applicants can choose not to provide detail on any or all of the monitoring form.

A record will be kept of the panel's joint decisions made at shortlisting and following any interview / assessment to allow feedback to be given to any applicant requesting it.

All information held and processed about applicants will be conducted in line with our data protection policy.

### **Equality Impact Assessment**

Does this policy comply with the general Public Sector Equality Duty (s149 Equality Act 2010)? This policy applies to all employees and its impact was considered when drafting. It contains provisions to take positive action where appropriate (reasonable adjustments or offer to consider flex working) and makes an explicit statement to confirm that it will be conducted in line with the Equality, Diversity and Inclusion policy. We consulted with employees prior to publication to identify and address any issues.

## Data Protection Impact Assessment

Have we considered any effect the policy may have on the collecting, processing and storing of personal data?

The records generated by this policy will contain personal data and may contain sensitive and special category personal data. Suitable retention and destruction policies are in place to manage this material.

## Information Security Impact Assessment

Have we considered the impact any policy may have on our cyber-resilience?

This policy should have no impact on our cyber-resilience.

## Records Management Impact

Have we considered the impact any policy may have on our ability to manage our records?

This policy should have no impact on our ability to manage our records.

Version	Description	Date	Author
1.0	New Policy	01/06/21	Public Appointments Officer
1.1	Update to phone number	16/05/2023	Corporate Services Officer