

NOTTINGHAMSHIRE COUNTY COUNCIL RECRUITMENT STATEMENT

Title: Recruitment Policy Statement			
Aim/Summary: To identify the principles to govern how the Council will undertake its recruitment activity			
Document type (please choose one)			
Policy	*	Guidance	
Strategy		Procedure	
Approved by: Marjorie Toward, Service Director Customers and HR		Version number: Final	
Date approved:		Proposed review date:	
Subject Areas (choose all relevant)			
About the Council		Older people	
Births, Deaths, Marriages		Parking	
Business		Recycling and Waste	
Children and Families		Roads	
Countryside & Environment		Schools	
History and Heritage		Social Care	
Jobs		Employees	*
Leisure		Travel and Transport	
Libraries			

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Please include any supporting documents	
Review date	Amendments

1. Aim

Nottinghamshire County Council recognises that its most valuable assets are its people. This statement sets out our commitment to finding and keeping the right number of employees with the necessary skills, abilities and attitudes to ensure the future success of the organisation. Our commitment is underpinned by the principles of fairness and equality of opportunity.

This recruitment statement is part of a wider workforce strategy which enables the Council to identify current and future needs of its directly employed workforce and to ensure we are equipped to attract and retain suitably qualified candidates. A strategic approach to recruitment is essential to organisational performance and vital for the County Council to meet its aims and objectives. There are separate arrangements in place to secure contingent labour through the agency managed service or using the Financial Regulations' pro-forma to hire consultants.

As part of any recruitment process, the Council will undertake a range of checks including the following:

- validated references;
- proof of qualifications/professional registrations and/or membership;
- relevant Disclosure and Barring Service checks in line with published eligibility criteria
- proof of eligibility to work in the United Kingdom
- any other defined criteria relevant to the advertised role
- confidential Occupational Health review of any health disclosure, giving due consideration to requirements of the Equality Act 2010.

New recruits will not be set up on the Council's payroll if any one of these requirements has not been met to a satisfactory standard.

These steps are considered necessary to ensure the Council has taken all reasonable steps to attract candidates with the right knowledge, skills and experience and prevent unsuitable people joining the workforce as part of our safeguarding arrangements for adults and children.

Nottinghamshire County Council, is committed to the development of positive policies to promote equal opportunities in employment, regardless of race, disability, gender or gender reassignment, religion or belief, sexual orientation, age, pregnancy or maternity, marriage or civil partnership or trade union membership status.

2. Principles

- All appointing officers will have undertaken relevant training to ensure fairness and consistency
- It is recognised that selection processes may vary in order to respond to the needs of the business, the nature of the skills and labour markets and differing job requirements
- The aim of the recruitment process is to recruit the person who is the most suited to a specific role. Prior to recruitment, managers are expected to have reviewed the job description and employee specification to ensure they accurately reflect the main purpose

of the role, the main tasks to undertake and to describe the scope of the role and how it fits into the overall structure

- Priority consideration for redeployment will be given to people whose employment is “at risk” for reasons of redundancy or defined health reasons
- Particular attention will be placed on recruiting apprentices to meet new legal requirements from April 2017 onwards. An assumption will be made that all roles will be considered as suitable to be filled by apprentices unless there is a clear reason not to. This principle is reflected in the revised Vacancy Control Decision Process and any exception requires sign off by the relevant service director
- Any applicant with the protected characteristic of disability as defined under the Equality Act 2010 and in accordance with the our commitment to equal opportunities, should be shortlisted for interview where:
 - they satisfactorily meet all the essential shortlisting criteria
 - they satisfactorily meet all the essential shortlisting criteria taking into account any reasonable adjustments which can be made.

Candidates for any role with the Council will have their attention drawn to a range of commitments made by the Council which seek to build our reputation as an employer of choice. These include:

- Our safeguarding statement in respect of adults and children’s
- Armed Forces Covenant
- Dying to Work CharterCurrent listing on Stonewall Index

(insert link to recruitment landing page – under development)

Nottinghamshire County Council operates an electronic recruitment system which defines the process for all applicants.

Advice is available on job design, job evaluation, recruitment tools and linked procedures from your HR Business Partner **(insert link)**