

# Ryedale District Council

## Recruitment Policy - Framework and Guidance

Date issued: tbc

### 1.0 Overview

This policy and guidance aims to provide practical advice to managers on the recruitment process within Ryedale District Council (RDC). The aim is to attract talented staff who possess the appropriate skills and abilities to deliver great services for the residents and visitors of Ryedale. This policy sets out how to recruit staff in a fair, equitable and legally compliant way, whilst also being effective and efficient.

It is intended as an overview and links to further information will be detailed where relevant.

### 2.0 Recruitment context

The Ryedale District has a critically scarce labour market, largely due to rural demographics but combined with low unemployment, high cost of living and limited transport links. There are also national skills shortages which lead to some sectors being particularly difficult to fill. With these challenges in mind recruiting managers need to recruit pro-actively and have possible workforce solutions should they receive an unexpected resignation.

### 3.0 Workforce planning

Given the challenging demographics and scarce talent it is important that Managers build and develop pipelines for talent prior to the need to recruit. The following should be considered as means of developing new talent and future recruits, for further details please liaise with HR;

- Hosting work experience placements
- Employing an apprentice
- Employing a Graduate
- Hosting a Graduate summer placement
- Open days

Your service should also have a training plan in place for existing staff, outlining the approach to training and supporting existing staff development.

### 4.0 The recruitment process

Recruitment and selection must be fair, effective, robust and safe to build and maintain an effective workforce and work within legal duties. A Process Map for Recruiting Managers is provided in [Appendix xx](#)

#### Prior to the need to recruit

Managers must have read this Recruitment Policy in addition to the Safer Recruitment Policy. All Recruiting Managers should have completed the online Safer Recruitment and Selection training prior to commencing the recruitment process.

Managers should consider when a member of staff is leaving whether they need to replace the role 'like for like' or whether duties of the role could be fulfilled in an alternative way. This type of rationalisation should take place prior to commencing a recruitment process to ensure that service delivery remains up-to-date and effective. Reflect on the role and the service. Consult other members of the team as they may identify more effective ways of working and these should be explored in the first instance.

Managers must also review the job description and person specification at this stage to ascertain if there is a need to revise the document and have the role re-evaluated (please see below).

#### **4.1 Considering recruitment**

Managers need to reflect on prior considerations with regards to whether there is a need to replace the role 'like for like', if a new recruit is sought the following process should be followed.

- Ensure the job description and person specification accurately reflects the role you are recruiting to. The job description should outline key duties, responsibilities and relationships, it includes a person specification to provide information on the areas of knowledge, experience, skills, behaviours and qualifications that are required. A service and job specific context statement helps add depth to the overarching accountabilities contained within the job description. If you need to make updates to the roles and responsibilities please ensure that you contact HR to discuss the nature of the changes, the extent of which may determine next steps. If you're recruiting to a new role and don't yet have a job description, please discuss with HR and they will advise on the job evaluation process.
- Obtain authorisation to recruit from Strategic Management Board prior to advertising by completing an Authorisation to Recruit Form [Appendix xx](#)
- Consider whether there is a need to advertise initially as internal only. This is recommended if you believe there is talent in the organisation with whom it would provide a development opportunity for. If you wish to pursue as an internal advert only, please see guidance in section 6.0 below.

#### **4.2 Internal Recruitment Process**

All vacancies that are deemed to be suitable for an internal only advert must be posted on the internal Ryedale Intranet (BOB) for a period of approximately a week. This ensures fairness and equality across all RDC employees.

To post the details as an internal only advert on Ryedale Intranet please email a Vacancy Media Order Form ([Appendix xx](#)) to Employment Support Service, ensuring you tick the box to confirm if the vacancy is 'Internal Only?' Please consider that your vacancy might not be posted until up to 24 hours after submission so bear this in mind when planning time-scales.

Internal applicants will be able to view the vacancy on the Ryedale Intranet (BOB) and submit an online application.

#### **4.3 External Recruitment Process**

Once you have completed the initial preparations outlined in 3.2, Managers need to plan the recruitment timeline prior to developing the advert.

In such a challenging recruitment market it is paramount a positive candidate experience is at the forefront. To engage candidates and minimise the risk of withdrawals, or of candidates securing other job offers prior to your interview its important the recruitment process is completed swiftly. Planning in your interview date and organising panel members as a starting point ensures you have this secured and the process can work backwards from this date.

The time-scales below are recommended.

Planning; Recruitment timeline;

- Interview date; aim to have between 7 – 10 working days from your shortlisting date to the interview date
- Shortlisting; aim to shortlist within 2 working days of the job advert closing
- Advertising period; A minimum of two weeks is recommended, up to three weeks

The external recruitment process is currently administrated by North Yorkshire County Council's (NYCC's) Employment Support Service Recruitment (ESSR) Team. This team will complete the administration element of the recruitment process e.g. posting the advert, collating applications, inviting candidates to interview and obtaining clearances. Managers are encouraged to maintain direct contact with candidates at all stages and especially following shortlisting whereby you may need to follow up with a candidate to ask questions, ask them to return ID or even provide a personal invite to interview by telephone (in addition to the email invite ESSR send to them).

NYCC's Resourcing Solutions Team are a separate team to ESSR and provide specialist recruitment advice and guidance on how to engage and reach talent.

#### **4.4 Advertising**

Once the recruitment timeline has been set, Managers can proceed to write the recruitment advert.

The job advert should be engaging and attractive to potential candidates, balancing the benefits of the role alongside an explanation of what the responsibilities of the role are and describing why RDC is an excellent employer. Template job adverts are available on the Intranet in the recruitment section.

To be compliant with the Equalities Act managers must avoid reference to any statements that could directly or indirectly discriminate against people who may possess a Protected Characteristic. Additionally, job adverts should avoid any statements relating to number of years' experience and wording describing candidates that could be viewed as discriminatory. To ensure fairness and equality your advert should only state genuine occupational requirements (GOR) were it is lawful to treat people differently when recruiting, the requirement must be crucial to the post and not merely one of several important factors. An example; A women's refuge may want to say that it should be able to employ only women as counsellors. Its client base is only women who are experiencing domestic violence committed by men. This is likely to be a genuine occupational requirement.

Managers can take positive action to increase attraction of a certain demographic with a protected characteristic in their team. You should not however take actions that could be regarded as preferential treatment of a minority group over those of a majority group, this would be viewed a Positive Discrimination which is illegal. For example, choosing to appoint a candidate due to their gender to address a team gender imbalance is not legal.

Once the advert is written Managers need to complete a vacancy media order form (**Appendix X**) and send to Employment Support Service Recruitment (ESSR). Please allow a full working day for your advert to be posted and ensure this is built into your recruitment timeline.

Job adverts will be administrated by ESSR and will be placed on the following media as standard;

- NYCC Jobs [www.nyccjobs.co.uk](http://www.nyccjobs.co.uk)
- Ryedale District Council Jobs Board [www.rdcouncil-jobs.com](http://www.rdcouncil-jobs.com)

- Many jobs will usually also appear on Indeed.co.uk who voluntarily pick up jobs from the NYCC jobs page and copy them across to Indeed.

### **Additional Media Advertising**

In order to evaluate the need and reduce unnecessary costs, all requests for external paid for media advertising will be reviewed by the Resourcing Solutions Team. The Vacancy Media Order Form has a section for Managers to request; **Resourcing Solutions referral required for Specialist advertising?**

*If Yes is selected it will be referred to the Resourcing Solutions Team who will make contact to discuss. Please note that additional media advertising will only be considered for hard to fill or specialist vacancies. The Resourcing Solutions Team have existing media relations and can secure preferential rates.*

### **4.5 Shortlisting**

Vacancies close at midnight by default on the closing date. Within 24 hours or the next working day following the closing date the ESSR team will email applications to the Recruiting Manager. These applications will be anonymous to ensure equality across candidates.

Shortlisting should take place 1-2 working days after the closing of the job advert. The short listing must be undertaken by a minimum of 2 members of staff including the manager. You must be able to evidence objectivity and equitability in your decision making and in order to do this it is recommended you record your decisions to a Shortlisting Decision Making grid ([Appendix x](#)). Identify the essential criteria from your Job Description and transfer across to the Shortlisting Decision Making grid. You may wish to consider 2-3 key factors that are particularly needed by your service/team at this point in time and these could be the ones that you weigh more heavily to aid in the scoring of candidates.

Upon completion of shortlisting Managers should complete the Shortlisting Results Form and return by email to ESSR within 24 hours of finishing the shortlisting.

If a candidate has made a declaration under the Rehabilitation of Offenders Act 1974, they must be treated fairly and not automatically disregarded. All candidates who meet the essential criteria, regardless of convictions declared, should be invited to interview where the nature of any convictions can be explored further. You must treat all declarations confidentially. The exceptions where an applicant may have to declare spent cautions and convictions are listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, this includes roles which are in Regulated Activity. Please contact HR if you have any queries relating to this.

Due to volume of applications received RDC do not guarantee the provision of feedback to applications that have not been shortlisted. However, managers are encouraged to do so where possible to create a positive impression of RDC as an employer and encourage future applications.

Applicants have the right to request to see any notes or documentation relating to the short listing of their application. Applicants can do this through a Freedom of Information request (also referred to as Subject Access Requests) through data management services. Managers should retain shortlisting notes/forms for 6 months following the shortlisting decision.

Upon receipt of your shortlisting results form, ESSR will email an invite to interview to the candidates and they will also send you the candidates full application form, including their name and contact details. You are encouraged to contact the candidate to thank them for their

application, advise they will receive a formal invite to interview by email but express your interest in meeting them.

#### 4.6 Assessing and selection

Interviews should be conducted by a panel of at least 2 members, usually not more than 3 and where possible, the panel should be as diverse and inclusive as possible, include a mix of male and female representatives, represent different ethnicity and age groups where possible. All members should be adequately trained, and the Lead Panel member must have completed the mandatory Safer Recruitment & Selection and the Equality and Diversity online learning packages.

Interview questions should be prepared in advance. Competency based interview questions are recommended as the best predictor of future performance is a candidate's previous behaviours. An example interview question bank is available on BOB.

The candidate should be scored throughout the interview (a template for interview decision making is available on BOB). It is the manager's responsibility to retain sufficient records to justify their objective decision making if challenged. It is important that only the skills/behaviours which appear in the job description/person specification are assessed. The marking system should be agreed beforehand and applications should be scored separately by panel members before a final mark is given. If a candidate cannot attend an interview face to face the manager can offer to conduct it remotely but if appointed, the candidate will need to provide necessary documents prior to their start date.

It is a legal requirement to ensure that all candidates have documentation providing proof of their right to work in the UK prior to employment. A list of acceptable evidence is available here;

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/774286/Right to Work Checklist.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf)

It is the recruiting manager's responsibility to verify this documentation at interview. The person verifying the document should add "Verified as true copy of original on xx/xx/xx (insert date)" to the copied document. It is also a requirement to ensure any essential qualifications, memberships of professional bodies and DBS documents (where applicable) are provided and verified at interview. **Upon completion of the interview, documents for the successful candidate(s) must be sent to Employment Support Services Recruitment who will audit and check that the documents are compliant.**

#### 4.7 Assessments and testing

Any assessments used as part of the decision making/interview process must be objective and fair. They must not provide an unfair disadvantage to any candidates e.g. internal candidates. It is recommended that you speak to Resourcing Solutions, who have qualified Occupational Assessors in the team, about assessment options if you feel these are needed to aid your recruitment. A range of 'off the shelf' assessments are available and these often have guidance on adaptations for candidates who declare a disability, which you may not be able to provide objectively if you design your own assessment. Please contact the Resourcing Solutions Team for further info and costs.

#### 4.8 Decision making

It is essential that only objective information is used in the decision making process and those decisions are justified, fair and evidence based. The panel should be able to demonstrate that they have acted proportionately. It is the responsibility of the chair of the interview panel to

demonstrate that discrimination has not occurred and not for the applicant to prove that it has, should there be any challenges.

The candidate with the highest score should usually be appointed however another candidate may be appointed if it can be evidenced they would be a more suitable fit for the team; this must be objectively justifiable. If a candidate does not meet a pre-determined benchmark, this does not mean they are not appointable. If the manager can see that they **could** meet the requirements of the role within their probationary period with support, then you are able to appoint.

It is entirely acceptable not to appoint – selecting the best candidate for the role is essential and managers should not feel compelled to appoint a less than satisfactory candidate regardless of the demands of the service.

On completion of all interviews, the successful candidate(s) must be informed of the outcome within 1 working day and the successful candidate(s) should be advised that the offer is subject to satisfactory clearances.

Candidates that have not been successful should be notified of the outcome within 2 working days of the interview. Managers should offer to provide feedback, though the feedback can be arranged to be provided at a later date, though no later than 10 days after the interview as to avoid any negative perceptions of the organisation. Though the candidate might not be suitable for the role they initially apply for, they could be suitable for other roles in the Council and if they have had a good experience they will consider applying for the Council again. Recruiting managers should therefore be able to provide solid, encouraging and constructive feedback.

#### **4.9 Employment checks and clearances**

No employee will be authorised to commence employment until **all** appropriate employment clearances have been fulfilled, including:

- Evidence of eligibility to work in the UK

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/774286/Right\\_to\\_Work\\_Checklist.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf)

- Two References; at least one of these must be from the present or most recent employer)
- Health declaration
- DBS clearance (if applicable to the post)
- Evidence of any qualifications which are a legal requirement of the role
- Evidence of any membership to professional bodies which are a legal requirement of the role

When contacting the candidate to make the conditional offer of employment, if the candidate accepts you should advise them that they will receive a conditional offer by email and will be asked to complete a health questionnaire, ask them to do this as soon as possible. Advise that their referees will now be contacted and ask that they contact their referees to forewarn them and encourage them to complete quickly as possible so they can start as soon as they are able to. The manager may consider withdrawing the conditional offer based on the inability to gain satisfactory clearances. We recommend that manager take advice from Resourcing Solutions before doing so.

Managers should obtain a minimum of 2 references, as a minimum one of which must be from the current or most recent/relevant employer. If the references obtained are considered

unsatisfactory the manager may decide, with the applicant's permission, to seek further references to consider the position further. It is the manager's responsibility to decide if the reference is satisfactory. Any serious matters, recent or unresolved issues must be explored further by the recruiting manager with the referee and applicant. If the reference is obtained by telephone the manager's understanding should then be confirmed in writing to the referee as a record of the discussion.

In the event that the reference is unsatisfactory due to the level of absence, further advice from HR and Occupational Health should be sought. As a general rule, absences that would trigger RDC's attendance procedure would be deemed unsatisfactory, however care must be taken as some absence may be pregnancy or disability related which may require further consideration due to potential discrimination.

In some circumstances it may not be possible to obtain employment references, for example, when an applicant has not worked for several years, has never worked or has recently left education. In such exceptional situations, professional references must be obtained and the recruiting manager must assess the risk involved and where applicable ensure that appropriate alternative safeguarding measures are undertaken and/or put in place if the person is appointed. Professional references should ideally be sought from someone who has supported the individual in this capacity (e.g. Teacher, Lawyer, Doctor). In instances where efforts have been made to gain employment/professional references and a second reference has not been successfully obtained, a character reference may be provided as a second reference only (Non DBS posts only). In exceptional circumstances where no employment/professional references can be obtained please contact HR for advice.

The recruiting manager will be informed of the outcome of the health declaration and if any reasonable adjustments need to be made. Offers of employment should not be withdrawn for health related reasons without consultation with HR and Occupational Health.

## **5.0 New starter engagement**

Once all clearances have been received, ESSR will inform the recruiting manager, who must then contact the candidate to arrange a start date. Once the date is agreed with the candidate the recruiting manager needs to inform ESSR who will then start to create a contract for the candidate. The contract will be emailed to the Recruiting Manager who is responsible for checking it for accuracy and confirming this with ESSR. When this has been confirmed ESSR will then email the contract to the candidate and the candidate needs to accept this online via the portal. When ESSR receive confirmation of acceptance from the candidate they can then issue an employee reference number and set up the payroll record (a copy of which is emailed to the Recruiting Manager, so they will know when it has been issued). Therefore, the Recruiting Manager is responsible for prompting their candidate to review and accept the contract.

The majority of candidates will have to give notice to their existing employer and, depending on the role, there may be some delay between the candidate being appointed and starting in post. It is important to maintain contact regularly with the new appointee, providing them with any information that they need about RDC, their service, team and about their new role.

## **5.1 Agency workers**

There may be occasions where RDC may require the services of temporary agency staff. This should only be for short term, emergency requirements and not part of an ongoing workforce solution. In those emergency situations, agency worker's assignments can be arranged for a maximum of 8 weeks. If the service has progressed a vacancy to recruitment with view to filling

the position on a permanent basis through payroll, then an extension of up to a further 4 weeks may be available.

If your service needs to utilise agency workers, you will need to gain authorisation from a member of SMB in writing prior to making any requests. Once this has been confirmed please contact Resourcing Solutions who will speak to you about your service needs and where necessary, will negotiate terms, conditions and rates directly with agencies on your behalf. Services must not contact agencies directly to arrange supply.

## **5.2 Further Support**

If you have any further questions about the recruitment process or need some advice, you can contact Employment Support Service Recruitment Team on: 01609 532190 or [employmentsupportservicerecruitment@northyorks.gov.uk](mailto:employmentsupportservicerecruitment@northyorks.gov.uk)

For hard to fill or specialist resourcing advice contact our professional recruitment advisers Resourcing Solutions [resourcingsolutions@northyorks.gov.uk](mailto:resourcingsolutions@northyorks.gov.uk) or 01609 535585

## Appendix xx Recruitment Process Map for Recruiting Managers

Step 1: Recruiting managers should ensure they have completed the mandatory training on Safer Recruitment on the Learning Zone

Step 2: If the role is a new position, a job description and job evaluation will need to be completed. For all posts an Authorisation to Recruit Form (Appendix xx) needs to be completed and submitted to Strategic Management Board, once this has been approved you can proceed to recruitment.

Step 3: Plan your recruitment timeline, ensuring you have a date booked for interview and all panel members confirmed before you released your advert. You should plan for the following timescales;

Interview date (Determined by the time periods below)

Shortlisting to be at least 5 working days before the interview date, to provide Employment Support Service time to send out interview invites. Shortlisting should not be more than 8 working days before interview date

Shortlisting should take place within 2 working days of closing date

The advert should run for at least 10 days but ideally 2 weeks which would allow for 2 weekends. The maximum time an advert should run would be 21 days.

Step 4: Write your advert ensuring it promotes the benefits of the role to the candidate and doesn't just list all the things YOU need from them. If you'd like help writing adverts there are some template adverts on BOB, or you can contact Resourcing Solutions.

Step 5: Complete a Vacancy Media Order Form (appendix x) with all details of the vacancy e.g. working hours, type of contract and the advert and submit this to Employment Support Services Recruitment Team (ESSR) who are responsible for advertising.

Step 6: Once your vacancy is live, ensure you share details amongst your networks, encourage your teams to share and respond to candidate enquiries in a timely manner.

Step 7: The day after the closing date ESSR Team will forward anonymous applications to you. Please shortlist within 2 working days, a template for shortlisting decision making is provided in [appendix xx](#), you may wish to use this to record your decision making. Please complete and return the Notification of Shortlisting results form ([appendix x](#)) back to ESSR who will return the full applications to you for shortlisted candidates and organise the interviews. ESSR will send standard email communications inviting candidates to interview. You're encouraged to give candidates a call to congratulate them on being shortlisted and advise them they will receive full invite details by email.

Step 8: It is the recruiting manager's responsibility to arrange interview rooms or online interview platforms, plan interview questions, brief panel members and set and make arrangements for any necessary assessments. If your interviews are face to face you will need to consider who will meet and greet them at reception and take copies of their documents, this does not have to be a panel member and can be delegated to someone else who is available to copy and verify the documents. Eligibility to Work in the UK checks must be taken prior to start date, copies taken, verified as originals and dated. Details of appropriate documentation if available in the Recruitment Guidance and Framework.

Step 9: Within 24 hours of the interview the Recruiting Manager should telephone the favoured candidate and make a verbal conditional offer of employment. When they accept please check their referees details with them and ask them to prompt their referees and to look out for email confirmation of the conditional offer including a request to complete a health declaration. As soon as the candidate accepts please complete and return a Notification of Interview Results Form ([Appendix xx](#)) and send to ESSR and telephone the unsuccessful candidates to notify them of the outcome. If you are not able to provide feedback within the 24 hour period you should still contact unsuccessful candidates to advise them of the outcome and offer to arrange a feedback time the following week.

Step 10: You must maintain regular weekly contact with your candidate up to their start date, ideally by telephone to keep them engaged whilst the clearances are being obtained. ESSR will forward copies of references to you as and when they are received. Once ESSR notify you that all clearances are received you are responsible for contacting the candidate to mutually agree a start date. Please notify ESSR of the start date as soon as possible.



**This form is to be completed before any recruitment is undertaken.**

<b>Job Title</b>		<b>No of Hours</b>	
<b>Department</b>		<b>Contract Type</b>	
<b>Contract Length</b>		<b>Flexi Time</b>	Y/N
<b>Salary Band</b>		<b>Annual Salary</b>	
<b>DBS post? Y/N</b>		<b>No of vacancies</b>	

Key Details

<b>Has consideration been given to undertaking the post in a different way? E.g. amalgamating existing roles, filling part time instead of full time etc? Please provide detail of rationale;</b>				
<b>Is the job description and person specification accurately reflective of the role?</b>				
<b>What has this vacancy arisen?</b>				
Post holder resigned	Post holder retired	This is a new post	Post vacant as outcome of restructure	Other – please detail;

<b>Where is this being funded from?</b>	
<b>If funding is not from central budget, please detail where the funding is from, including details of any specific funding requirements i.e time limit?</b>	

<b>Signature of Recruiting Manager</b>	
<u>Name (sign and print):</u>	<u>Date:</u>
Name of post-holders line manager (if different from above)	

**Signatures should be sought in the order listed below**

<b>Signature of Finance Representative (Senior Accountant or Head of Finance only)</b>	
<u>Name (sign &amp; print):</u>	<u>Date:</u>
Base Salary PA:	
On-costs PA:	
Total Spend PA:	
Where is spend allocated from?	
Additional information:	

<b>Signature of Head of HR</b>	
<u>Name (sign &amp; print):</u>	<u>Date:</u>

<b>Additional Info (to be completed by HR or Finance)</b>	
Dept Budget Code	
Post Number	



**Vacancy media order form**

To be completed by responsible officer/manager, with a copy of the Job Description also attached to the email. Please return to:

[employmentsupportservicerecruitment@northyorks.gov.uk](mailto:employmentsupportservicerecruitment@northyorks.gov.uk)

**Advert details** – Please ensure you fill in all sections

<b>Post Title:</b>		<b>Location:</b>	
<b>Grade/Band/pay scale:</b>		<b>Salary:</b>	
<b>Hours per week:</b>		<b>Contract type:</b>	
<b>Internal only advert?</b>		<b>Yes / No</b>	
<b>Closing date:</b> <i>(Recommend Midnight on a Sunday)</i>		<b>Interview date:</b> <i>(See planning an interview guidance on BOB)</i>	
<b>Recruiting Manager:</b>	<b>Email Address:</b>	<b>Contact Number:</b>	
<b>Resourcing Solutions referral required for Specialist advertising: Yes / No</b>			<b>Budget Code:</b>
<b>Hearing Test required:</b> <i>If yes put in advert below</i>	<b>Eye Test Required:</b> <i>If yes put in advert below</i>	<b>Driving Assessment Required:</b> <i>If yes put in advert below</i>	
<b>Weekend working:</b> <i>If yes put in advert below</i>	<b>Night Time working:</b> <i>If yes put in advert below</i>	<b>DBS required:</b> <i>If yes put in advert below</i>	
<b>Recruitment Leadership Approval Date:</b>			
<b>Main text: (to include how to apply)</b>  This vacancy is advertised by North Yorkshire County Council on behalf of Ryedale District Council.  <i>Add your vacancy text here</i>			



**UNSUCCESSFUL APPLICANTS (Completion optional)**

**Note:** Please list the unsuccessful candidates below together with a narrative of the reason for not being short listed.

**Reason Code:**    **Qualifications**            **Experience**            **Other (specify criteria no.)**

<b>Candidate Ref No:</b>	<b>Reason Code:</b>	<b>Narrative:</b> (Explanation of reason for not being short listed)

Number of additional pages



Appendix x

**Notification of Shortlisting Results Form (Completion is essential)**

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\*Please note that at least one member of the interview panel needs to have undergone the Recruitment and Selection Training / Safer Recruitment Training\*

Post Title:

Vacancy ID No:

Recruiting Manager Name:

Interview Date/s:  
(Please provide 5 working days' notice for the Recruitment Team to action)

Available Interview Time (From/To)

Duration of each interview  
(mins)

Duration between interviews

Interview Location:  
(Provide full address including postcode)

Candidates to be invited to interview: **(Please note candidates will self-schedule between the times provided by you so they can pick which time slot best suits them)**

Candidate Number	Candidate Number	Candidate Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please confirm below any additional information for the candidate that needs to be provided in the invitation to interview letter (e.g. tests, presentation topic):

*(Alternatively, please attach any supporting documentation / wording / information to your email to be provided with the invitation to interview)*

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Please email this form to [employmentsupportservicerecruitment@northyorks.gov.uk](mailto:employmentsupportservicerecruitment@northyorks.gov.uk)

We will issue correspondence to shortlisted applicants via the email address stated on their application and we will confirm the interview schedule to you, including sending you the full applications for shortlisted applicants.

We will now reject all candidates that were not shortlisted.



**Notification of Interview Results Form (NOIR) (Completion is essential)**

Post Title:

Section:

Vacancy ID Number:

Candidate ID Number:

Successful Candidate Name:

Date of Birth:

Address:

Post code:

Telephone Number:

Email Address:

National Insurance Number:  
(if available)

**Post Information**

Annual Starting Salary:

 £

Grade:

SCP:

Hours per week:

Working Pattern:

Car Allowance:

Other Payments:

Contract status:

Established

Relief

Temporary

Fixed Term

If Fixed Term please state end date:

Criminal convictions declared:

Continuous Local Government Service

Cost Centre/Budget Code:

Please tick to confirm you have checked original documents and attached the verified and dated copies of these documents for the following;

Evidence of eligibility to work in the UK  
(See notes below for eligibility)

Proof of qualifications/ registrations  
(If applicable)

Completed identity check form   
Confirming details of verification of documents  
undertaken for DBS clearance (if applicable role)

Please confirm any other comments including any special conditions to be included in the offer letter / contract of employment;

Please email this form to [employmentsupportservicerecruitment@northyorks.gov.uk](mailto:employmentsupportservicerecruitment@northyorks.gov.uk)

Your conditional offer letter will be sent to the successful candidate and clearances will be commenced, these will be sent to you upon receipt. Once you have received all clearances, Recruitment will contact you to request a start date. It is the manager's responsibility to inform Employment Support Services of the agreed start date via email.

Please note: New starter information needs to be with Recruitment by the 05<sup>th</sup> of the month, this is to guarantee they will be setup in time for your payroll. If this deadline is missed it is the responsibility of the manager to make sure the employee is aware they will not be paid to the following month.

## Guidance for ID, Qualifications & DBS

### ID – Eligibility to work in the UK:

Option 1 UK Passport – Scan/copy the photo page and any page that has relevant details

If the applicant does not have a UK passport, then go to option 2

If the applicant does not have a passport, then go to option 2

Option 2 For UK nationals: Full length Birth Certificate (with at least one named parent) and proof of National Insurance (this needs to be an official document) – again both documents need to be dated.

If the names on the ID documentation are different to what the candidate is currently known as we would need a name linking document i.e. marriage certificate, deed poll, Decree Absolut.

If neither option is received then you would need to check the eligibility to work guidance to explore alternative routes of obtaining sufficient ID.

### Qualifications

Certified copies of qualifications, if applicable for the post or specified in the job description.

Top Tip: When using a scanner: Place a post it note on photocopier with 'verified original on xx/xx/xx and insert date', ensuring that it does not hide any information on the document. This records the date and verification without the need to copy/print and re-copy, saving paper and time.

### E-DBS Managers Verification Form

The application form for DBS clearance is completed online by the applicant and should be done so prior to interview. It is important you confirm with the applicant that they have done this and that you complete the appropriate checks on the supporting documentary evidence. This should be provided to you by the applicant at interview stage.

***Important: If the candidate has not yet completed their DBS application, please advise them to access the E-DBS application form via the link sent to them from ESS in their notification of the interview email and not through the main E-DBS application centre on the NYCC website ([www.northyorks.gov.uk/dbs](http://www.northyorks.gov.uk/dbs)).***

If this is wrongly completed it may cause delays. Please let the Recruitment team know if the candidate hasn't received the link to complete the application.

For the successful candidate, you will need to complete the E-DBS Managers Verification Form to provide confirmation that you have undertaken the evidence checks. You will then need to submit the verification form via the E-form on the link below

<http://www.northyorks.gov.uk/article/23289/DBS-information-for-managers>

## Ryedale District Council

### Safer Recruitment Policy

Date issued: tbc

#### Section One; Policy and Procedure Overview

##### 1. Policy Statement

Ryedale District Council (RDC) is committed to safeguarding and promoting the welfare of vulnerable groups including children, young people and adults and expects all staff and volunteers to share this commitment.

The Council is committed to ensuring all recruitment is undertaken fairly, effectively and safely in accordance with legislation. This policy provides a framework for recruiting managers to ensure that employees are suitable for the role they have been engaged to do and that appropriate pre-employment checks have been undertaken for employees.

Safeguarding is everybody's responsibility and effective recruitment and selection, including rigorous pre-employment checks, will help deter those who seek to harm vulnerable people from applying to work in our organisation.

The policy aims to support RDC to recruit the number and quality of employees required to meet the needs of the service within the available resources.

- Candidates will be treated with dignity and respect and will be assessed fairly and consistently, in line with employment legislation and the Council's policies and procedures.
- Selection will be on the basis of individual merit and ability, and assessed against the qualifications, skills and competencies required to do the job.
- Selection will always be carried out without discrimination – this includes making reasonable adjustments if needed to enable candidates to participate in the process without disadvantage.
- All appropriate pre-employment and safeguarding checks will be undertaken for both internal and external appointments.
- Recruiting managers will follow the procedure to ensure that all recruitment undertaken is based upon good practice and in line with legislation.

Manager's will ensure that all employees are made aware of this policy and RDC's commitment to it.

##### Section Two

#### Safer recruitment and selection procedures

##### 2. Features of Safer Recruitment

- an open culture, no secrets
- a belief that it could happen here
- clear procedures for reporting concerns about the behaviour of staff and volunteers towards children
- support for children and adults who do raise concerns and commitment to take action on any concerns raised
- a code of conduct that makes clear what is acceptable and unacceptable behaviour
- policies, procedures and code of conduct that are not just documents but are used, with people made being accountable for following them
- Ensuring staff complete relevant, regular training
- good induction and use of probationary periods

- a commitment from all who work there to safeguard and protect children and adults at risk and to maintain an ongoing culture of vigilance

## **The Safer Recruitment Process**

### **Stage 1 - Define the Role**

- Produce a job description and person specification
- Include in these skills, abilities, experience, behaviours and for roles working with children or adults at risk include attitudes/motivation towards working with these client groups
- Make clear the boundaries and expectations in terms of relationships with Children and adults at risk (cross refer to Staff Code of Conduct)

### **Stage 2 - Advertising**

- Include a clear statement regarding RDC's commitment to a safeguarding culture and the need for an Enhanced Disclosure and Barring Service check (DBS) disclosure, where applicable

### **Stage 3 - Application Forms**

Recruiting Managers should use the standard application form which requires a full and complete job history, accounting for any gaps in employment

- Do not accept CVs as part of the application process, only fully completed application forms should be considered

At shortlisting stage you will not receive any information relating to Criminal Convictions made on an application. Following shortlisting you will receive a candidate's full application which will include information about whether any criminal convictions have been made, where relevant. Where criminal convictions have been made you must continue to invite the candidate to interview.

### **Stage 4 - Scrutinise Applications and Shortlist**

- Ensure appropriate time is put aside for all members of the panel to shortlist
- Identify any gaps in the application or inconsistencies that you need to explore further with candidates at interview e.g. assess their reasons for leaving previously posts, suitability of their referees and gaps in employment.

### **Stage 5 Interviewing**

#### **It is good practice to;**

- Use supplementary questions to probe any gaps or vagueness in answers (these will be different for each candidate)
- Ensure questions ask candidates about their own experience rather than asking hypothetical questions, questioning experience is more likely to highlight any possible safeguarding concerns

During your selection activities you may hear things that would cause you concern and which you would then need to explore further with the candidate.

These may include:

- Lack or no understanding or appreciation of children's, young persons or adults at risk needs or expectations
- They appear to want the role in order to meet their own needs rather than the needs of children or adults at risk
- Vagueness about experiences and/or gaps on the application form or unable to provide examples to support their answers
- A maverick – unwilling to follow rules, procedures or work with others

## **Stage 6 – Pre-Appointment Checks**

The following pre-appointment checks must be carried out:

- Documentation proving eligibility to work in UK brought to interview and checked thoroughly (this is a statutory requirement)
- Original qualification certificates brought to interview if these are an essential mandatory requirement defined in the person specification
- Confirmation of membership of any affiliated/registered bodies where this is a statutory requirement
- Health Questionnaire issued to successful candidate to complete and return
- Disclosure and Barring Check undertaken for eligible posts, for the successful candidate
- All documents brought to interview must be originals and should be photocopied for all candidates
- Until all these checks have been carried out only a conditional offer of employment can be made. The offer should clearly state which satisfactory checks the appointment is subject to

## **Stage 7 Bring your new candidate on-board**

Once you have made an offer of employment and whilst all pre-employment clearances are being gained it is important you personally maintain regular contact with your candidate, a weekly call is recommended.

Not only does this help you to maintain candidate engagement and reduce the risk of them declining the offer, it also helps you to reinforce the organisations commitment to a safer culture which can be discussed and/or documents shared.

## **Stage 8 Creating a Safer Culture**

Managers should proactively promote a safer culture with their staff by;

- Completing a full induction with new staff, ensuring they are aware of RDC's commitment to Safeguarding
- Providing relevant training to staff, appropriate to their role

RDC will;

- publish our commitment to safeguarding, for example, by having posters in RDC's building and on the website
- Having a nominated member of staff responsible for Safeguarding
- Discussing safeguarding and child protection openly. Establish the belief that it can happen here.

## **Section Three; DBS Checks**

### **3. When are DBS checks required?**

In line with national guidance, only posts that meet the eligibility criteria for DBS checks can request a DBS check.

- Only posts meeting the definition of regulated activity are eligible for an Enhanced DBS check – a list of these posts in RDC is detailed in Appendix 1

- Only posts defined in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975, are eligible for Standard DBS checks, a list of posts in RDC that meet this are detailed in Appendix 1.

Posts that do not meet the eligibility criteria for a DBS check cannot apply for this as a clearance. Managers who have posts that are not eligible for a DBS check but do involve an element of work which may involve working with children, adults at risk or in an environment within someone's own home, should follow the Safer Recruitment process detailed in the Policy. They should also complete a risk assessment to evidence the measures they have put in place to safeguard service users from harm. An example risk assessment is provided in Appendix 3.

#### Positive DBS checks

In instances where a Recruiting Manager is notified of a positive hit on a DBS they will need to follow the RDC DBS Positive Disclosure Process, see Appendix 2.

A positive disclosure does not necessarily mean that an individual cannot work in the role to which they have applied. The information provided on the DBS, combined with other factors will be considered by a nominated DBS Decision Maker.

This document provides general guidance and does not cover all aspects of recruitment and selection or other employment practices. It is intended to supplement and enhance RDC's existing recruitment and employment policy and processes. [Add the link to the Recruitment Policy.](#)

### Appendix 1

Post	Type of check
Senior Housing Specialist	Enhanced (Child and Adult workforce with Barred Lists)
Housing Support Assistants Derwent Lodge (Including relief posts)	Enhanced (Child and Adult workforce with Barred Lists)
Housing Support Officers - Derwent Lodge	Enhanced (Child and Adult workforce with Barred Lists)
Supported Lettings Officer	Enhanced (Adult workforce without Barred List check)
Housing Pathway Coordinator	Enhanced (Adult workforce without Barred List check)
Solicitor (Required at entry to profession)	Standard
Chartered Accountant or Certified Accountant (required at entry to the profession)	Standard

### Appendix 2

#### Ryedale District Council

#### DBS Positive Disclosure Process (DBS posts only)

In instances where notification of a positive DBS is received for an applicant, RDC will follow the following process to confirm if the individual is suitable to work in the role they have applied for.

- Applicant is made a conditional offer of employment by the Manager, following interview
- Manager returns Notification of Interview Results Form to ESS
- ESS issue clearances, including DBS check, individual completes DBS form and Manager completes Verification Form (both forms need to be completed before the DBS can proceed)

- ESS receive notification that a candidates DBS is positive and notify the Manager
- Manager contacts candidate and arranges a convenient time to meet them to bring their DBS certificate. Manager meets candidate to explain that the they have been notified that the DBS has been returned positive and at this stage this needs to be considered alongside the role they have applied for, to determine if the employment can proceed. Allow opportunity for candidate to talk about their positive DBS.
- Manager copies DBS certificate and makes notes to summarise if the applicant;
  - o Declared the conviction on their Application
  - o Declared the conviction at Interview
  - o Offered any further information about the offence when they brought in their DBS certificate.
- Manager should send the above notes, a copy of the DBS and a copy of the Application Form to RDC's nominated DBS Decision Maker HR Business Partner Emma Lawer [emma.lawer@northyorks.gov.uk](mailto:emma.lawer@northyorks.gov.uk)
- Emma Lawer will respond to the Manager to confirm if the employee has been passed or rejected to work, recording the decision made on a relevant form.
- Manager notifies ESS of the decision, returning a copy of the DBS and the decision made and standard process applies to confirm or withdraw the offer of employment.