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EMPLOYMENT ZONE Conditions of Service – Recruitment & Selection

Our recruitment and selection process is designed to attract, select and appoint the best candidates from the widest possible range of backgrounds.

It demonstrates our commitment to diversity, fairness and excellence, and supports our policy of equal opportunity for all.

For further information, employees and managers should read the following documents:

- [Recruitment and Selection Policy](#); and
- [Recruitment and Selection Toolkit](#).

1.0 Equal opportunities

Our [Equal Opportunities Policy](#) states that we will not discriminate on the grounds of:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.
- social background

Employment of disabled people

We also guarantee to interview all applicants who tell us they have a disability, if they meet the minimum criteria for a job vacancy. The fact that a person is disabled, will not prevent their employment, provided they meet the requirements of the job.

For more information about this, employees and managers should read the following documents:

- [Employment of Disabled Persons' Policy](#); and
- [Code of Practice on the Employment of Disabled People](#).

2.0 Advertising Vacancies

We normally advertise all vacancies both internally and externally.

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One exception is where we've recently advertised a vacancy, and another one becomes available at the same grade, and in a similar function, shortly afterwards. If the time period is less than 8 weeks from the first vacancy's closing date, the Head of Service may decide not to advertise again, but instead revisit the applications for the original post.

Vacancies for senior posts, including Executive Directors, Service Directors and Heads of Service will be filled on the instructions of the relevant Committee. The 'Appointment of Senior Officers' Committee' may appoint certain posts, particularly within the Leadership job family.

When we advertise a post, we use information from our [role profiles](#) and [pay and grading structure](#), which provide potential candidates with:

- a broad overview of the post;
- what skills, experience, knowledge and competencies are required; and
- the potential salary they could earn.

We also confirm where the post will be based, and whether there are any specific conditions attached to it, such as part-time hours, shift work, and so on.

Applicants will be appointed based on their knowledge, skills, competencies and qualifications (if appropriate), and their ability to meet the requirements of the post, as outlined in the person specification and relevant role profile.

3.0 Before Appointment

Qualifications/membership status

Specific qualifications, practical experience, or membership of a particular body will be essential requirements for some roles, and may enhance the salary grading of an employee. Where this is the case, the recruiting manager must ask the applicant for evidence of their qualifications or experience. This needs to happen before any firm offer of appointment is made.

Where progression through the grade is dependent on membership of an appropriate professional body, it's up to the employee to maintain full current membership status. If they don't, it could lead to progression being restricted. Heads of Service need to check this membership status, on an annual basis.

Criminal convictions

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 provides a system in which a person with a criminal conviction may 'wipe the slate clean' of their criminal record. This applies in certain circumstances only,

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and after a suitable period of rehabilitation. For recruitment purposes, the person is treated as if they'd never been convicted at all.

The rehabilitation period, and whether or not the conviction can be rehabilitated, depends on the length and type of sentence imposed.

If a person has been convicted of an offence and has served a sentence of 30 months or less in custody, they may be treated as if the offence had never been committed.

This means that applicants may be entitled to withhold information on a criminal conviction on the grounds that it's 'spent' or forgotten following a period of rehabilitation as detailed under the Act. However, a sentence of more than 30 months in custody can never become 'spent' and must be declared.

Under the Order, there are circumstances where information about both 'spent' and 'unspent' convictions must be disclosed. Any applicant who applies for a post covered by this Order is not entitled to withhold information about previous convictions on the grounds that they're 'spent' or forgotten. This applies to many posts within the Council.

Details of whether a post is covered by the Order can be obtained from Service HR.

Employment/disclosure of relatives

If an employee is related to an Executive or Service Director, they won't normally be offered an appointment in their Service. Any exception would need to be agreed by the Executive Director, Corporate Services, or the Chief Executive, and have the prior consent of the Service committee, where appropriate.

Similarly, employees must not be interviewed for a post by a relative. If such a relationship exists, the interviewing manager must tell their Service HR team, before the interview is due to take place.

Canvassing

A member or employee of the Council is not allowed to request or recommend that someone should be appointed to a post.

Likewise, they are not allowed to 'canvas' other employees or members about the appointment (directly or indirectly), as this will lead to the applicant being disqualified from applying.

This is to make sure that the Council meets its commitment to equality of opportunity for everyone.

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However, an employee can still give a written statement of the candidate's ability, experience or character, as part of the candidate's application for employment.

Medical requirements

Successful candidates will be required to complete a medical questionnaire in circumstances where they:

- have been offered a care related role, such as caring for children or vulnerable adults; or
- will be undertaking a high risk position, such as lone working, night working or where they are exposed to vibration; or
- have a disability which may affect their ability to do the job.

The assessment of the questionnaire will be undertaken by one of our nominated, registered, medical practitioners.

4.0 On Appointment

Written Statement of Terms and Conditions of Employment

When a person accepts an offer for a post, they will be issued with written particulars of terms of employment, in line with the Employment Rights Act 1996.

This will give details of:

- the job family and role profile that the post is assigned to;
- the individual's contracted pay, including details of any non-core payments;
- the individual's pay frequency - which will be either weekly, fortnightly, or four-weekly.

The individual should receive their written statement before they start, but if this isn't feasible, they should be issued with it as soon as possible afterwards.

Pay and progression

Appointments will normally be to the Entry point of the grade. However, Heads of Service have the discretion to appoint to any point on the grade.

Progression through the grade will normally be on the anniversary of the date of employment, or appointment to the post.

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