

# GLASGOW CITY COUNCIL

## RECRUITMENT AND SELECTION POLICY

Glasgow City Council is an Equal Opportunities employer. The aim of the Council's Recruitment/Selection Policy is to ensure that the Council select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on the grounds of age; disability; gender re-assignment; marriage and civil partnership; race; religion or belief; sex, sexual orientation, pregnancy and maternity or social background.

The Council will achieve the aims of the Recruitment and Selection Policy by:-

1. Ensuring that vacancies reach as wide a pool of potential applicants as practicable.
2. Ensuring that there are clear job descriptions and objective person specifications for every job.
3. Ensuring that the procedure and code of good practice for recruitment and selection for appointment or promotion, is followed by every Manager, Supervisor and Employee involved in recruitment and selection.
4. Ensuring that all staff involved in the recruitment and selection process are given adequate training on the Council's Policy and Procedures and their responsibilities.
5. Monitoring/Reviewing its policy and procedures to ensure that unlawful and unfair practices are not introduced.
6. When appropriate as determined by monitoring procedures, take positive action to make this policy fully effective including steps to encourage applications from under represented groups i.e. women, black and ethnic minority groups and people with disabilities.

7. **Implementation**

Responsibility for advising, developing, implementing and monitoring this Policy lies with the Executive Director of Corporate Services. Day to day operation of the Policy is the responsibility of Executive Directors who will nominate a Senior Officer to ensure that the Recruitment and Selection principles and procedures are adhered to and provide advice and support within their service.

8. **Employment of Disabled Persons**

All applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

9. **Complaints**

Complaints of unfair treatment during the recruitment and selection process will be dealt with in line with the appropriate complaints procedure, details of which should be made available to all applicants as part of the recruitment package.

In the first instance the Chairperson of the selection panel should deal with the complaint, however there may be situations where this will not be appropriate and the manager may wish to seek advice from the Service HR and/or Corporate HR.

This policy is in accordance with the Equality Act 2010 and various codes of practice.