

HR & OD POLICIES

human resources and organisational development



Recruitment and Selection Policy

1. POLICY OBJECTIVES

Aberdeenshire Council is committed to attracting the best candidates and recruiting the highest calibre of employees. Recruitment and selection will be undertaken in an environment of continuous improvement to ensure a modern, relevant and efficient process. Work is undertaken to ensure candidates continue to find Aberdeenshire Council to be an attractive employer.

People are the Council's most important resource and it is therefore vital that the recruitment and selection process whilst being fair, efficient and cost effective also ensures that the most suitable candidates in terms of behaviours, skills and knowledge are being employed in order to maintain a motivated workforce delivering high quality services in line with the Council's objectives, values and aims.

A process for recruitment and selection monitoring is also incorporated into the Recruitment and Selection Procedure in order to provide a positive framework within which applicants are given every opportunity to demonstrate their abilities regardless of:

- Age
- Disability
- Gender Re-assignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and/or belief
- Sex
- Sexual orientation

The procedure provides a clear guide in order to ensure a consistent, high standard of recruitment and selection practice.

2. POLICY STATEMENT

Aberdeenshire Council is committed to adopting a fair and consistent approach in its Recruitment and Selection Procedures whilst ensuring the employment and retention of a high quality and motivated workforce.

In accordance with the Council's Equality Policy, the procedures will promote equal access to jobs, good personnel practice and compliance with employment legislation. All candidates will be given the opportunity to demonstrate their abilities in a fair and equitable manner.

The Council is committed to ensuring that all employees involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met.

3. SCOPE OF POLICY

This procedure will apply to all employees of the Council covered by the following National Schemes of Conditions of Service:

- SJC for Local Government Employees
- SJNC for Local Authorities' Service Craft Operatives
- SJNC for Local Authorities' Service Chief Officials
- Scottish Negotiating Committee for Teachers (SNCT)

4. RELATED LEGISLATION

This policy links to other associated policies, agreements, legislation and procedures including:

- Equality Act 2010
- Sex Discrimination Act 1975 (as amended)
- Disability Discrimination Act 1995 (as amended)
- The Disability Discrimination (Public Authorities) (Statutory Duties) (Scotland) Regulations 2005 (as amended)
- The Human Rights Act 1998 (as amended)
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (as amended)
- Rehabilitation of Offenders Act 1974 (as amended).
- Protection of Vulnerable Groups (Scotland) Act 2007

Recruitment and Selection

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Policy

Revision Date	Previous Revision Date	Summary of Changes
31-01-2008	-	Creation of all Documents
01-04-2011	31-01-2008	Equality Act 2010 added
13-07-2020	01-04-2011	Policy and Procedure reviewed and updated