

NON EXEMPT

EAST HAMPSHIRE DISTRICT COUNCIL & HAVANT BOROUGH COUNCIL

Meetingbody: Joint HR Committee

6 December 2017

SUBJECT: Recruitment Procedure - EHDC
Reportof: Michelle Wakefield, HR Business Partner

Report No

FORDECISION Yes

Portfolio: Governance & Logistics:

Key Decision: Not Applicable

1.0 Purpose of Report

- 1.1 This report provides Joint HR Committee (JHR) with a proposed amendment to the East Hampshire District Council (EHDC) Recruitment Procedure.
- 1.2 The proposed amendment will ensure that there is a consistent approach to opportunities for employment with both Councils.

2.0 Recommendation

- 2.1 For JHR to approve the attached procedure for EHDC.

JHR Committee Terms of Reference require new procedure aims in respect of staffing matters to be approved. As such, this procedure is being tabled at this JHR Committee meeting for approval.

3.0 Introduction

- 3.1 Currently there are two schemes available to EHDC to support particular groups who may be disadvantaged by competitive recruitment processes. The two schemes are:
 - Disability Confident Scheme, and;
 - Guaranteed Interview Scheme for Veterans

Both schemes entitle applicants from the respective groups to an interview, where applicants demonstrate that they meet the essential criteria stated within a person specification. Both schemes have been adopted by Havant Borough Council (HBC). Appendix 1 provides information on the Veteran's Scheme in

operation at HBC. Appendix 2 gives generic employer information regarding the Disability Confident Scheme. HBC operates at Level 2 of the scheme.

4.0 Subject of the report

- 4.1 The two schemes provide EHDC with an opportunity to attract a wider pool of candidates for job roles, where vacancies are advertised externally. Adoption of the two schemes also demonstrates the Council's commitment to providing employment opportunities, enhancing the Council's reputation as a good employer.
- 4.2 The Council may therefore wish to amend the existing Recruitment Procedure and include a statement as follows; *The Council may recognise a scheme that supports the recruitment of certain groups, for example, the disability confidence scheme or a covenant to support the recruitment of ex-Service Personnel. Under these types of scheme any candidate who meets the essential requirements for the post which they have applied for is guaranteed an interview. For further information on schemes in operation by the Council, please seek advice from HR.*

5.0 Implications

5.1 Resource

Capita's HR resource will be required to implement the procedure effectively in conjunction with line managers.

5.2 Financial

There are no financial cost implications to the Councils in the implementation of this procedure.

5.3 Legal

There are no legal implications associated with this item. Both schemes are voluntary schemes.

5.4 Strategy

The adoption of the schemes is intended to ensure that Council is able to recruit the most appropriate candidate for the role, thereby contributing to the efficient operating of the Councils.

5.5 Customer access

None to report.

5.6 Risks

There is a risk that the Council does not encourage applications from the widest possible pool of candidates, thereby limiting the pipeline of talent into the Council.

A large number of public sector organisations have adopted beneficial schemes for disadvantaged groups. In the event that the Council chooses not to adopt the two schemes, this may create reputational risks for the Council.

5.7 Communications/Public Relations

The procedure will need to be communicated to all staff and managers. Recruitment information will need to be amended to communicate the adoption of the schemes for candidates.

5.8 East Hampshire/Havant

An amendment to the EHDC Recruitment Procedure as proposed will harmonise the procedure across both Councils.

6.0 Links to other projects

The development and implementation of harmonised procedures supports the transfer of HR services to Capita HR Solutions.

7.0 Conclusions

7.1 Incorporating the two schemes into the Recruitment Procedure will enable the Councils to access a wider pool of talent, and provide individuals with access to employment opportunities.

8.0 Recommendations

8.1 For JHR to approve recognition of the Disability Confident Scheme and Guaranteed Interview Scheme for Veterans, for EHDC.

Agreed and signed off by:

Deputy Monitoring Officer:	30 November 2017
Head of OD:	28 November 2017
Section 151 Officer:	30 November 2017

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Appendix 1

HBC Guaranteed Interview Scheme for Veterans

Guidance on the Guaranteed Interview Scheme for Veterans

Havant Borough Council (HBC) recognises it has a role to play in helping those leaving the Armed Forces (veterans) fulfil their potential in civilian life. Veterans can find making the transition to civilian life extremely challenging, particularly in finding and securing lasting employment. To support this, the Council have introduced a Guaranteed Interview Scheme for Veterans.

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1.0. Scope

- 1.1 The Guaranteed Interview Scheme for Veterans will operate for all external recruitment.
- 1.2 **Please note:** This scheme has no bearing on redeployment, redundancy selection or internal reorganisations.

2.0 Equal Opportunities

- 2.1 HBC is an equal opportunities employer and recognises that a diverse workforce, coming from all sections of the community, can improve services by offering differing skills, experiences, backgrounds and cultures. HBC also recognises the Disability Confidence scheme.
- 2.2 HBC is committed to support the armed forces community in the Havant Borough area, including all serving and former members, reservists and their families. The Guaranteed Interview Scheme for Veterans stems from this commitment.

3.0 What are the benefits of the Guaranteed Interview Scheme for Veterans?

- 3.1 This Scheme has a number of benefits, including the following:
 - Veterans can bring valuable transferable skills and qualities into the organisation, such as:
 - Communication skills
 - Organisational skills and commitment

- Problem solving and adaptability
 - Leadership and management skills
 - Health and safety / security awareness
 - Team working skills
- The Scheme may provide the recruiting manager with a wider selection of candidates to appoint from, using the essential criteria listed on the role profile.
 - It will assist veterans to overcome barriers in finding civilian employment.
 - It will help reduce the risk of veterans developing health and welfare problems as a result of long term unemployment.
 - It will contribute to the achievements of the Council's Economic and Later Life priorities, specifically in relation to developing an appropriately skilled workforce, and ensuring financial security and independence in later life.

4.0 What is a Veteran?

4.1 A Veteran is defined by the Department for Work and Pensions as:

“A person who has served in the regular armed forces of the Crown within the last 3 years”.

5.0 What is the Guaranteed Interview Scheme for Veterans?

5.1 The Guaranteed Interview Scheme for Veterans is a commitment that HBC has made to support the Armed Forces Community Covenant. This commitment is to guarantee an interview for any veterans that meet the essential criteria set out in the role profile. The scheme is not a guaranteed job for Veterans, as selection procedures will ensure the best candidate for the job is appointed, based on the objective criteria of the role profile.

6.0 Who is eligible for a Guaranteed Interview for Veterans?

6.1 The following applicants are eligible for the Guaranteed Interview Scheme:

- Applicants that are currently serving in the Armed Forces and are within 12 weeks of their discharge date; and
- meet the essential criteria set out in the role profile

Or alternately:

- Applicants that meet the essential criteria set out in the role profile; **and**
- the Armed Forces were their last long term substantive employer; **and**
- no more than 3 years has elapsed since they left the Armed Forces.

6.2 **Please note:** As per section 2.0 above, HBC recognises the Disability Confidence scheme, and for anyone who meets the essential criteria on the person specification for the role they have applied for, they are guaranteed an interview. Please refer to the Recruitment Procedure for further information.

7.0 How will the Scheme work?

7.1 There will be minor amendments to certain areas of the recruitment process which are explained below.

7.2 Role Profiles

Before advertising, the recruiting manager needs to review the role profile and ensure that it lists all the key skills and qualifications that are essential to the role. This will ensure that shortlisting is completed in an objective way.

Currently, all key skills listed on the role profile are essential unless otherwise stated as desirable.

7.3 Advertising

All external job adverts will automatically appear on the MOD Career Transition Partnership (CTP) Right Job website at no extra cost to the recruiting manager/ service. This will potentially widen the pool of applications received.

7.4 Shortlisting

The recruiting manager should check the application form to see if the applicant has declared that they are a veteran. Any veteran that meets the essential criteria for the role and the Scheme **must** be offered an interview alongside other applicants that meet the essential criteria. This will ensure a veteran does not displace a candidate that meets the essential criteria, thus widening the shortlist and ensuring the equality of opportunities.

Please note: Where a veteran is classed as disabled they will be considered under the Disability Confidence Scheme. For further information please refer to the Recruitment Procedure.

7.5 Interviewing

- The Recruiting Manager will need to check one of the following;
 - 1) either the Military Service Records pack. The applicant should bring this to their interview. There is no requirement to take and store a copy of this. This information will confirm the veteran's military service record, and may be a useful demonstration of their skills and experience.
 - 2) or see proof of the applicant's Armed Forces discharge date, at interview. Again, there is no requirement to take and store a copy of this.

Where a candidate has falsely claimed to be a Veteran any offer of employment may be withdrawn. Please contact the HR team for advice before taking any action.

7.6 Feedback

Due to the number of applicants HBC receive there is no obligation to provide feedback to applicants that were **not** shortlisted. However, where possible recruiting managers will attempt to feedback to all unsuccessful interviewees.

- 7.7 Care should be taken when providing feedback to unsuccessful applicants, making sure that it is based on factual evidence from the interview notes.
- 7.8 As a first step to gaining civilian employment, veterans will be keen to receive feedback on how they have performed at interview.

8.0 Where can I find further help?

- 8.1 If you require any further help, please contact the HR Team via hrteam@havant.gov.uk

Appendix 2

Disability Confident Scheme