



## Introduction and scope

The Councils are committed to recruiting and retaining the highest calibre of employees, to help us to provide the best service to our residents and visitors.

The Councils are guided by their Recruitment Policy, which sets out a fair and consistent approach to attracting new employees. This Statement provides summary information for candidates about our approach.

## Two Ticks Guaranteed Interview Scheme

The Councils are positive about recruiting disabled people and operate a guaranteed interview scheme. Candidates who declare a disability are entitled to an interview should they meet all essential criteria of the role.

The Councils will consider all reasonable adjustments required to enable a fair recruitment process.

Further information is available in the Councils' Equality Policy.

## Equality and Diversity

The Councils are equal opportunity employers. We are committed to recruiting, retaining and developing a workforce that reflects at all grades, the diverse communities that we serve.

We treat our employees, and those applying to work with us, fairly. We do not unfairly discriminate on the basis of race, ethnicity, nationality, sex, religion or belief, gender identity, disability, sexual orientation, age, maternity and paternity, marriage and civil partnership, or background criminal offence.

## Equality Monitoring

It is important that we monitor and analyse diversity information, so that we can ensure that our recruitment and HR processes are fair, transparent, promote equal opportunities for all staff, and do not have an adverse impact on any particular group.

Any information provided on the Equalities Monitoring form will be treated in the strictest confidence and will be used for statistical purposes only. It will be separated from the information used for selection purposes, and no person directly involved in the selection process will see the information.

No information will be published or used in a way which allows any individual to be identified. The completion of diversity information is optional.

## Recruitment of ex-offenders

The Councils will treat applicants with a criminal record fairly, and will not discriminate because of a conviction or other information revealed.

Unless we are entitled to ask questions about your entire criminal record (where a Disclosure and Barring Service check is required), we will only ask questions about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

We guarantee that information collected will only be seen by those who need to see it as part of the recruitment process. The information will be held securely and in confidence.

Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment.

## **Right to Work in the UK**

Under the Immigration, Asylum and Nationality Act 2006, The Councils must check all applicants invited to interview to ensure that they are legally entitled to work in the UK.

We will ask for proof of eligibility to work in the UK from all candidates at interview, regardless of their nationality, and will take a copy of the documents provided.

A list of the documents that can provide proof, are listed in a separate document.

## **Qualifications and evidence of Continued Professional Development**

All applicants invited to interview are asked to provide evidence of qualifications and continued professional development.

## **Politically Restriction Posts**

The Councils cannot appoint as an employee in any capacity any councillor who is currently a member of that authority or who had been a member in the previous 12 months. Certain Council employees may be disqualified from being elected or holding office as a member of a local authority.

Some roles may also be listed as 'politically restricted posts' which prevent individuals from having any political role inside or outside of the workplace.

Further details can be found in the Councils Politically Restricted Roles policy, or through contacting the Councils' Human Resources and Organisational Development Team

## **Interview Expenses**

The Councils will fund reasonable costs for candidates attending interviews. This can include transport and accommodation costs. Funding of Interviews must be agreed in advance and payment of interview expenses will be made on receipt of relevant receipts of costs.

## **Further Information**

Further information can be found in the following Council policies:

- Recruitment Policy
- Equal Opportunities Policy Statement

Babergh District Council and Mid Suffolk District Council (BMSDC) will be Data Controller of the information provided to the Councils. This means BMSDC will be responsible for looking after it as required by the Data Protection Act 2018. We will only use the information for the purpose of employment contract, to pay you in accordance with your employment contract and to administer your salary and other entitlements if relevant.

As required by the Data Protection Act 2018 the information will be kept safe, secure, processed and only shared for those purposes or where it is allowed by law. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website <https://www.babergh.gov.uk/the-council/your-right-to-information/> or call customer services on 0300 1234000 and ask to speak to the Data Protection Officer.