



Argyll and Bute Council Recruitment Policy



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Version Control

Version	Creator	Changes	Date
0.1	Katy Grubb	Initial Draft	October 2025
0.2	Katy Grubb/Kay Owen	Language and format	November 2025
1.0	Katy Grubb/Kay Owen	Final draft approved for P&R	December 2025



Introduction

Our people are the most important part of delivering services for Argyll and Bute. We want to create a workforce that can deliver the high-quality local government services our communities need to thrive. This policy explains how we recruit new people.

We aim to:

- Attract and choose the best people
- Look for skills and potential to grow
- Make sure everyone understands and shows our Connect for Success principles

Policy Themes

1. Connect for Success

Our Connect for Success principles describe the attributes required of people working in our council and local government. They show how we work together and what we expect from employees. We ask questions in applications and interviews to see how people show these principles.

2. Recognising potential

We hire people based on skills, experience, and potential as well as qualifications. We use clear job descriptions and person specifications, so candidates know what we need. We believe that values and capacity for growth and development are as important as technical expertise.

Our job descriptions and person specifications clearly set out the requirements of the role so that candidates have the best opportunity to demonstrate how they meet these requirements.

3. Inclusive hiring practices

We treat everyone fairly. We do not judge people by race, gender, age, disability, or any other personal details. We look at what you can bring to the job. We value applications from people with diverse backgrounds and experiences that make our council a better place to work. Our recruitment panels are trained to avoid bias and make fair decisions.



Associated Policies and Procedures

This policy works alongside other policies and guidance, such as:

- Relocation Policy and procedure
- Market Supplement Approach
- Secondment Policy
- Managers recruitment tool kit

This policy applies to Scottish Joint Council (SJC) employees. For teaching employees, the recruitment process is governed in accordance with nationally established Scottish National Committee for Teachers Guidelines.

Continuous Improvement

We will review our policy every 3 three years. This will be done in consultation with our Trades Union colleagues. In doing this, we will check:

- The number of applicants that are suitable for interview
- Feedback from managers and candidates
- Candidate experience at various stages of the process
- The number of vacancies unfilled after recruitment process
- The number of new starts in post after six months
- Our workforce planning risk rating for recruitment
- Feedback and lessons learned

Legislation

This Policy has been developed considering relevant legislation which has informed the content of this policy, this includes:

- Equality Act 2010
- Employment Rights Act 1996
- Data Protection Act 2018
- UK General Data Protection Regulation (UK) GDPR
- Immigration, Asylum and Nationality Act 2006
- Protection of Vulnerable Groups (Scotland) Act 2007
- Rehabilitation of Offenders Act 1974
- Safer Recruitment Guidance
- Fair Work Framework



Complaints

If you feel you have been unfairly treated in relation to this policy or related procedures, you can complain using the online form on our website. We will investigate and respond.