

Policy on the Code of Procedures on Recruitment and Selection

Date: January 2025

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| Policy Information | |
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| Policy Title | Policy on Code of Recruitment and Selection |
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| Version | 2.0 |
| Policy Sponsor | Director of Business Support |
| Policy Owner | Head of Human Resources |
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| Related Policies | <ul style="list-style-type: none"> • Adoption Leave Policy • Bullying and Harassment Policy • Capability Policy • Data Protection Policy • Discipline Policy • Equal Opportunities Policy • Maternity Leave Policy • Policy on the Recruitment of Ex Offenders • Shared Parental Leave Policy |

1.0 Introduction

- 1.1 The Policy on the Code of Recruitment and Selection, procedures and accompanying Guidelines for Selection Panel Members were drawn up in consultation with Management and Trade Union representatives of the Negotiating Committee for Libraries NI. Guidance was also sought from the Equality Commission for Northern Ireland.
- 1.2 The Chief Executive of Libraries NI shall be the officer responsible to the Board for ensuring that the Code of Procedures for Recruitment and Selection are adhered to.

2.0 Purpose

- 2.1 The purpose of the Code is to define, as clearly as possible, the basis on which Libraries NI will seek to make appointments with the aim of ensuring that the most suitable person is appointed to the post.

3.0 Policy

- 3.1 When recruiting new employees or when affording our current employees with job opportunities for internal vacancies or promotion, Libraries NI will:
 - inform employees and managers of the Libraries NI policy and procedures for the Code of Recruitment and Selection
 - maintain information in a lawful manner and facilitate a consistent approach to ensure Libraries NI treat employees fairly and consistently in recruitment and selection
 - follow the good practice recommendation of the codes of practice and other guidance issued by the Equality Commission
 - select the best person for the job on merit in terms of qualifications and abilities.

4.0 Posts Covered by the Code

- 4.1 The Policy shall apply to all permanent, fixed term, secondment and temporary appointments to Libraries NI and, where appropriate, agency workers.
- 4.2 All permanent substantive vacant posts will normally be publicly or internally advertised. There may be times when alternative recruitment methods will be used, for example, cover for maternity leave, secondments,

acting up, promotional or development opportunities, temporary project work, appointment under EU funded and/or government programmes or in redundancy situations.

5.0 Exceptions to the Code

- 5.1 This Policy shall not apply to the appointment of Board members, which is the responsibility of the Department for Communities.

6.0 Legal Framework

- 6.1 The legislative framework for the Code of Procedures on Recruitment and Selection refers to the relevant employment legislation and Codes of Practice. The legislative framework forms part of the recommended training programme for those undertaking recruitment and selection and is the cornerstone of an effective recruitment policy.
- 6.2 Libraries NI will ensure that its policies, procedures and practices do not give rise to unlawful direct or indirect discrimination and that it promotes equality of opportunity, fair participation and good relations. Refer to Appendix One for further information on the meaning of discrimination.
- 6.3 The anti-discrimination law in Northern Ireland prohibits discrimination on grounds of religious belief, political opinion, race, disability, sex, marital status and sexual orientation. In addition, specific obligations are imposed on 'public authorities', including Libraries NI, in respect of the need to promote equality of opportunity and the desirability of promoting good relations under Section 75 of the Northern Ireland Act 1998. Refer to Appendix Two for more information on key legislative provisions.
- 6.4 In addition to the above legislation there are a number of Statutory Codes and guidance documents which should be taken into account.

The Statutory Codes do not impose legal obligations on employers, however, an Industrial Tribunal must take into account any provisions of the Codes which are relevant to any question arising in proceedings before the Tribunal. The following Codes are of particular relevance to recruitment and selection.

- Fair Employment Code of Practice (1989)
- Removing Sex Bias from Recruitment and Selection (1995 EOCNI)
- Code of Practice on Equal Pay (ECNI 1999)
- Code of Practice for the Elimination of Discrimination in the Field of Employment against Disabled Persons or Persons who have had a Disability (1996) – Guidance on matters to be taken into account in determining questions relating to the definition of disability (1996)

- Code of Practice for Employers for the Elimination of Racial Discrimination and the Promotion of Equality of Opportunity in Employment (1999 CRENI)
- Code of Practice on Age Diversity in Employment (1999)
- Code of Practice for all Employers on the Avoidance of Race Discrimination in Recruitment Practice While Seeking to Prevent Illegal Working.

7.0 Authority

7.1 Policy Sponsor: The Director of Business Support is the person with responsibility for setting strategic direction of the policy and determining the overall context in which the policy will be developed / reviewed.

7.2 Policy Owner: The Head of Human Resources is the person with management responsibility for the policy area and for implementation and review of the policy to ensure it is accurate and reflects current needs and practice.

7.3 Policy Contact

Any member of staff who requires further information about the Policy on the Code of Recruitment and Selection should contact the Human Resources Department.

8.0 Related Documents

8.1 Policies

- Adoption Leave Policy
- Bullying and Harassment Policy
- Capability Policy
- Data Protection Policy
- Discipline Policy
- Equal Opportunities Policy
- Maternity Leave Policy
- Policy on the Recruitment of Ex Offenders
- Shared Parental Leave Policy

8.2 Procedures

- Adoption Leave Procedures
- Bullying and Harassment Procedures
- Capability Procedures
- Code of Procedures on Recruitment and Selection
- Data Protection Procedures
- Discipline Procedures
- Individual Grievance Procedure

- Maternity Leave Procedures
- Shared Parental Leave Procedures

8.3 **Guidelines**

- Guidelines for Selection Panel Members
- Notes of Guidance for Applicants
- Line Manager's guide on Probation.
- HR Guidance for providing feedback