

Recruitment and Selection Process

Business Board

Introduction

We seek to recruit, retain, and develop people who share our values, and have the strengths, behaviours, skills and experience needed to effectively deliver public services and maintain the high standards expected of our Business Board.

We are committed to providing equality of opportunity and maintaining a board that reflects the demographic make-up of the population of Norfolk.

Our recruitment practice supports our commitment to building a culture of inclusion.

General Principles

Recruitment and selection activities will be based on the following principles:

- We actively promote our opportunities to all sections of the community as part of our commitment to Inclusion, Diversity and Social Equality.
- We take action to remove barriers to employment and ensure our opportunities and our application processes are accessible to all.
- We select and appoint candidates based on objective scoring of the strengths, behaviours, skills and experience detailed in section 2.2 of our Terms of Reference.
- We will ensure that recruitment reflects the need for the board to have a balance of sectors, sizes, and business types across varying geographic locations.
- We will offer no financial reward to business board members.
- We undertake training to ensure we are individually equipped to deliver a professional and inclusive recruitment and onboarding experience.
- We make appointments on merit and there will be no involvement by NCC staff in any recruitment where they are related to or have a close personal relationship with any applicant.
- We maintain confidentiality and handle personal information in accordance with data protection regulations.
- We undertake appropriate due diligence in any recruitment or procurement of our workforce, in accordance with our Modern Slavery Statement.
- We offer training and support to help people work effectively in an advisory board environment, if required.

Process

- CVs should be sent to norfolkbusinessboard@norfolk.gov.uk
- Applications will be processed in accordance with our general principles shown above.

Record Keeping

We keep records of all our decisions to evidence that selection has been fair, impartial and non-discriminatory.

Information held on our systems will be kept in line with NCC's record management requirements. Records created to support shortlisting or selection decisions should be retained locally, held securely and destroyed in line with our retention policy.

Complaints

If any candidate involved in the process feels the principles of this policy have not been applied, they should address concerns to econdev@norfolk.gov.uk with the subject line of 'Business Board Recruitment Concern'.