



Recruitment and Selection Policy

Responsibility: Personnel committee

Review Cycle: Every three years, or earlier in the event of legislative changes

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>
15 th October 2019	8901

1.0 Recruitment and Selection Policy Statement

The Town Council aims to attract and recruit the most appropriate person available. Recruitment and Selection decisions will be based on consideration of the required attributes for effective performance.

The Council recognises that fair recruitment practice is good recruitment practice and is committed to achieving equality of opportunity in the recruitment and selection of its staff.

1.1 Legislation

The Council has a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process. In that regard it will adhere to all current anti-discrimination legislation. This Policy aims to achieve a consistent approach in order to comply with employment legislation and best practice.

The main legislation that impinges on this Policy are:

- Data Protection Act 1998 as amended
- The Equality Act 2010
- Employment Rights Act 1996
- Rehabilitation of Offenders Act 1974

2.0 Roles and Responsibilities

2.1 Town Clerk

The Town Clerk has overall responsibility for ensuring that the Council's recruitment and selection policy is implemented properly and fairly.

The Town Clerk ensures that:

- Policies and procedures are developed for effective recruitment and selection of staff and reviewed as necessary.
- Appropriate support and advice is available with regard to recruitment.
- Records are kept as required on recruitment processes

2.3 Senior Managers

Senior managers have responsibility for recruitment and selection decisions within their own department

2.4 Councillors and the Town Clerk

Councillors and the Town Clerk are involved in the recruitment and selection of the Assistant Town Clerk and senior managers.

2.5 Councillors are involved in the recruitment and selection of the Town Clerk.

2.6 All Employees

Any employee may request assistance from the Town Clerk at any stage of the recruitment process.

3.0 Recruitment and Selection Procedure

3.1 Exit Interview

All employees who leave the Council or who move between posts should complete an exit form. This should normally be done as part of an exit interview with the Town Clerk.

3.2 Analysis of Need

As a post becomes vacant the Town Clerk should review the post and consider:

- Have the duties and responsibilities of the post altered significantly?
- Is there a need to fill the vacancy at this time?
- Is the grade of the post appropriate?
- Have any changes in organisational structure affected the post?
- Is the post suitable for job-share, reduced hours or flexible working?
- What are the budgetary implications of filling the post?
- Can the duties be reorganised amongst the remaining team?
- For short term vacancies the manager should also consider the use of secondment, undertaking higher duties and acting-up opportunities.

3.3 Immediate Need

The Council may maintain a register of suitably qualified relief or casual workers to provide emergency cover for specific posts.

3.4 Job Description

Every post should have an accurate and up to date Job Description. This document should be a statement of the purpose and main duties and responsibilities of the post and its position within the Council's staffing structure.

Once it is decided to fill a vacancy, it is essential that the Job Description be reviewed to ensure it is still an accurate reflection of the role and responsibilities of the job.

3.5 Person Specification

Every post should have an accurate and up to date Person Specification. This document should detail all the essential and desirable attributes required to carry out the job satisfactorily.

An accurate Person Specification is the key to a fair selection process and will be used to provide information for the short-listing of candidates for interview and on which to base any other techniques for assessing candidates. It will also provide the criteria against which candidates must be evaluated. In that regard:

- **Essential** criteria are those qualities which are necessary for the performance of the job at a satisfactory level from the first day in the job. They represent a minimum standard and an applicant lacking an essential criterion will not be appointed to a vacancy. The over specification of essential criteria can lead to the unfair exclusion of good applicants.

- **Desirable** criteria are those which would enable an applicant to perform the job more effectively. The setting of criteria covering personal qualities and circumstances must be justifiable in terms of the requirements of the post and be applied to all applicants.

3.6 Advertising

Vacancies will normally be advertised through internal bulletin, and through local media. The exceptions are:

- Posts which are to be filled by redeployment because of organisational change or specific requirements of existing employees stemming from ill health.
- A relief or casual bank of staff is maintained to ensure staffing levels are sufficient to ensure essential services and/or safety standards. Relief or casual workers may be appointed to cover posts which are vacant due to employee sickness, unexpected absences, and short term holiday cover and whilst they are being filled through normal recruitment mechanisms.

The advertising process will be determined in part by the level and nature of the post, but equality of opportunity will be a factor at all times.

All posts are regarded as suitable for job-share unless an exemption is agreed for job related reasons. This must be made clear in the advertisement.

Internal vacancy bulletins and local advertisements will normally have a closing date of at least two weeks.

3.7 Selection Panel

The selection panel for each post will be as follows:

- Town Clerk – Selection panel to be decided by the Council
- Assistant Town Clerk and Senior Managers – Chairmen of Personnel Committee and the Town Clerk.
- All other posts – Senior Manager plus immediate supervisor for the post.

All participants should be aware of all the relevant employment legislation that must be complied with.

Once the panel membership has been decided, a timetable for the whole process of appointment should be agreed in order that all panel members are involved throughout the entire recruitment and selection process.

3.8 Application Forms

All applications must be made on a Crowborough Town Council application form. Curriculum vitae will not be accepted. Council application forms will be reviewed regularly.

Each applicant should be sent an applicant information pack which will include information on the Council, a Job Description, Person Specification and an introductory email/letter.
The application pack can be made available in alternative formats for disabled applicants on request.

3.9 Communication with Applicants

Within two weeks of the closing date, applicants will be informed of whether or not they have been selected for interview.

Sensible timetables must be set for the recruitment process. Applicants will be informed of the interview process and the timescale of the recruitment process and appointment procedure. All applicants interviewed must be notified of the outcome as soon as possible after the interview and this must be confirmed in writing as soon as practicable.

3.10 Short listing, Interviewing and Selection Procedures

The panel members who conduct the interview must carry out short listing. The shortlist will be drawn up by evaluating the information provided in the application forms against the criteria set out in the Person Specification.

All interviews will be conducted in a fair and consistent manner and must be structured and systematic.

3.11 Disabled Applicants

The Council has determined that where a disabled applicant meets the minimum stated requirements, they will be guaranteed an interview.

3.12 Selection Methods

Once short-listed, selection will normally take the form of a panel interview.

3.13 Employment of Related People

Staff or Councillors may not take any part in a selection process where an applicant is a relative or close friend. Close family relationship is defined as spouse or partner, grandparent, parent, aunt, uncle, sister, brother, child, niece, nephew, grandchild (including "step" and "in-law" relationship).

3.14 Selection Decision

Each member of the panel will score each candidate interviewed. After all the candidates have been seen the panel should discuss all candidates and record their decisions allowing an offer of appointment to be made to the successful candidate. A reserve should be nominated at this stage where possible.

All appointments must be made on merit and must reflect the candidate who most closely meets the requirements of the job as laid out in the Person Specification.

The offer should be made with clear conditions attached.

Where a conditional offer has been made a person cannot start employment until the conditions have been achieved.

Where all the conditions are verified the offer should be confirmed in writing.

3.15 References

All appointments will be subject to satisfactory references.

A minimum of two references will be required with a preference for the most recent employers. This should include the current employer if in employment

The right is reserved to contact any previous employer detailed following notification of this intention to the candidate.

Where an applicant has not been employed since leaving school or college they should give a tutor as a replacement.

References cannot be accepted from an applicant's close relative.

References will be taken up for the successful candidate following interview.

Asylum and Immigration Act 1996

Under this Act it is a criminal offence to employ someone who does not have permission to work in the United Kingdom. All external candidates at interview must therefore be asked to provide proof of citizenship, through a document showing the persons name and National Insurance number. Examples of relevant documents include a P45, a pay slip, a P60, a NI card, a passport or birth certificate.

3.16 Salary Placing

Appointments are normally made to the first point of the relevant grade. The Town Clerk may place a candidate on a higher point to reflect a level of previous experience and current earnings level.

3.17 Contract

New members of staff will be issued with two copies of a contract within four weeks of starting work. Both copies should be signed by the new employee and returned to their line manager for counter-signing. One completed copy will be kept on the individual's personnel file and one copy will be returned to the individual.

3.18 Probationary Periods

A probationary period of six months will be applied to all appointments. A review will be carried out at three months.

3.19 Withdrawal of Successful Applicant

In these circumstances a reserve candidate may be offered the position subject to approval and following the normal vetting process. Where there is no reserve, the panel should reconsider alternative methods of service delivery including re advertising.

3.20 Induction

All new employees will receive adequate induction to their new post, service and the Council. The induction process will take the form of an induction interview with the new employee's line manager and an introduction to other members of staff.

3.21 Confidentiality

All applicant information must be treated in confidence and restricted to those members and officers involved directly in the recruitment process and its administration.