

## **SANDY TOWN COUNCIL**

# **Recruitment Policy**

### **Policy**

This policy outlines the recruitment and selection process of Sandy Town Council. The Council is an Equal Opportunity Employer and will always seek to recruit the person most suited to the job in question, irrespective of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity. Those involved in the recruitment process must be aware of the Council's Equal Opportunities, Equality and Diversity and Data Protection Policies. Any queries should be addressed to the Town Clerk.

### **1. Definition of terms**

#### **Job Description**

- 1.1 A job description sets out the main purpose of the job and how it fits into the organisational structure and objectives of the Council. It contains the principle accountabilities of the job, outlines the context of the position and contains other relevant information. It forms the basis for pre-selection and the formation of the person specification.
- 1.2 The job description should be reviewed regularly with the employee and up-dated to reflect changing needs. The best time to do this is as part of the performance management process.

#### **Person Specification**

- 1.3 A person specification defines the attributes, knowledge, skills, experience and qualifications required to fulfil the role. It is compiled from the job description. The elements contained within the person specification will be on the basis of job requirements. Job requirements that affect certain individuals more than others or that restrict the opportunities open to certain groups more than others will only be those that are necessary for the effective performance of the job and can be objectively justified.

## **Interview**

- 1.4 A discussion process between interviewer(s) and candidate for the purpose of assessing whether the candidate is interested in the job and capable of doing it. The interview is structured around key criteria for the job, this is likely to be a combination of technical and behavioural areas. At the interview there will be an opportunity to explain the responsibilities of the job and to promote the Council.

## **2. Equal Opportunities within Recruitment and Selection**

- 2.1 Every possible step is taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection and promotion are based solely on objective and job related criteria. Recruitment must be undertaken in accordance with the Equal Opportunities Policy, so that there is no unlawful discrimination.
- 2.2 It is currently unlawful to discriminate against a person on grounds of age, sex, race, disability, sexual orientation or religion or belief:
- In the arrangements made for offering a job
  - In the terms on which employment is offered
  - By refusing to offer, or deliberately not offering a person employment.

- 2.3 It is also unlawful to discriminate against a part-time employee by giving them less favourable terms than a comparable full-time employee.

## **3. Monitoring and Positive Action**

- 3.1 All selection criteria and interview records must be retained for at least 12 months in order to demonstrate a fair and consistent process was followed. The composition of the workforce and of job applicants are monitored on a yearly basis, if inequalities become apparent, positive action, within the parameters of existing legislation and the resources of the Council, is taken to redress the imbalance. Such measures include encouraging under-represented groups to apply for vacancies.

- 3.2 Selection is based on skills and/or qualifications and the demonstrated or assessed ability to perform within the post. It is accepted that an applicant with a disability may need reasonable adjustments to be made for their full employment potential to be realised and this does not adversely affect the individual's opportunity to be recruited or promoted.

#### **4. Recruitment Procedure**

- 4.1 This procedure provides guidelines for recruitment and should be followed once it is established that recruitment is necessary.
- 4.2 Prior to beginning the recruitment process the Town Clerk will review the jobdescription for the vacancy. If it is a new position or the job content has changed, then a new job description should be drawn up.
- 4.3 The Town Clerk should identify the essential characteristics required for the successful candidate, using the person specification. The Person Specification identifies key skills, qualifications, experience, competencies and any other relevant information necessary for the job.
- 4.4 The inclusion of unnecessary/marginal requirements can lead to discrimination, as can blanket exclusions. Any health requirements must be justifiable.
- 4.5 Only put in what is genuinely required for the job and be as clear and as specific as possible.
- 4.3 Consideration should be given to allowing the work to be done as a job share or part time hours.
- 4.4 All vacancies should be advertised internally and externally at the same time. The Human Resources Committee must approve any vacancy prior to this being advertised.
- #### **5. Planning the Recruitment Process**
- 5.1 Once the job description and the person specification are complete the recruitment process needs to be planned. Realistic timescales should be considered when drawing up the plan.
- 5.2 If the vacancy is for the Town Clerk, the Human Resources Committee must form part of the recruitment and selection panel.

5.3 In all other instances the Chair of Human Resources, Town Clerk and an appropriate work colleague e.g. another manager or an appropriate person in that department can complete this process.

## **6. Administration**

6.1 Where appropriate, depending on whether a recruitment agency is used or not, a job pack should be sent to each potential candidate. This should include:

- Cover Letter
- Job description
- Person specification
- Equal opportunities form
- Application form

6.2 The Town Clerk must ensure that all candidates are kept informed as to the status of their application in a timely manner. Applicants should be given the opportunity to declare whether they have a disability and whether they would require any reasonable adjustment(s) to be made to the interview process.

## **7. Recruitment**

7.1 Recruitment should be carefully targeted to attract applicants most likely to meet the job requirements. It may include the use of recruitment agencies, job centres, advertising in colleges, local newspaper advertising, etc.

7.2 Where a recruitment agency is not used, applicants should apply by application form. CV's are only acceptable if accompanied by an application form. A clear deadline for receipt of all applications should be set.

7.3 In some circumstances, it will be necessary to make a reasonable adjustment  
in relation to a disabled applicant's application.

## **8. Short listing Procedure**

8.1 Once the deadline for all applications has passed a short-listing panel will assess all applicants against the person specification. Each member of the panel will independently assess each applicant and shortlist those who meet the specification.

8.2 The panel will then discuss their own short lists and come to agreement about the definitive shortlist.

- 8.3 Shortlisted candidates are then invited to interview.
- 8.4 All candidates will be asked to provide evidence of entitlement to work in the United Kingdom.

## **9. Interviews**

- 9.1 Interviews should be structured around the job description and a record of the discussion is made. It is also an opportunity for the candidate to ask about the position and the Council. A minimum of three persons will conduct the interviews.
- 9.2 Individuals should be assessed against the person specification. The short-listing form can be amended for this purpose and a weighting system used. It is important that all assessments are made against existing evidence.
- 9.3 Members of the interview panel will also have been members of the shortlisting panel.
- 9.4 All shortlisted candidates will be invited to visit the office and meet with staff and councillors ahead of their interview. This invite will be made for all shortlisted applicants for all posts recruited for by the council.

## **10. Qualification Check**

- 10.1 If required, original certificates are requested at interview together with a copy for the Council's records.

## **11. Evaluation Session**

- 11.1 At the end of the selection process the interviewer(s) evaluate all assessment information gathered on each candidate. Candidate results are considered against the person specification for the position. The evaluation process is objective and structured in order to identify the most suitable candidate for the position.

## **12. Unsuccessful Applicants**

- 12.1 Where the post has been advertised, all candidates receive a letter or telephone call informing them of the decision not to appoint them.
- 12.2 The Town Clerk can provide constructive feedback via the telephone if requested by an applicant.

## **13. The Successful Applicant**

- 13.1 The Town Clerk will decide on the detail of the offer for any employee other than the Town Clerk. The terms and conditions offered should not discriminate against any individual.
- 13.2 In the case of the Town Clerk the interview panel will decide the offer.
- 13.3 An offer of appointment may be made verbally following the interviews but by authorised personnel only (normally the town clerk) and must be confirmed in writing by the Town Clerk.

## **14. Making the Offer**

- 14.1 A conditional offer letter is prepared clearly outlining the terms and conditions of the proposed employment. This offer is subject to satisfactory qualifications, references and right to work in Great Britain. The successful applicant is made aware of these conditions.
- 14.2 The Council will seek employer references and where relevant, verify qualifications (if not available at interview) before the offer of employment is confirmed.
- 14.4 When satisfactory responses are received for qualifications, right to work and references the successful candidate is given a formal contract of employment. If unsatisfactory responses are received the offer of employment is reconsidered.

## **15. Induction**

- 15.1 Induction of new employees is essential. This includes basic induction of terms and conditions of employment, information about the Council, Council policies and procedures