

LEDBURY TOWN COUNCIL
RECRUITMENT AND SELECTION
POLICY & PROCEDURE

POLICY

The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards the Council's effectiveness. It is also becoming increasingly important, as the Council evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. The Recruitment & Selection procedure should help the Clerk to ensure that these criteria are addressed.

The Council Recruitment and Selection Policy will:

- be fair and consistent,
- be non-discriminatory on the grounds of sex, race, age, religion or disability,
- conform to statutory regulations and agreed best practice.

To ensure that these policy aims are achieved, all appointing staff and councillors will receive training in effective recruitment and selection.

MONITORING IN RECRUITMENT

In order for the Council to monitor the effectiveness of the Recruitment and Selection Policy, it is necessary that all candidates complete the Equal Opportunities Monitoring Form. Any data collected regarding gender and ethnic origins will be collected solely for the purpose of monitoring equal opportunity and will be held confidentially and protected from misuse.

PROCEDURE

THE RECRUITMENT PROCESS

The following procedure should be used when a post is to be filled. The Clerk or Standing Committee must:

Define the job. If it is an existing post, is an exact replacement required or is this an opportunity to revise the requirements? If it is a newly established post be clear on the exact requirements, draw up a job description, person specification, and define the appropriate grade and salary.

Particular care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may disadvantage certain groups eg disabled persons.

Complete a Job Vacancy Form which confirms:

- details of the post
- final approval from Full Council;
- for a newly established job, Full Council must confirm that funding is available.

Ensure the Job Description and person specification are up-to-date. Contact the Hereford Association of Local Councils (HALC) for advice / any assistance in completing these.

Collate an information package appropriate for the post. This package should include:

- job description and if appropriate, the person specification
- information on the Council
- terms and conditions of employment
- Monitoring Form

It is important that this pack is carefully put together in order to present a professional image of the Council, therefore out-of date or poorly presented information is not suitable.

The Clerk shall discuss with the Standing Committee the most effective means of obtaining suitable candidates. The following options should be explored (in this order):

- Internal advert within the Council
- Examination of previous applications, or those held on file within the Office
- External advert within the job centre
- External advert in the local press
- External advert in the National press
- External advert in the appropriate technical / professional Journal
- The use of a recruitment agency

Design the advertisement. All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

External adverts will be submitted to the Standing Committee for approval before being placed.

THE SELECTION PROCESS

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straight forward interview and skills testing. For more senior posts psychometric testing, presentations to the

interview panel on a chosen topic and/or a series of individual interviews on various topics may be included.

The Clerk and the Mayor will approach relevant people to assist with short listing and interviewing. At least two people should be involved in short listing and sit on the Interview Panel.

The application forms received by the closing date will be forwarded to the Interview Panel for short listing. Applicants **must** be chosen against the Person Specification. It is the responsibility of the Clerk at this stage to record (in writing) the reasons why an applicant is not short listed. All papers must be returned to the Council Office. The Clerk will invite the candidates for interview, obtain references and make the necessary housekeeping arrangements for the interview. Candidates who have not been short listed will also be informed.

At least one week prior to the interview, each panellist will receive an interview pack containing some or all, as appropriate:

- copies of application forms / CV's
- blank interview report forms;
- a copy of the job advertisement;
- a copy of the job description;
- a copy of the person specification

The Clerk and the Mayor will:

- decide on the interview format and determine which areas to concentrate on with the questioning;
- decide on who will chair the Interview Panel;
- be responsible for ensuring the confidentiality of the references for candidates, and for their safe return / destruction completion of the process.

At the interview, the Clerk will ensure that the Interview Report Form is completed as fully as possible. When interviewing, the Clerk will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin.

When all candidates have been interviewed, the panel will decide on the best person for the post. The Clerk will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.

All interview packs should be returned marked "private & confidential" to the Council Offices

Upon return of the Interview Report Form, the Clerk will:

- telephone all unsuccessful candidates with outcome of interview within one working day, this will be confirmed in writing;

- write to the appointee, offering the post providing satisfactory references.
- initiate a personnel file and computer entry for the new member of staff;
- notify the Mayor if the appointee refuses the offer, or if there are any other details to be cleared.

The Clerk will arrange, in conjunction with the Mayor an individual programme of induction for the new start which will be arranged and agreed at least one week before the appointee commences.

References

All employment offers are conditional upon receipt of two professional references which are satisfactory to the Council. The referees should usually be the applicant's current and previous employers, although in the case of a college or school leaver the college tutors or teachers will be acceptable.

Referees will usually be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.

References will usually be sought in writing.

(However, for senior positions the Council may require the applicant to provide details of referees prior to an offer of employment being made. With the applicant's consent the referees will be approached and the responses received will form part of the selection decision.)

Work Permits and Illegal Working

It is against the law to employ a person who does not have permission to live and work in the UK. Therefore all applicants will be required to provide evidence of one original piece of documentation once an offer of employment is made (*list available*).

In order to avoid discrimination, it is essential that the same criteria are applied to every person who is offered employment with the Council.

Personnel Records and Starter Procedure

Personnel Records are to be held by the Town Council. This will include:

- Contract of Employment
- Personal Information
 - Next of kin
 - Ethnic Origin
 - Home Address
 - Proof of right to work
 - Copy of qualifications

- Changes to terms and conditions
- Absence records
- Training records
- Disciplinary/grievance records

These records to be held in a secure environment.

Complaints Procedure

Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write to the Clerk, stating the grounds of the complaint. Any employee who wishes to complain about their experience of the recruitment process should do so by means of the Grievance procedure.

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Job Vacancy Form

Is this an established post:

Title of Post:

Department:

Date when post becomes vacant:

Who will this be replacing:

Is the post permanent / temporary / fixed-term / contractor
(Give details e.g. length of fixed-term contract)

Grade of Post (if applicable)

Salary range:

Full Time / Part-Time (give number of hours

Comments:

Signed (Clerk)_____ Date:_____

Authorised By (Mayor)_____

Availability of funding
confirmed by Full Council_____

LEDBURY TOWN COUNCIL

Clerk's Checklist

RECRUITMENT

1. Review the post - is it necessary, does it need changed, can the duties be adequately covered elsewhere? If significant changes are required or it is a new post please discuss the details in relation to grade and salary with the Standing Committee.
2. Complete a Job Vacancy Form ensuring approval of appropriate Director. If post is newly established then obtain confirmation of funding from Full Council.
3. Review / complete the job description and person specification.
4. Put together an information pack for the vacancy.
5. Decide the most effective way to recruit to the post. For example internal advert / job centre / national press etc.
6. Design the advert. This should be done in conjunction with the Standing Committee. Decide on a closing date, method of application (e.g. C.V. or application form), whether a pre-interview visit will be required and who should be contacted for applicant enquiries.
7. The Council Office will process the advert, send out information packs and collate applications ready for short-listing.

SELECTION

8. Decide on the interview panel as soon as possible and arrange a suitable date with them.
9. Applications will be forwarded to the Interview Panel on the closing date. These may be inspected at any time prior to this.
10. With at least one other member of the interview panel shortlist for the post using the person specification.
11. Decide whether it would be appropriate to use alternative selection methods, for example psychometric or skill testing.
12. Let Council Office have short-list, they will arrange to contact the candidates and set up the interviews / tests etc. They will also contact unsuccessful applicants.
13. At least one week before the interviews, the panel will receive an interview pack containing the applications and other details.

14. Ensure arrangements are in hand to welcome candidates as they arrive, to escort them to the interview and to the medical if appropriate.
15. Complete the interview, and taking account of the outcome of any testing, decide on the most suitable candidate. Contact them by phone and offer the post (conditionally when details such as references, medical etc. have to be confirmed) agreeing verbally the salary and start date.
16. Return all interview packs and references to the Clerk with the Interview Report Form. The Clerk will contact all other unsuccessful candidates by phone the same day if possible, and undertake the necessary administration.
17. Set up an individual induction programme for the new appointment.