

# Recruitment and Selection Policy

RESPONSIBLE COMMITTEE: PERSONNEL

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This is a policy/procedure document of Saltash Town Council to be followed by both Councillors and Employees.

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| Until superseded          |

## **Recruitment and Selection Policy**

### **Policy Overview:**

The Town Council Recruitment and Selection Policy outlines the principles and procedures the Town Council follows when hiring staff. It ensures that recruitment is fair, transparent, and aligned with organisational needs.

This procedure is applicable to all employees with the exception of the Town Clerk where a separate procedure will be put in place by the Personnel Committee.

Except in the case above and where new posts are being recommended (which will require the authority of the Personnel Committee recommending to Full Council), the Town Clerk has full delegated authority for the operation of this policy and in the absence of the Town Clerk, the Office Manager/ Assistant to the Town Clerk.

### **Other relevant policies:**

- Disability Employment Policy
- Equality and Diversity Policy

### **Saltash Town Council's approach to Recruitment**

The Town Council aims at all times to recruit the person who is most suited to the job. Recruitment and selection will be based on the applicant's abilities and individual merits, measured against the Job Description and Person Specification

Internal applications will be welcomed and considered should staff have the relevant skill set that meet the job criteria.

### **Types of employment**

'Employees' work under a contract of employment.

The term 'temporary workers' is used to describe staff engaged on a non-permanent basis who may fall into several categories:

A 'casual worker' is defined as someone who works occasional and irregular hours on a 'as needed' basis. There is no mutuality of obligation on either side to either accept work or to offer it. There should be no regular pattern to their employment.

Agency and Temporary workers acquire certain rights, some from day one and some after a twelve-week qualifying period. (See Agency Workers Regulations 2010 (updated 2019)).

Fixed term contract: A fixed term employee has the right not to be treated less favourably than a comparable permanent employee (Fixed Term Employees (Prevention of Less Favourable Treatment Regulations 2002). A fixed term contract may be used for employees to work for a specified length of time or to work on a set project.

### **Recruitment Pack**

Before a vacancy is advertised the following information should be prepared by the Line Manager in consultation with the Town Clerk and (where appropriate) the Personnel Committee:

- An updated job description.
- A person specification.
- Advertisement
- Privacy notice (Recruitment)

### **Advertising**

Vacancies will be advertised for a minimum of two weeks, subject to the recruitment market at the time and guidance from the Town Council's HR Consultants liaising with the Town Clerk, Chairman and Vice Chairman of the Personnel Committee. The advert will confirm the interview date, however, the Town Council reserve the right to interview / appoint before the closing date.

1. Internal advertising

All vacancies must be advertised internally within the Town Council to all employees.

2. External advertising

Vacancies will be advertised on the Town Council website, notice boards and social media.

In addition, the vacancies may be posted on Indeed, CV Library, CALC, other paid advertising (including local newspapers) and any other online recruitment site where appropriate to the role and advised by the Administration Officer with the authorisation of the Town Clerk and Chairman and or Vice Chairman of the Personnel Committee.

**Note:**

Avoid using publications or employment agencies that focus on a niche market as this may limit the diversity of applicants and so constitute indirect discrimination.

3. Use of employment agencies

When it is agreed to appoint Casual, Temporary and Agency posts to ensure business continuity without disruption, recruitment is delegated to the Line Manager liaising with the Town Clerk and Chairman and or Vice Chairman of the Personnel Committee, ratified at the next available Personnel Committee Meeting.

Line managers should consider the appropriateness of using agency workers and casual workers (particularly if the placement is expected to be on a long-term basis). It may be more appropriate and/or cost effective to appoint a fixed term employee.

## **Applicant Communication**

Due to the high volume of applications that may be received, it may not be possible to respond to every applicant. Only candidates selected for further consideration will be contacted. An automatic out-of-office response will be set to the HR mailbox to ensure clear communication and transparency for all applicants.

## **Selection and Assessment**

### **1. Application period**

Only CV's will be accepted of no more than 2 sides of A4 which should be supported by a cover letter of no more than 250 to 1,000 words dependant on the role being advertised. The cover letter should outline the candidate's motivations for applying, and highlight how their skills, knowledge and experience meet the requirements of our vacant position. Candidates are expected to read and understand the Job Description and Person Specification thoroughly before applying for the position.

Candidates will also be required to provide details of two professional referees, one of whom must be their current or most recent employer (references will not be taken up without prior consent).

Applications to be submitted in full to [humanresources@saltash.gov.uk](mailto:humanresources@saltash.gov.uk)

Applications will be received either by the Administration Officer or, on occasion, by the Town Council's appointed Human Resources Consultant.

Once received, they will be prepared and shared with the Line Manager, the Chairman of the Personnel Committee, and the Chairman of the Employee Committee (or the Vice Chairman in their absence) for consideration for interview.

## 2. Shortlisting

Shortlisting is carried out by the Town Council's Administration Officer acting on behalf of the Town Council.

Shortlisted candidates MUST be given at least three clear working days' notice of an interview (not including the day of the offer of the interview date) and the invitation should include a check whether any reasonable adjustments are required and right to work in the UK checklist.

## 3. Interview

It is important the interview panel are available to attend interviews at the earliest opportunity to avoid losing potential good candidates.

If appropriate, and for senior posts, a second interview may be held if the decision is close between candidates or if further information is needed.

For the employer, the interview is an opportunity to:

- Gauge candidates' experience and ability to perform in the role.
- Explain the possible employee learning opportunities and benefits.
- Give the candidate a positive impression of the organisation as a good employer.

For the candidate, the interview is an opportunity to:

- Understand the job and its responsibilities in more detail.
- Ask questions about the organisation and possible learning opportunities and benefits.
- Decide whether they would like to take the job if offered it.

The interview panel will consist of the Line Manager, the Chairman of Personnel (or Vice Chairman in their absence) and the Chairman of the employing committee (or Vice Chairman in their absence).

All candidates will be asked the same questions to ensure a fair process although supplementary questions may be asked as indicated by the candidate answers.

It is the responsibility of the Line Manager and Members attending to ensure that all interview score sheets are completed clearly for audit purposes and in line with Employment Law.

All notes taken during the interview process must only be completed on the interview score sheet provided.

The Line Manager is responsible for collecting all paperwork and passing to the Office Manager/ Assistant to the Town Clerk for retention.

## **Appointment**

### **1. The Interview Panel**

1.1. The interview panel must reach all decisions by a majority of panel members. In the event that a majority cannot be reached, the final decision will rest with the Line Manager, given their responsibility for working with and managing the successful candidate.

1.2. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.

1.3. If the panel agrees that there is at least one candidate of appointable quality, it will then agree:

1.1.1. The first-choice candidate.

1.1.2. The order of preference for any other candidates of appointable quality.

## 2. The Line Manager

2.1. The Line Manager will contact the first-choice candidate by telephone and make the offer of employment subject to the required eligibility checks, confirmation of qualifications, receipt of satisfactory references and, where appropriate, Disclosure and Barring Service (DBS) checks. This will be followed up by a letter of appointment and written terms of employment.

2.2. Where the offer of the post is declined, the Line Manager will offer the post to the next appointable candidate (in the order of preference of the interview panel) subject to the candidate meeting the expectations of the role.

2.3. The Line Manager will notify all unsuccessful candidates once the post has been filled.

2.4. The Line Manager will inform the Panel Members and Officers by email when a candidate accepts an offer of employment and a start date is confirmed, adhering to UK GDPR.

The Chairman of the Personnel Committee (or Vice Chairman in their absence) will inform the wider Personnel Committee and Town Council of the appointment adhering to UK GDPR.

2.5. Human Resources will undertake the necessary checks and work up the HR documents within the time laid down in law liaising with the Town Clerk.

Where satisfactory references or checks are not forthcoming in the agreed opinion of the Town Clerk, Human Resources and the Chairman and or Vice chairman of Personnel, the offer will be withdrawn, and the Line Manager will be asked to offer the post to the next appointable candidate.

### 3. References

References will only be contacted once a formal job offer has been made.

Candidates must give written consent prior to contacting referees.

Applicants must provide the details of two referees. One must be their current or most recent employer. If they're currently in, or have recently completed, full-time education, one referee should be from their school, college, or university. Referees must not be relatives \* or personal friends and should be able to provide a professional or academic reference.

\* If a family member is also the employer, the candidate must provide additional referees who are not related to ensure an unbiased reference process.

### **Post Appointment**

1. All appointments are reported back to the Personnel Committee, in turn the draft minutes are received at Full Council.
2. The Line Manager shall ensure that all necessary documentation is completed, including the contract of employment within the time laid down in law (liaising with the Town Clerk and/ or Human Resources.
3. The Town Council operates in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations. All applicants will be provided with a Privacy Notice during the recruitment process, and copies of application forms will only be retained with the permission of the applicant (UK GDPR) – Office Manager/ Assistant to the Town Clerk to ensure compliance.
4. Where a post becomes vacant within six months of the successful applicant taking up post, the interview panel may agree to appoint the next available candidate of appointable quality without need for a further process.

## **Staff References**

Where a reference is requested for staff leaving the employment of Saltash Town Council the policy is to provide the following basic reference details:

- Employment dates
- Job title
- Summary of job duties.