



# Saltash Town Council

Policy/Procedure:

Recruitment and Selection Policy DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

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# **Saltash Town Council**

## **Recruitment and Selection Policy**

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 and Assistant Town Clerk have full delegated authority for the operation of this policy.

Other relevant policies:

- Disability Employment Policy
- Equality and Diversity Policy

### **Our approach to Recruitment**

We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.

Internal promotion will be considered by the Personnel Committee.

### **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 a number of 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 or Assistant Town Clerk and (where appropriate) the Personnel Committee:

- An updated job description.
- A person specification.
- Draft advertisement including that applications must be made by application form and that CVs/letters of application will not be accepted or read.
- Privacy notice (Recruitment)

## **Advertising**

Vacancies will be advertised for a minimum of two weeks.

All applications must be made using the provided application form.

### **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, Plymouth City Council recruitment web page (not charged). Other paid advertising (including local newspapers) where appropriate and felt necessary with the authorisation of the Town Clerk and or Assistant Town Clerk and Chair and or Vice Chair of Personnel.

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 reporting back to the Town Clerk and or Assistant Town Clerk and Chair and or Vice Chair of Personnel, ratified at the next available Personnel 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.

## Selection and Assessment

### 1. Application period

Only applications made using the required application form will be accepted. CVs/letters of application will not be accepted or read.

Applications will be received by an Officer designated by the Town Clerk and or Assistant Town Clerk. No interviewing Officers or Councillors will have sight of applications until the shortlisting takes place.

The designated Officer will ensure the personal details are separated from the application form. Where more than 10 (ten) applications are received the Officer will assess candidates against the job criteria and employee specification. Only candidates meeting the essential criteria requirements will be put forward to the shortlisting panel.

### 2. Shortlisting

The shortlisting panel will consist of the Line Manager, the Chair of Personnel (or Vice Chair in their absence) and the Chair (or Vice Chair in their absence) of the employing committee as follows:

Department	Employing Committee
Administration	Policy & Finance
Finance	Policy & Finance
Library	Services
Service Delivery	Services

It is the responsibility of the Line Manager and Members attending to ensure that all shortlisting score sheets are completed clearly for audit purposes and in line with Employment Law. Shortlisting score sheets are to be returned to the Line Manager who then returns to the Assistant Town Clerk to file.

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.

### 3. Interview

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 Chair of Personnel (or Vice Chair in their absence) and the Chair (or Vice Chair in their absence) of the employing committee (see above).

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

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

All notes taken during the interview process should be signed and dated by the completing panel member or Line Manager and attached to their score sheet.

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

## **Appointment**

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

- a. The interview panel must reach all decisions by a majority of panel members.
- b. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.
- c. If the panel agrees that there is at least one candidate of appointable quality, it will then agree:
  - i. The first choice candidate.
  - ii. The order of preference for any other candidates of appointable quality.

### **2. The Line Manager**

- a. 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.

- b. 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).
- c. The Line Manager will notify all unsuccessful candidates once the post has been filled.
- d. The Line Manager will inform Members and Officers by email when a candidate accepts an offer of employment and a start date is confirmed.

In the absence of the Line Manager, the Town Clerk or Assistant Town Clerk will undertake this role.

### 3. The Assistant Town Clerk

The Assistant Town Clerk will undertake the necessary checks and work up the HR documents within the time laid down in law.

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

## **Post Appointment**

1. All appointments are reported back to the Personnel Committee, in turn reporting to 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.
3. The Council operates in accordance with the Data Protection Act 2018 and the 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 (GDPR).
4. Where a post becomes vacant within six months of the successful applicant taking up post, the Council may agree to appoint the next available candidate of appointable quality without need for a further process.