

LEDBURY TOWN COUNCIL

RECRUITMENT AND SELECTION POLICY

Purpose

This document sets out Ledbury Town Council's policy on recruitment and selection. The Council is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

Ledbury Town Council reserves the right not to consider applications from candidates who are related to or have a close association to current employees or Councillors.

Related Policies and Procedures

This policy should be read in conjunction with the Council's Equal Opportunities and Data Protection Policies. No decisions regarding recruitment or selection should be made by a person who has not read and understood this and related policies.

Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services for Ledbury Town Council, irrespective of whether the contract is for a temporary, fixed term, or permanent period. The policy will be made available to all employees and applies to both internal and external recruitment.

Policy Statement

This policy seeks to ensure that the best candidate is chosen for each job vacancy regardless of their personal characteristics. Existing employees will be invited to apply for promotion opportunities wherever possible.

Principles

The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be shortlisted against the job requirements as laid out in the job descriptions and person specifications;
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done;
- Information on ethnic origin, sex, disability, and nationality will be collected in order to monitor the numbers of applications from different groups. This

information will not be used in the selection process or for any other use other than this purpose.

- Selection tests may be used which are specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- If selection tests are used, these should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism
- All recruiting managers and Councillors taking part in recruitment and selection will have been trained in interviewing skills and equal opportunities;
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment should be kept for six-months, unless a longer period can be justified and is in compliance with GDPR and the Data Protection Act 1998. Records should then be disposed of confidentially;
- Interviews will assess candidates against job-related criteria;
- All information held about a candidate must be used only for the purpose of which the information has been collected;
- Reasonable adjustments should be made to reduce any disadvantage faced by anyone registered as disabled in making an application in response to an advertisement;
- The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the work place/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates;
- Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.
- The Council reserves the right not to employ relatives of current employees

Recruitment and Selection Process

The recruitment process should be followed in accordance with the following steps:

Preparation:

Formal authorisation to recruit to a post must be granted to the Town Clerk before advertising a vacancy.

If recruiting to the Town Clerk position, authority must be granted by the Mayor.

A job description should be produced with full details of the position, duties, reporting line, responsibilities of the job holder and number of direct reports, if applicable. The skills, experiences, qualifications and competencies of the job holder should be laid out in the person specification.

If necessary, for example in the case of a new post, the Resources Committee may be required to authorise the Job Description, Person Specification and advert.

Advertising:

Vacancies will be advertised in wherever it is deemed appropriate by the Resources Committee and/or the Town Clerk. Vacancies for the Clerk and Deputy Clerk roles will be advertised in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for that post, except where the Council otherwise determine, in accordance with the Council's Equal Opportunities Policy.

Applications:

Application forms are encouraged to be submitted via email, but hard copies of application forms are also acceptable.

The organisation will pay reasonable travel expenses for candidates travelling to interview.

Prior to the interview candidates will be provided with information about the role and responsibilities.

Selection and Interview:

A shortlisting form will be used to assess applicants objectively against the criteria set out in the person specification.

The interview panel should consist of two or three interviewers, including the line manager and the Town Clerk. If interviewing for the position of Deputy Clerk the interview panel will consist of the Town Clerk, The Mayor, and the Deputy Mayor. When interviewing for the position of Town Clerk the interview panel will consist of the Mayor, Deputy Mayor and one other Councillor and the out-going Clerk as an adviser, if appropriate.

An interview question sheet will be designed by the Town Clerk based on the job description and person specification and the outcome recorded on a scoring sheet.

All interview documentation must be returned to the Town Clerk for secure storage and only those authorised will have access to this information.

Once an offer of acceptance has been made verbally, the Town Clerk will telephone unsuccessful candidates notifying them of the outcome. If candidates request feedback, this should be dealt with courteously and sensitively and based on the scoring form used for the interview questions.

Making the Appointment:

Upon selection of a suitable candidate the Town Clerk will contact the successful candidate and make an offer by telephone initially.

An offer of employment letter will be sent out once the position has been accepted, subject to references.

A contract of employment containing the written statement of main terms and conditions of employment will be provided for signature within 8-weeks of commencement in post in line with employment law.

References:

All offers are subject to two satisfactory references, a check on relevant qualifications and eligibility to work in the UK where applicable.

The Town Clerk or Mayor will apply for all references, which will be requested once applicants have indicated acceptance.

References will ideally come from current and/or previous employers, if applicable. If the references are not satisfactory, the offer may be revoked.

Induction:

Induction of new employees will start as soon as a candidate accepts a position.

All new starters will receive a timetable for their successful induction into their role and the Council.

Probation:

Probation periods will be set out in contracts of employment in line with the NJC National Agreement on Pay and Conditions of Service. The standard probation is 6 months.

Date Adopted: 1 October 2020

Date of Review: 30 September 2022