



RECRUITMENT POLICY

1. POLICY STATEMENT

- 1.1 This procedure provides guidance to those involved in selecting staff and is considered to be good practice.
- 1.2 The Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities Policy. All selection processes must take place within the framework laid down by this policy.
- 1.3 All those involved in selecting candidates for jobs should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal.

2. AIMS OF THE POLICY

The key aims of the Council's selection procedures are:

- To maximize the effectiveness of the selection process;
- To ensure that selection practice is in accordance with the Council's Equal Opportunities Policy and with equal opportunities legislation;
- To ensure a consistent and fair approach is adopted across the Council in the recruitment and selection of staff.

3. ELEMENTS IN THE RECRUITMENT PROCESS

3.1 Job description

The job description and the person specification (*see 2 below*) form the basis for the selection process. In these depend the advertisement, further particulars, shortlisting criteria, structure of the interview and final selection.

Before deciding whether or how to fill a post the description of the duties associated with it will be reviewed by the Clerk to clarify the essential elements of the job and to ensure that the components remain relevant.

The job description will be included in the further particulars.

3.2 Person specification

The person specification constitutes essentially a list of abilities, experience and qualifications which are essential and/or desirable to do the job. Candidates will be assessed against it. Once these criteria have been identified they must be maintained throughout the selection process. The list should be drawn up by referring to the summary of duties or job description the appointee will be required to undertake.

A person specification functions as a yardstick in the selection process and is essential to good recruitment practice. It is also important in the event of decisions being challenged by unsuccessful candidates.

Particular care should be taken to avoid discrimination.

3.3 Advertisements

Posts can be advertised both internally and externally. All advertisements will be approved by the Clerk and conform to an agreed Council style.

The aim of advertising is to attract an appropriate number of candidates of suitable calibre and qualification and to demonstrate that the Council is an equal opportunities employer. The advertisement should be consistent with the person specification and the job description/summary of duties and all requirements stated should be justifiable and objective. The advertisement should not be too wordy as this reduces impact.

3.4 Further particulars

Following advertisement of a post the pack which is issued to enquirers will include the relevant Conditions of Service and, where appropriate, a set of Further Particulars. The purpose of the further particulars is to provide general information about the Council, its activities and about the particular post. They will expand on the information given in the advertisement and should specify any particular selection criteria associated with the post. These should be consistent with and based on the job description/summary of duties and the person specification.

The further particulars should contain a reference to a contact to whom informal enquiries regarding the nature of the post will be directed to either the Clerk or a nominated Councillor.

3.5 Applications

The Council uses application forms for recruitment in respect of all staff. All potential applications should be directed to apply formally through the official named contact. This is essential to ensure co-ordination of the recruitment process, appropriate equal opportunities monitoring, and notification of unsuccessful candidates at the conclusion of the exercised.

The form is designed also to elicit essential information from candidates.

3.6 Shortlisting

As soon after the closing date as possible the Policy and Resources Committee will meet to draw up a shortlist. Shortlisting will be undertaken by more than one person.

The person specification and the further particulars must be used as the basis for shortlisting against the factual elements and criteria specified. At this stage particular care should be taken to avoid discrimination.

It is essential for monitoring purposes and for defence purposes in the event of a claim for unlawful discrimination that the Council keeps records of reasons for *not* shortlisting candidates.

Ideally, no more than six candidates should be identified for interview.

Particular care should be taken in fielding any queries from candidates not shortlisted, or unsuccessful following the interview (*see 7 below*)

3.7 Interviews

The Interview Panel will comprise of the three same members of the Policy and Resources Committee.

A member of the Committee, having a connection by virtue of family or business relationships with the candidate, should not, under normal circumstances, be part of the interviewing panel.

The Clerk will be in attendance to answer any matters relating to the functioning of the role within the council hierarchy.

The aim of the interview is to ascertain who is the most suitable candidate for the job and to ensure that the candidates have a clear picture of what the post entails.

Before the interviews begin the Panel will establish at the outset aspects of the candidate's qualifications and experience to be explored by each panel member.

To ensure equity, all candidates should be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities.

Interviewers should be careful not to imply discrimination by asking questions about personal circumstances which are unrelated to the job. Such as questions contrary to the Council's Equal Opportunities Policy.

Note taking is highly recommended at interviews to ensure that relevant information is not forgotten when assessing all candidates at the end of the interviews.

When all candidates have been interviewed the Interview Panel should compare their formal decisions about each candidate taking care to ensure that comparison should be primarily against the defined criteria in the person specification rather than against the other candidate/s.

Once a decision had been made on whom to appoint, the reasons for *not* offering the post to the other candidates should be recorded. This information is for the Council's own monitoring purposes and is essential for reference in the case of a claim of unlawful discrimination. The reasons given should relate to the comparison against the person specification.

3.8 Notification

An offer of appointment may be made verbally or via email following the interviews by the Clerk, subject to conditions such as a Disclosure and Barring Service (DBS) check, vetting processes, legal working in the UK or satisfactory references being obtained. must be confirmed in writing by the Clerk.

Members of the Interview Panel are recommended not to enter into discussion with unsuccessful candidates but to refer them to the Clerk. Similarly, they should not enter

into 'negotiations' with the successful candidate; this is the responsibility of the Clerk as senior officer.

When an indication of their acceptance has been received, a letter of offer (with any conditions) will be issued.

A reasonable time frame of receipt of the successful candidate's response to the written offer or acceptance of the contract of employment will be communicated to the successful candidate and once accepted and all conditions met, the full contract of employment will be issued.

4. WRITTEN STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Under the legislation, the written statement of main terms and conditions of employment must include the following:-

- name of the employer and employee
- date when the employment began
- date on which the employee's period of continuous employment began
- title of job which the employee is employed to do or a full job description
- period for which the employee is employed if the contract is not permanent
- place of work
- scale or rate of remuneration or how remuneration will be calculated
- intervals at which remuneration is paid;
- terms and conditions relating to hours of work;
- terms and conditions relating to:-
 - holiday entitlement and pay
 - incapacity for work due to sickness or injury, including provisions for sick pay; and
 - pensions and pension scheme and whether a contracting-out certificate is in place.
- the notice the employee is obliged to give and entitled to receive to terminate the employment
- any collective agreements which affect the terms and conditions of the employment e.g. National Agreement on Pay and Conditions of Service
- the Council's disciplinary and grievance procedures.