



Recruitment & Selection Policy

Ilfracombe Town Council

1 Policy Statement

Recruitment plays a crucial role in the provision of services and the continued development of Ilfracombe Town Council.

It is important that the Council have an effective process for obtaining the best people to fill the vacancies that occur. Selection should be based on merit and suitability for the post alone and the recruitment process must support this.

The Council has an equal opportunities policy that applies throughout the workplace and it is particularly important that it is applied at all stages of recruitment.

Through the recruitment process there is considerable contact with members of the public and therefore the recruitment procedure should enable anyone who becomes involved in it to go away with a positive and professional impression of the Council. Each recruitment campaign should be regarded as a public relations exercise as well as a search for a new employee.

2 Aims

This guidance aims to:

- Enable the Council to recruit the best candidates for the post through making it clear what the post is and what skills, experience and attributes are required.
- Set professional standards for recruitment, whether suitable candidates are easy or difficult to find.
- Ensure candidates are given the opportunity to demonstrate their abilities regardless of their race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status.
- Help to recruit the best quality candidates.
- Ensure recruitment is seen as a key public relations exercise by all those involved.

It should always be remembered that choice applies equally both to the recruiter and the applicant. A discerning candidate is more likely to choose an employer who applies professional approach to recruitment.

3 Definition of Terms

Job Description

A job description sets out the main purpose of the job and how it fits into the organisational structure and objectives of the Council. It contains the principle accountabilities of the job, outlines the context of the position and contains other relevant information. It forms the basis for pre-selection and the formation of the person specification.

Person Specification

A person specification defines the attributes, knowledge, skills, experience and qualifications required to fulfil the role. It is compiled from the job description. The elements contained within the person specification will be on the basis of job requirements. Job requirements that affect certain individuals more than others or that restrict the opportunities open to certain groups more than others will only be those that are necessary for the effective performance of the job and can be objectively justified.

Interview

A discussion process between interviewer(s) and candidates for the purpose of assessing whether the candidate is interested in the job and capable of doing it. The interview is structured around key criteria for the job, this is likely to be a combination of technical and behavioural areas. At the interview there will be an opportunity to explain the responsibilities of the job and to promote the Council.

4 Recruitment Procedure

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

Preparation

Formal authorisation to recruit to a post must be granted by the Staffing Committee and approved at Full Council before advertising a vacancy.

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

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

The Staffing Committee are required to authorise the job description, person specification and advert.

Advertising

In accordance with the Council's Equal Opportunities Policy, an evaluation should be carried out as to the appropriate advertisement of each vacancy when they occur to attract the best candidates.

Factors considered will include:

- Whether the role could be filled internally either as a potential development opportunity or if there are staff potentially at risk of redundancy.
- That equal opportunities guidance must be followed. This may be achieved by ensuring that external adverts are able to be viewed by all by using the Council's website, social media, window display and local press.
- Cost
- Relevance of the publication

Job advertisements will be based on the job description and person specification. Positions may be simultaneously advertised internally and externally. Internal vacancies will be emailed to all staff and highlighted at team meetings. For external positions a variety of advertising mediums will be used based on budget allocation.

Internal Recruitment

If an internal candidate is successful in applying for a fixed-term contract post, the Council will keep the original position open for that member of staff for them to return to when the fixed-term contract ends. The substantive post would be back-filled by further recruitment. This is in line with the Council's Training and Development Policy supporting opportunities for staff progression and development.

Applications

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

It is good practice to separate personal information from the application form so that the selection panel are not aware of names and details personal to the candidate.

Shortlisting

A shortlisting (sifting) form will be used to assess applicants objectively against the criteria set out in the person specification. Shortlisted candidates are then invited to interview.

Interviews & Assessment Methods

Candidates will be assessed by interview and if appropriate other assessment methods relevant to the role, for example, presentations, ability tests or in-tray exercises. It is useful to use a work-based activity to test the skills in relation to the job duties.

Interviews should be structured around the job description and a record of the discussion is made. Questions should be prepared in advance of the interview and an interview scoring form prepared with an agreed scoring system. It is also an opportunity for the candidate to ask about the position and the Council.

The interview panel should consist of three interviewers and should include two members of the Staffing Committee and a Senior Officer.

If the Town Clerk position is being interviewed for, then the Mayor, Deputy Mayor and Chairman of the Staffing Committee shall make up the interview panel.

In order to avoid any possible accusation of bias, anyone on the interview panel should not be involved in an appointment where they are related to the applicant, or have a close personal relationship outside of work with them. It is good practice to ask the applicant to declare this applies and alternative arrangements/selection panel will be made.

Qualification Check

If required, original certificates are requested at interview together with a copy for the Council's records.

Making the Appointment

Upon selection of a suitable candidate, the successful candidate will initially be contacted by telephone and a verbal conditional offer made.

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

A pre-employment medical assessment will be arranged. If the results of the assessment indicate adjustments are required, then these adjustments should be assessed. All reasonable adjustments will be made.

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.

If no candidates fulfil all the essential criteria it is important not to appoint – most appointees will be with the Council for a number of years and although it is sometimes tempting to employ someone who does not reach the standards to cover a short-term shortfall, this can create more problems in the long-term.

An employer must always be able to justify their decision in recruiting a particular person in case of an application to an employment tribunal. If the issue reached a tribunal, the Chairman would have to provide evidence showing how and why the decision was reached.

References

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

If applicable a DBS check will be conducted at the reference stage.

A delegated Senior Manager will apply for and verify all references, which will be requested once applicants have indicated acceptance (subject to the conditions highlighted above).

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

Induction

Induction of new employees is essential. This includes basic induction of terms and conditions of employment, information about the Council, Council policies and procedures.

Probation

Probation periods will be set out in contracts of employment. The standard probation period is 6 months.

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