



# Recruitment

## Policy 40

**Adoption Date: 23.05.20**  
**Review Date: When Required**

<b>Issue Number</b>	<b>Date Agreed</b>	<b>Details of amendments</b>
1	23/05/20	Adopted
2	15/06/21	Checked for Accessibility Issues Reformatted styles where applicable No changes to the wording of this document have been made

### Contents

1.0	Introduction .....	2
2.0	Aims .....	2
3.0	Applications .....	2
4.0	Shortlisting .....	3
5.0	Interviews .....	3
6.0	Notification and Appointment .....	3

## **1.0 Introduction**

- 1.1 This policy provides guidance to those involved with the recruitment of the Clerk and Assistant Clerk only. The recruitment of other positions will be at the discretion of the Clerk and appropriate officer of the Council depending on the role (i.e. the Operations Officer will assist the Clerk when recruiting for Grounds Staff).
- 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 will take place within the framework laid down by this policy.
- 1.3 The Council will also use the employment guidance provided by NALC, SALC and SLCC.
- 1.4 All those involved in selecting candidates for employment 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.

## **2.0 Aims**

- 2.1 The key aims of the Council's recruitment policy are:
  - a) To maximise the effectiveness of the recruitment and selection process;
  - b) To ensure the recruitment and selection processes are consistent, fair, transparent and in accordance with legislation; and
  - c) To ensure the recruitment and selection processes are in accordance with the Council's Equal Opportunities policy.

## **3.0 Applications**

- 3.1 The Council will provide a job description and person specification for each vacancy, and these documents will form the basis for the selection process. The Clerk will be responsible for ensuring these are reviewed and reflect the current responsibilities of the role.
- 3.2 The person specification will include a list of skills, experience and qualifications which are essential and/or desirable for the role. Candidates will be assessed and selected for interview against the person specification criteria.
- 3.3 The job description and person specification will be included in the recruitment pack, which will also provide details of working hours, pay scales and type and length of contract.
- 3.4 Vacancies will be advertised internally and externally, except where the Council are amending a temporary or fixed-term contract to a permanent position, where the existing post-holder (assuming their performance is satisfactory) may be offered the position prior to any other advertising.
- 3.5 The Council will consider the viability of part-time and/or job share candidates for each role and will make clear in its advertisement where this will be considered.

- 3.6 The Council uses application forms for recruitment and will not accept CVs. All potential applicants should be directed to apply formally through the official contact named in the advertisement.

#### **4.0 Shortlisting**

- 4.1 The Council will agree a shortlisting panel to assess the applications. The composition of the panel will vary according to the type of post being filled.
- 4.2 Any Member with a personal connection to any of the candidates will be excluded from the entire selection process.
- 4.3 As soon as possible after the closing date for applications, the shortlisting panel will select candidates for interview by assessing the information in their application form against the job description and person specification.

#### **5.0 Interviews**

- 5.1 The Council will agree the composition of the interview panel, which will normally comprise the members of the shortlisting panel.
- 5.2 To ensure a consistent and fair approach, all candidates will be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities. The questions will vary depending on the vacancy.
- 5.3 The interview panel must take extreme care to ensure they do not imply discrimination by asking questions about personal circumstances which are unrelated to the job.
- 5.4 Each member of the interview panel will take notes to support their assessment of the candidates' suitability of the role using a scoring matrix table. This will be used by all members of the panel to help objectively assess the candidates.
- 5.5 Once all candidates have been interviewed, the panel members should compare their notes and agree the most suitable candidate, ensuring their decision is based on the criteria in the job description and person specification.

#### **6.0 Notification and Appointment**

- 6.1 Post interview arrangements are the responsibility of the Clerk, or where the vacancy is for the role of the Clerk, the Council Chairman.
- 6.2 Candidates should be notified as soon as possible of the outcome. A verbal offer of appointment may be made to the successful candidate but must be formally confirmed in writing. The offer is conditional on obtaining satisfactory references and, where applicable, proof of eligibility to work in the UK and any copies of qualification certificates.
- 6.3 If unsatisfactory responses to references are received, the Council may reconsider the offer of appointment. If the offer is subsequently withdrawn, the Council may make an offer to one of the original unsuccessful candidates or decide to begin the recruitment process again.