

# TOWN COUNCIL OF GRANGE-OVER-SANDS



## GRANGE TOWN COUNCIL RECRUITMENT AND SELECTION POLICY AND PROCEDURE

May 2020

### INTRODUCTION - LEGISLATION

Grange Town Council is committed to adhering to current legislation in connection with the recruitment and selection of new employees. The Council is also committed to ensuring compliance with any future statutory requirements and codes of practices produced by lead organisations in employment relations, for example: the Commission for Racial Equality, the Equal Opportunities Commission and the Disability Rights Commission.

### EQUALITY AND DIVERSITY IN THE WORKPLACE

The Council is committed to ensuring that equal opportunity practices are embedded in all the recruitment and selection processes that it undertakes. The Council's Equalities Policy states this.

The Council will:

- Ensure that the employees of the Council are representative of the community it serves.
- Ensure that employees are recruited and promoted on the basis of ability and other relevant objective criteria to carry out the duties and responsibilities of the post for which they have applied.
- Continue to ensure that the recruitment and selection procedure is applied consistently to ensure fair access to all jobs.
- Ensure that external job opportunities are communicated to all sections of the local community.
- Ensure that all employees and applicants are treated with dignity and respect. Where harassment, victimisation or bullying occurs this will be confronted and dealt with through the appropriate policies and procedures.
- Ensure that recruitment policies and procedures are reviewed and updated on a regular basis and reflect and incorporate national legislation and leading models of good practice and codes of conduct.
- Consider adapting organisational requirements or existing practices where they are contrary to employee's cultural and religious needs.
- Involve and communicate effectively with all employees.
- Provide a fair, equal and transparent pay and reward system.

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## **WORK/ LIFE BALANCE**

The Council will encourage a good 'work-life balance' by giving consideration to more flexible ways of working particularly if recruitment to certain posts is difficult.

## **RESPONSIBILITIES**

### **The Role of the Town Clerk/Chair of the Recruitment Panel**

The Town Clerk will normally be the Chair of the Recruitment Panel and will;

- Co-ordinate the recruitment panel in the short listing process.
- Chair the interviews.
- Provide advice and guidance to all employees and potential employees in relation to the recruitment and selection process.
- Ensure the post is advertised in a timely and cost effective manner.
- Notify applicants that they have been short listed for interview.
- Notify candidates in writing that they have been unsuccessful following interview.
- Provide feedback to the unsuccessful candidates if required.
- Carry out the pre-employment checks on the preferred candidates.
- Send out offers of employment, and associated paperwork.

## **THE RECRUITMENT AND SELECTION PROCESS**

The recruitment and selection process can be divided into three main areas as follows:

1. The Pre-Selection Process
2. The Selection Process
3. The Appointment Process

### **1. The Pre-Selection Process**

#### **Prior to advertisement**

A vacancy can provide opportunities for Council to rethink a role or area of work: (a replacement of the old post, hours, duties etc. should not automatic). Consideration should be given to the following:

- Is the post still required?
- Are there new duties which need to be added to the role?
- How much has the role changed since its original creation?
- Are there any technological changes ahead which may affect the functions of the role or the skills and abilities of the person to perform it?
- Reallocation of duties to other members of a team.
- Reorganisation within the department.
- Is there sufficient budget for the post?

#### **Job Description and Person Specification**

In drawing up the job description consultation should be made with any relevant parties. The job description should clearly state the main duties and tasks for this role.

From the job description a detailed person specification should then be completed which will allow the council to profile the ideal person to fill the job.

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A person specification will detail the relevant skills, knowledge and aptitudes required which are directly related to the job. It is essential that in compiling the person specification any criteria relating to personal qualities or circumstances should not be potentially discriminatory.

It is essential that the job description is clear and precise and the person specification makes a clear distinction between essential and desirable criteria. The success of the recruitment process is based on these documents; which are used at evaluation, advertisement stage and during the assessment process.

## **Advertising**

The Town Clerk and Council Officers are responsible for compiling the advertisement for the vacancy.

Posts will be advertised using one or more of the following mediums:

- Professional journals
- Local press
- Local radio
- Job Centre
- E-recruitment sites
- Local schools and colleges
- Throughout the Council via email and on employee notice boards

When considering where to advertise it is essential that consideration should be given to the cost and maximum coverage to target groups before making a decision.

Consideration will be given to job share arrangements for all full time posts.

## **Application Packs**

Applicants interested in any of the vacancies advertised will be able to download the Application Pack from the Council website or contact the office to have an application pack emailed to them.

Each application pack will contain the following:

- Application form.
- Equal Opportunities Monitoring Form including details of why the information is requested and how it will be used.
- Post description and person specification.
- Details of the closing date, the possible interview date and who to contact for informal discussion with regard to the post.
- Any additional information that is relevant to the post.

## **Applications**

Applications may be submitted by email. The deadline for the submission of applications will be noon on the stated closing date.

The recruitment panel may make a decision to accept a late application providing the short-listing process has not been completed.

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## 2. The Selection Process

### The Recruitment Panel

The panel itself will be of mixed gender, of at least three people, one who will be the Town Clerk, a council member and/or an officer or another councillor.

The recruitment panel should stay the same throughout the whole process and all members must fully participate in both the short listing and interviewing stages.

Members of the Recruitment Panel must declare if they know any of the applicants and the capacity in which the applicant is known to them.

One person will be designated the Chair (usually Town Clerk) to take the lead in the recruitment process and be the key contact. The Town Clerk will ensure the process is carried out in a fair and equitable manner and ensure that all decisions are recorded clearly.

The panel will:

- Carry out short listing.
- Decide the selection method to be used.
- Develop questions and additional selection methods to be used e.g. a presentation.
- Conduct interviews.
- Decide on the final appointment.
- Complete all necessary paperwork clearly.

### Short listing

Applications will be assessed against the criteria contained in the job specification with those applicants most closely matching the criteria being selected for interview. The decision must be based upon the evidence provided and not on assumptions.

Short listing MUST be carried out by all members of the Recruitment Panel. Under no circumstances will short listing be carried out by only one member of the Recruitment Panel.

All documentation provided in applications must be fully completed and retained for six months.

All short listed candidates will be notified of the next stage of the recruitment process. Reasonable notice will be given to the short listed candidates of the selection process and the candidate will be provided with the following information:

- The date, time and venue.
- Map/ directions to the venue.
- Length of time the process is expected to take.
- The names and job titles of the Recruitment Panel members.
- Selection methods to be used and guidance on how to prepare (if appropriate).

### Disabled Applicants and Reasonable Adjustments

The statutory duty to make reasonable adjustments in relation to disabled applicants might include the following:

- Rearranging the time of the interview.
- Rearranging the venue.
- Accommodating a hearing-impaired applicant by ensuring that the interviewer faces the applicant, speaks clearly and is prepared to repeat questions, or providing a hearing loop.

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## Selection Methods

The Recruitment Panel chooses the selection method to be used. This can include one or more of the following:

- Interviews.
- Written exercises.
- Practical tests (e.g. keyboard skills).
- Presentations.

It is important that the method used is appropriate to the job being applied for. The method used must relate to the requirements of the job as identified in the person specification.

Any tests that are used should not be directly or indirectly discriminatory.

The candidates must always be notified of the proposed selection method to be used when they are invited for interview.

## The Interview

For each vacancy it is advisable that no more than six candidates are interviewed. Ideally all interviews should all take place on the same day. In exceptional circumstances they may take place on separate days, but ideally should be held consecutively.

The Recruitment Panel must ensure that:

- Sufficient time is allowed for preparation, carrying out the interview and writing detailed notes.
- Candidates are asked questions about the same matters, although these do not have to be the exact same questions. Supplementary questions can be used to explore areas of concern, interest or other aspects of the candidate's application.
- Questions are focussed on obtaining relevant information and evidence of the candidate's ability to do the job.
- Questions are allocated to specific panel members according to expertise and knowledge.
- Any requests for variations in terms and conditions or about the duties of the role are recorded.
- All paperwork is completed clearly and retained for six months.
- Questions are not asked in relation to personal lives (for example childcare arrangements).

If, in exceptional circumstances a candidate is unable to make the interview date it is up to the Recruitment Panel to decide if the interview can be rescheduled ensuring that no other person has been disadvantaged. In such circumstances there should be no changes to the Panel or to the format of the interview.

## The Preferred Candidate

All pre-employment checks should be completed prior to a formal offer being made, but there may be occasions where an offer will need to be made immediately and this will mean that the offer is made subject to satisfactory references or medical assessments being received. (No offer can be made if the post is subject to a satisfactory CRB check). The 'preferred candidate' must not commence in post until all the appropriate checks have been completed.

## The Reserve Candidate

The Recruitment Panel may select a reserve candidate who they consider capable of undertaking the vacant post should the preferred candidate decline the offer of employment or the pre-employment checks prove to be unsatisfactory.

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## 3. The Appointment Process

### Pre-employment Checks

For each preferred applicant a number of pre-employment checks will need to be made. The Council Officers are responsible for administering all aspects of the checking procedures.

### Eligibility to Work in the UK

The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ those who do not have permission to live or to work in the United Kingdom.

All new recruits must provide evidence of their eligibility to work in the UK (show ID) and the Town Clerk will coordinate this pre-employment check prior to a formal offer of employment being made.

### Criminal Records Bureau (CRB)

Certain posts within the Council may have restrictions and can only be filled subject to receipt of a satisfactory Disclosure check that has been made through the Criminal Records Bureau (CRB).

### Criminal Convictions

Applicants are asked on the application form whether they have any convictions for criminal offences. Information on the provisions of the Rehabilitation of Offenders Act and the requirements for completion of this section will be enclosed in the vacancy information pack. If an applicant is found not to have completed this question accurately appropriate action would be taken.

### References

Reference(s) will be sought for preferred candidates. For new employees to the Council at least two references will be sought, one of which must be from the current or most recent employer. For preferred candidates that are already employed by the Council only one reference will be required.

### Qualifications

Copies of all relevant qualifications will be made and kept on an individual's personal file.

### The Formal Offer

After all the appropriate checks have been completed and are deemed satisfactory, a formal offer of employment should be made. The Town Clerk will send the employee the letter of Formal Offer once they have been provided with a start date.

The starting salary for all new appointments will be at the lowest salary scale point for the appropriate salary grade. If the Town Clerk wishes to appoint at a higher level it must reflect the candidate's level of experience and skills and the responsibilities of the vacant position.

## COMMENCEMENT OF EMPLOYMENT

### The Probation Period

All appointments of 12 months duration or longer will be subject to the satisfactory completion of a three month probation period. A probation period will enable the manager to:

- Assess the initial performance of the candidate and their suitability for the post.
- To identify the employee's development potential in the role.

A probation review meeting should be held with the post holder before the end of their first month in employment, the second month and again BEFORE the end of the period. The purpose of the probation

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review meeting is to discuss how the commencement in post is progressing as well as to potentially identify any problems that the new employee may be experiencing in their post.

If there are noticeable problems with an employee's performance during the three-month probation period these must be addressed at the earliest opportunity to enable the employee to improve their performance. It is unreasonable to wait until the end of the three month period before highlighting any problems.

If at the end of the three month probation period the employee's performance has not met the standard required the Town Clerk can choose to:

- Extend the probationary period for up to three months implementing new agreed performance targets and timescales; or
- Terminate the employment.

The Town Clerk must complete the 'Probation Review Form' at each of the review meetings and a copy should be placed on the employee's personnel file at the end of their probationary period.

### **RECORDING AND STORAGE OF RECRUITMENT DOCUMENTATION**

Copies of all relevant documents relating to the filling of each vacancy should be kept for a minimum of six months following the appointment to a post.

The records, which must be kept, are as follows:

- A copy of the advertisement
- Job Description
- Person Specification
- All unsuccessful application forms
- Details of the Recruitment Panel and their notes throughout the process
- All correspondence between the Council and the applicants
- All correspondence between the Council and the referees

Equal Opportunity Monitoring Forms will be held separately from the application form and details contained on the forms logged and then destroyed after a maximum period of six months.

Applications will be held in a secure area and will only be made available to those involved in the recruitment process. Information will not be passed on to anyone outside this process without the express consent of the individual applicant.

### **REVIEW OF THE POLICY**

The Policy will be reviewed on a regular basis in the light of operating experience and/or changes in legislation.