

# Magor with Undy Town Council

## Recruitment and Selection Policy

### **Purpose**

This document sets out the 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 grounds 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.

### **Related policies and procedures**

This policy is to be read in conjunction with the Council's 'Equality & Diversity' and 'Information & Data Protection Policy' policies. No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy and related policies.

### **Scope**

This policy is applicable to the recruitment and selection of all employees engaged to provide services for the Council, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. 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 sex, race, disability or other 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.
- 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.
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment should be kept on records for six

months, unless a longer period can be justified and is in compliance with the Data Protection Act 1998. Records should then be disposed of confidentially.

- Interviews will assess candidates against job-related criteria only.
- All information held about a candidate must be used only for the purpose for which the information has been collected.
- All candidates will be asked at the first interview stage to provide documentary evidence of the right to live and work in the UK, to ensure compliance with the immigration, Asylum and Nationality Act 2006. A photocopy of the accepted documentation will be taken.
- Reasonable adjustments should be made to reduce any disadvantage faced by disabled people 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.

## **Recruitment and Selection Process**

The Council can resolve to seek the assistance of a competent professional Human Resources advisor (au fait with the local council sector) to assist in the preparation, advertising and interview process e.g. A One Voice Wales consultant.

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 Council before advertising a vacancy. 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.

### **Advertising**

Except where the Council otherwise determines, all vacancies in the Council's establishment which the Council intends to fill shall be publically advertised. Advertisements can be placed in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for that post, ie. SLCC, OVW, except where the Council otherwise determine, in accordance with the Council's Equal Opportunities Policy.

Job advertisements will be based on the job description and person specification.

Positions may be simultaneously advertised internally and externally.

### **Applications**

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

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

### **Selection & 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 three (3) members and/or the professional HR consultant (if applicable), and such other panel members as Council deems necessary.

An interview question sheet will be designed by the Council or delegated panel based on the job description and person specification/competency profile, and the outcome recorded on a grid.

All interview documentation must be returned to the Clerk for secure storage (in line with GDPR and Data Protection). Only those that require access for specific and authorised purposes will be able to access this information.

Once an offer of acceptance has been made verbally, the Clerk will telephone unsuccessful candidate 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 interview questions.

### **Making the Appointment**

*(Note in the case of appointing a new clerk, the actions of the clerk as stated below will be undertaken by the Mayor/Deputy Mayor or a Councillor as designated by Full Council)*

The Clerk must approve all offers made to successful candidates. Upon selection of a suitable candidate the Clerk will contact the successful candidate and make an offer by telephone initially.

The Clerk will send an offer of Employment letter 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.

### **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.

The Clerk (or delegated Officer) 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 revoked.

**Induction**

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

**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 period is 6 months (but not less than 13 weeks).

**Appeals Procedure**

Employees who have concerns about any aspect of this policy or its operation should use the Council's Grievance Policy and Procedure.