

WESTON-SUPER-MARE TOWN COUNCIL

RECRUITMENT AND SELECTION PROCEDURE

Policy Statement

Weston-super-Mare Town Council aim to use the most appropriate tools and processes available for recruitment and selection purposes in order to attract and appoint the most suitable candidate into a role.

The Council is an Equal Opportunity Employer and will always seek to recruit the person most suited to the job in question, irrespective of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity. Those involved in the recruitment process must be aware of the Council's Equal Opportunities, Equality and Diversity and Data Policies. Any queries should be addressed to the Assistant Town Clerk.

Implementation of this policy is the responsibility of the Town Clerk, Assistant Town Clerk and line-managers where specified.

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.

The job description should be reviewed regularly with the employee and up-dated to reflect changing needs. The best time to do this is as part of the SDP/performance development process.

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 candidate 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.

Equal Opportunities within Recruitment and Selection

Every possible step is taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection and promotion are based solely on objective and job related criteria. Recruitment must be undertaken in accordance with the Equal Opportunities Policy, so that there is no unlawful discrimination.

It is currently unlawful to discriminate against a person on grounds of age, sex, race, disability, sexual orientation or religion or belief:

- In the arrangements made for offering a job
- In the terms on which employment is offered
- By refusing to offer, or deliberately not offering a person employment

It is also unlawful to discriminate against a part-time employee by giving them less favourable terms than a comparable full-time employee.

Monitoring and Positive Action

All selection criteria and interview records must be retained for at least 12 months in order to demonstrate a fair and consistent process was followed. The composition of the workforce and of job applicants are monitored on a yearly basis, if inequalities become apparent, positive action, within the parameters of existing legislation and the resources of the Council, is taken to redress the imbalance. Such measures include encouraging under-represented groups to apply for vacancies.

Selection is based on skills and/or qualifications and the demonstrated or assessed ability to perform within the post. It is accepted that an applicant with a disability may need reasonable adjustments to be made for their full employment potential to be realised and this does not adversely affect the individual's opportunity to be recruited or promoted.

Role of the Personnel Committee

The Personnel Committee considers all policy aspects of human resources and personnel including establishment, grading and conditions of service.

Terms of Reference

- To determine the Council's staffing structure and establishment.
- To determine the Council's policy on deployment, welfare, superannuation, remuneration, recruitment, training, qualifications,

health and safety aspects and other conditions of service of all employees.

- To determine schemes for the employment of people under apprenticeship, job creation and youth training programmes.
- To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities for administrative and professional, technical and clerical staff and the South West Regional Employers for manual staff.
- To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities not delegated to the Town Clerk.
- The recruitment of senior Council managers as necessary.
- To determine the training and qualification policy of the Council.
- To oversee the Council's pension policy and the criteria required for eligibility.
- To determine the policy for the designation of staff as casual car users.

Recruitment Procedure

This procedure provides guidelines for recruitment and should be followed once it is established that recruitment is necessary.

Filling the Vacancy

Prior to beginning the recruitment process the Manager will review the job description for the vacancy. If it is a new position or the job content has changed, then a new job description should be drawn up.

The Manager should identify the essential characteristics required for the successful candidate, using the person specification. The Person Specification identifies key skills, qualifications, experience, competencies and any other relevant information necessary for the job.

The inclusion of unnecessary/marginal requirements can lead to discrimination, as can blanket exclusions. Any health requirements must be justifiable.

Only put in what is genuinely required for the job and be as clear and as specific as possible.

Consideration should be given to allowing the work to be done as a job share or part time hours.

All vacancies should be advertised internally and externally at the same time.

The Personnel Committee and/or Town Clerk under delegated powers must approve any vacancy prior to this being advertised in accordance with the Terms of Reference.

Planning the Recruitment Process

Once the job description and the person specification are complete the recruitment process needs to be planned. Recruitment by its very nature can be a lengthy and expensive process. Realistic timescales should be considered when drawing up the plan.

Where appropriate a recruitment agency will be used by the Council and the following process may be adapted where this is the case, although the Council will still make an appointment on the objective merits of the candidate only.

If the vacancy is for a senior Council staff member, a member of the Personnel Committee must form part of the recruitment and selection panel.

Recruitment for posts on the Council's Leadership Team, i.e. management or supervisory roles will require a member of the Personnel Committee being invited onto the recruitment panel.

In all other instances a Manager and an appropriate work colleague e.g. another manager or an appropriate person in that department can complete this process.

Administration

Where appropriate, depending on whether a recruitment agency is used or not, a job pack should be sent to each potential candidate. This should include:

- Job description
- Person specification
- Equal opportunities form
- Application form

The Panel commit to ensuring that all candidates are kept informed as to the status of their application in a timely manner. Applicants should be given the opportunity to declare whether they have a disability and whether they would require any reasonable adjustment(s) to be made to the interview process.

Interviewers must also be aware of making assumptions and if unsure about a disabled applicant should refer to the Assistant Town Clerk for advice.

Recruitment

Recruitment should be carefully targeted to attract applicants most likely to meet the job requirements. It may include the use of recruitment agencies, job centres, advertising in colleges, local newspaper advertising, etc.

Where a recruitment agency is not used, applicants should apply by application form. CV's are only acceptable if accompanied by an application form. A clear deadline for receipt of all applications should be set.

In some circumstances it will be necessary to make a reasonable adjustment in relation to a disabled applicant's application.

Short listing Procedure

The short listing procedure is used where the post is advertised.

Once the deadline for all applications has passed the Panel will assess all applicants against the person specification. A shortlist is drawn up of those who meet the specification. A grid system is used to short list. They will then discuss their own short lists and come to agreement about the definitive shortlist.

Shortlisted candidates are then invited to interview.

Interviews

Interviews should be structured around the job description and a record of the discussion is made. It is also an opportunity for the candidate to ask about the position and the Council. A minimum of two persons will conduct the interviews.

Individuals should be assessed against the person specification. The short listing form can be amended for this purpose and a weighting system used. It is important that all assessments are made against existing evidence.

Qualification Check

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

Evaluation Session

At the end of the selection process the interviewer(s) evaluate all assessment information gathered on each candidate. Candidate results are considered against the person specification for the position. The evaluation process is objective and structured in order to identify the most suitable candidate for the position.

Unsuccessful Applicants

Where the post has been advertised, all candidates receive a letter or telephone call informing them of the decision not to appoint them. For

candidates who performed well their details may be kept on the files for future vacancies if they consent to this. The Manager can provide constructive feedback via the telephone if requested by an applicant.

The Successful Applicant

The Manager or Panel will decide on the detail of the offer. The terms and conditions offered should not discriminate against any individual.

Making the Offer

A conditional offer letter is prepared clearly outlining the terms and conditions of the proposed employment. This offer is subject to satisfactory qualifications, references and right to work in Great Britain. The successful applicant is made aware of these conditions.

The Council will seek employer references and where relevant, verify qualifications (if not available at interview) before the offer of employment is confirmed.

All candidates will be asked to provide evidence of entitlement to work in the United Kingdom.

When satisfactory responses are received for qualifications, right to work and references the successful candidate is given a formal contract of employment. If unsatisfactory responses are received the offer of employment is 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.