



RECRUITMENT AND SELECTION POLICY

Date of Adoption: 20 June 2023

Review Date: Every three years, or earlier if subject to legislative changes

RECRUITMENT AND SELECTION POLICY

1. INTRODUCTION

Effective recruitment and selection is central and crucial to the successful functioning of Downham Market Town Council. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Council's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

2. PRINCIPLES

The Town Clerk is responsible for employee recruitment in consultation with Full Council. This policy will be implemented with regard at all stages to Council's Equality and Diversity Policy, the Equality Act 2010 and subsequent legislation. All stages of the selection process will focus on the needs of the job and skills needed to perform effectively. The Town Clerk will ensure that questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive.

3. RECRUITMENT PROCESS

3.1 Before embarking upon the recruitment process, the Town Clerk should have recruitment authority from Full Council and an updated job description and person specification.

3.2 Seeking recruitment authority from Full Council should be undertaken at the earliest opportunity. If a scheduled meeting of Full Council is not available within 14 days, The Mayor will call an extraordinary meeting of Full Council, to seek recruitment authority for the post.

3.3 Advertisements will be placed appropriately to allow maximum exposure to all sectors of the community.

4. APPLICATION FORM

4.1 In applying for posts all candidates will be provided with a job description, details of the appropriate conditions of service and details about Downham Market Town Council. A brief statement about the appointment procedure will be provided, and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.

4.2 In drawing up the job description and conditions of service, Downham Market Town Council will ensure that no job applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

4.3 Applicants will be asked if they wish to make the Council aware of any disabilities, as defined in the Disability Discrimination Act 1995, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability who meet the essential criteria for the job will be interviewed, and considered on their merits, with no regard taken of their disability.

4.4 Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of whom should normally be the applicant's current or most recent employer.

4.5 Only references for short listed candidates for interview will be obtained prior to interview.

4.6 All candidates will be asked to declare on the application form whether they have ever been convicted of any criminal offence which cannot be regarded as 'spent' in terms of the Rehabilitation of Offenders Act 1974.

4.7 For posts that involve working with children and vulnerable adults/finance work, applicants will be asked to reveal details of 'spent' and unspent' convictions. Successful candidates for such posts will be required to provide the necessary documentation in order to complete a Disclosure and Barring Service (DBS) check. Posts which require such a disclosure, will be clearly indicated on the conditions of service and appointment procedure.

4.8 Applicants will also be required to declare if they are related to any councillor or member of staff within the Town Council. Canvassing of members of the Town Council is not permitted. No councillor should be put in a position where they are asked to interview a person to whom they are related. A councillor must disclose as a pecuniary interest, if knowing of, or related to an applicant.

4.9 It is the Town Council's policy not to communicate further with applicants other than those who are short-listed. A note to this effect is included in the details sent out to applicants and a date given by which they may expect to receive notification by shortlisting.

4.10 All completed application forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

4.11 All application forms will be collated by the Town Clerk and supplied to the Human Resources interview panel for shortlisting purposes.

5. SELECTION METHODS

5.1 The selection panel will consist of either the Chair/Vice Chair of Human Resources, another member of that Committee and the Town Clerk (members of this panel will act under delegated authority of the Council and are authorised to appoint to this position). These individuals have experience of the selection and interview process and are sufficiently competent in this field. Members of the selection panel will also be members of the interview panel to allow for continuity.

5.2 **Town Clerk Post** - The selection panel for the post of Town Clerk will consist of the Chair of Human Resources, The Mayor and one other councillor who will be appointed at the meeting seeking Full Council authority to recruit. Members of the selection panel will also be members of the interview panel for continuity. Following completion of the Interview process, a recommendation will be made to Full Council.

5.3 A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates examples of their previous relevant experience.

5.4 All candidates will be asked the same questions in the same order, and their responses rated between 1-10. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total points score. Additional notes may be made by the panel during interview, however it should be noted that candidates will have access to all information should they request it.

5.5 It should be remembered that an interview is a two way process, and candidates will be given every opportunity to view the offices where they will work and ask questions about the Council, to ensure they have a full understanding of the post for which they are applying.

5.6 All appointments will be made strictly on merit and related to the requirements of the job.

5.7 All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone, e-mail or letter.

5.8 All unsuccessful interviewees' application forms and interview notes will be retained for three months from the date of interviews taking place. After this date they will be destroyed.

5.9 Full Council will be advised, at the next available meeting, of the appointment of the successful candidate. This will follow receipt of satisfactory references and a DBS check, if appropriate.

6. **RELEVANT CHECKS**

6.1 All offers of employment will be made conditional upon satisfactory results from the following:

- . Two satisfactory references;
- . Confirmation of the right to work in this country (if appropriate);
- . Disclosure and Barring Service Check (DBS) (if appropriate)

7. PROBATIONARY PERIOD

7.1 All appointments will be made subject to a probationary period of six months, unless an exemption is agreed, at the time of appointment, for an internal candidate.

After one and three months a review meeting will take place between the post holder and the Town Clerk to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the Town Clerk, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further three months should the Human Resources Committee consider this appropriate. Full Council will be advised at the completion of an employee's probationary period.

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