



WESTGATE ON SEA TOWN COUNCIL RECRUITMENT POLICY

Purpose

Adopted 05.02.2020

- Every recruitment process will be designed with the intention of achieving the selection of the most suitable person for the job.
- The Town 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/belief, sex, sexual orientation, marriage/civil partnership or pregnancy/maternity.
- All those involved in the recruitment process will be aware of the Council's Equalities and Diversity Policy and Data Protection policies.
- A professional and consistent approach to recruitment and selection is maintained.

Scope

- This policy applies to all internal and external applicants.

Procedure

Review of role: Before a job is advertised the following will be done:

- A review will be undertaken to ensure that: the role is required; the number of hours of work that are required; that the management arrangements are appropriate, the grade/salary scale is appropriate.
- Once the role is agreed a job description (sets out the main purpose of the job and how it fits into the organisational structure) will be required and a person specification (this defines the attributes, knowledge, skills, experience and qualifications required or preferred) will be needed.
- The job description for any existing positions will be updated to ensure that it is current and includes the main tasks of the job. In the case of a new position this will be drafted by the Town Clerk and HR Committee.
- The person specification will be drafted or updated to ensure that the qualifications, skills and experience included are necessary and justifiable as objective criteria for the satisfactory performance of the job.

Advertising

The method of advertising a vacancy will be decided by the Town Clerk. The advertisement will be aimed at as wide a group of suitably qualified and experienced people as possible and will avoid stereotyping or using wording that may discourage particular groups from applying. Vacancies will also be advertised internally to staff.

Applications

Applications will be invited in a written format on the standard Town Council application form. A job pack should be sent to each applicant to include:- job description, person specification, equal opportunities form and application form. All candidates should be kept informed as to the status of their application in a timely manner.

Equal Opportunities Monitoring

The Town Council will include an equal opportunities monitoring form in every application pack. Completion of the form by applicants will be voluntary. The information on the monitoring forms will be collated and used by the Town Clerk to inform advertising decisions and identify any areas where positive action may be of benefit to increase the pool of applicants.

Selection Process

- The selection process (Sifting, shortlisting and interview) will be based upon matching the candidates' skills, experience and knowledge to that as set out in the job description and person specification.
- The selection process will be decided by the Town Clerk who will consult with the Chairperson of the Council and the Human Resources Committee. The obvious exception for this is if recruitment for a new Town Clerk is undertaken; this will be determined by the Chairperson and the HR Committee.

With limited exceptions, applicants will not be asked about health or disability before a job offer is made; examples of the exceptions are:

- Questions to establish if an applicant needs any reasonable adjustments to be made for them to attend/participate in an interview
- Positive action to enable the Town Council to improve the diversity of applicants
- Equal opportunities monitoring
- 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.

Outcomes of the Selection Process

All applicants will be notified in writing, preferably email, about the outcome of their application (initial contact/result may have been provided on the telephone). Wherever possible applicants will be offered the opportunity to receive feedback on their application/interview.

Confirmation of the post is conditional on a successful probationary period being completed and subject to the council receiving evidence of the employee's right to work in the UK, and the Council obtaining two satisfactory references (one from previous employer). In some cases, a qualification check and evidence may be requested. For candidates who performed well their details may be kept on the files for future vacancies if they consent to this.

Eligibility to Work in the UK

All employers are required by law to ensure that all employees are entitled to work in the UK. All prospective staff, regardless of nationality, must be able to produce original documents (such as passport) before employment starts; the list of acceptable documents will be those compiled by the UK Border Agency.

Applicant Information

Offers of employment are based upon the information provided by the applicant. If it is subsequently found that any of the information provided is untrue or misleading the Town Council will take action which may result in the dismissal of the employee.

Induction

Induction of new employees is essential. This includes basic induction of terms and conditions of employment, information about the Council, its policies and procedures.