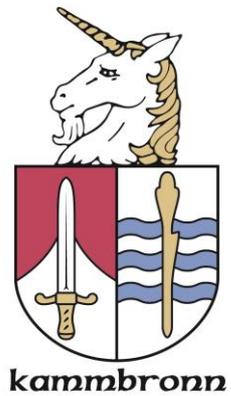


CAMBORNE TOWN COUNCIL

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Recruitment and Selection Policy and Procedures

Recruitment plays a crucial role in the provision of services and the continued development of Camborne Town Council. The Recruitment and Selection Policy and Procedures aim to:

- Enable the Council to recruit the best candidate for the post by making it clear what the post is and what skills, experience and attributes are required;
- Set professional standards for recruitment whether suitable candidates are easy or difficult to find;
- Ensure candidates are given the opportunity to demonstrate their abilities regardless of their race, religion or religious belief, sex or sexual orientation, age, disability or employment status;
- Help to recruit the best quality candidates.

The policy and procedure seeks to cover the full range of recruitment and selection activities. Its general application to roles at all levels will be monitored and may be subject to adjustment, by Full Council resolution, to ensure it continues to provide for the best recruitment and selection decisions to be made in all circumstances.

This policy and procedure applies to all Camborne Town Council employees and has been developed with due regard to relevant legislation.

Policy statement

Camborne Town Council is committed to attracting, developing and retaining a workforce with the skills, capability, commitment and potential to deliver its ambitions for the Camborne parish. Camborne Town Council is committed to the promotion of equality and elimination of discrimination; this is fundamental to the Council's approach to recruitment and selection.

Camborne Town Council has made a commitment to promote equality of opportunity and to eliminate discrimination in employment; this commitment is detailed in the Council's Equal Opportunities Policy

Camborne Town Council will fulfil this commitment by:

- Treating all job applicants openly, honestly and fairly, with respect and according to their needs;
- Not discriminating against any person on the grounds of any protected characteristics;
- Advertising jobs openly to draw them to the attention of the widest range of potential applicants;
- Using non-discriminatory job requirements except where a genuine occupational requirement applies;
- Applying fair selection procedures;
- Making reasonable adjustments in recruitment, selection and appointment arrangements to overcome potential barriers for job applicants.

Job Description

There will be a job description which accurately describes the tasks and objectives of the job for every post. The job description will include the following:

- The main purpose of the job;
- The key areas of responsibility;
- The main tasks of the job;
- The functional links with other people in the Council and with other work being done by the Council;
- The lines of responsibility and reporting.

Person Specification

There will be a person specification for every post which states the skills, knowledge, experience and personal attributes required for the satisfactory performance of the job. The person specification will provide:

- The basis for an advertisement;
- The criteria for shortlisting;
- The criteria for final selection.

The person specification will enable candidates to be objectively measured so that their skills, attributes and experience can be assessed fairly and without bias against criteria relevant to the post. The person specification

will:

- Clearly define each criterion relevant to the post;
- Only include criteria relevant to the job;
- Restrict statements of length and type of experience to what is necessary for effective performance;
- Only set educational requirements where the qualification is clearly essential for performing the job;
- Only include criteria covering personal qualities if they are directly related to the job.

Attracting Applicants

Camborne Town Council vacancies will be displayed on the Council's website and noticeboards throughout the parish. Other recruitment channels such as Jobcentre Plus, local newspapers, national newspapers, specialist and professional organisations and journals, local schools, colleges and the Careers Service may also be used depending on the nature of the job.

Internal recruitment will also be considered as part of the Council's commitment to training and development.

The content of any advertisement of a vacancy will include:

- Some brief information about Camborne Town Council;
- A description of the post, including title, grade, role and main responsibilities (reflecting the job description).
- Experience, skills, qualifications and personal qualities required (reflecting the person specification);
- Salary and benefits;
- How to apply;
- Closing date.

Recruitment and Selection process

A vacancy presents an opportunity to consider restructuring or to reassess the requirements of the job. Vacancies for existing posts will be considered by the Town Clerk who will make an assessment of the job function, work patterns, changes since the existing post was introduced and any anticipated future changes. With the exception of a vacancy for

the Town Clerk, recommendations will then be made to the Staffing Committee for approval. These will include

- The job description;
- Person specification;
- Hours of work;
- Salary and benefits;
- Recruitment channels;
- The design and content of any advertisement to be used.
- Selection methods in addition to interview e.g. presentations, psychometric testing, practical exercises.

In the case of a vacancy for the post of Town Clerk and all new posts, the Staffing Committee will make recommendations to the Full Council for approval.

Application Form

All applications for a vacancy at Camborne Town Council must be made using the Council's application form. The application form will be sent as part of the application pack to all applicants upon request to the Town Council offices. The application pack will include a covering letter, the job description, person specification, organisation chart, terms and conditions of employment, application form and equal opportunities form.

All applications will be treated confidentially and circulated only to those individuals involved in the recruitment process. The equal opportunities monitoring forms will be passed to the Town Clerk and kept in a separate file.

The top page of the application form with personal details will be removed and candidates will be allocated a number.

Shortlisting

Applicants will be shortlisted for all vacancies, with the exception of the post of Town Clerk, by the Chairman and Vice Chairman of the Staffing Committee and the Town Clerk. In the case of a vacancy for Town Clerk, the shortlisting will be done by the Chairmen of the Standing Committees and the Mayor. (The Vice Chairman of the relevant Committee and Deputy Mayor may substitute if necessary) In all cases the shortlisting criteria will be clearly set out in the person specification; each applicant will be assessed against the criteria and scored as follows:

0 – Not Met

- 2 – Partially Meets
- 3 – Mostly Meets
- 4 – Fully Meets.

The Town Clerk will provide the Administrative Assistant with a list of candidate numbers to be invited for interview immediately following the shortlisting. The Administrative Assistant will send letters inviting candidates to interview and also letters of regret to those who have been unsuccessful.

No Councillor or employee should be involved in an appointment where they are related to the applicant or have a close personal relationship outside work with them. In this circumstance, the Councillor or employee should declare that this applies and remove themselves from the process. Alternative arrangements for selection will be then arranged.

Interviews

Interviews will be conducted by the same panel which shortlisted applicants for the vacancy. Interviews will be carefully planned and questions prepared in advance using the person specification. The panel will also assign roles in advance of the interview process.

All applicants will be questioned on the same areas of knowledge, experience etc. and using the scoring matrix. Additional assessment methods may be used, depending on the post, to test skills in relation to job duties and to enable candidates to show their full abilities. Any special requirements that a candidate may have (e.g. due to a disability) will be accommodated as much as possible.

Selection

The panel will have authority to make the appointment and the Chairman of the panel will telephone the applicants to inform them of the decision as soon as possible following the interviews. In the case of a vacancy for the post of Town Clerk, recommendations will be made to Full Council for approval and the Mayor will telephone the applicants.

Any offer of employment is conditional, subject to references or medical clearance; this must be clearly stated in the verbal offer and subsequent offer letter that will be sent. A medical questionnaire will also be sent with the conditional offer. Once a conditional offer has been made and accepted, references will be taken up and a pre-employment medical assessment arranged (this is decided by Occupational Health after seeing the person's medical questionnaire). Any adjustments to the post or environment that are needed because the person has declared a disability, or as a result of the medical assessment, will be assessed by Occupational Health. Camborne Town Council will work, as much as possible, with the candidate to ensure all reasonable adjustments are made. The Town Clerk will send a final offer letter and statement of particulars subject to all checks proving to be satisfactory. Employment will not commence until this final offer letter has been sent and written confirmation of acceptance

received.

Recruitment and Selection records

Each person taking part in the selection process must keep adequate and sufficient records of applicants, shortlists and selected candidates so that the Council would be able to respond to any claims of unlawful discrimination. The selection panel must be able to demonstrate why candidates were and were not shortlisted or selected by reference to the person specification and notes taken during the selection process.

Retention of Recruitment Documents

All original application forms, references and interview notes/assessments must be returned to the Town Clerk who will keep them for six months. Information relating to employees will be kept on their personnel file.

Probation

All employees joining the Council will be placed on a six month probationary period which may be reduced or extended at the discretion of the Staffing Committee following. During this time employees are expected to settle in to their role and demonstrate that they meet standards required in terms of performance, conduct and attendance.

Monitoring effectiveness

The Recruitment and Selection Policy and Procedures will be reviewed as a continuous process following any vacancy and change in relevant legislation. Regular monitoring is also intended to ensure that equal opportunities policies are being actively pursued and that internal candidates are receiving the same consideration as external candidates.