



# Saltash Town Council



**Policy/Procedure:**

Recruitment policy

**Date of Adoption:**

April 2019

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
<b>Version</b>	3	<b>Approved by</b>	Staffing Committee
<b>Date</b>	30.04.2019	<b>Date of approval</b>	30.04.2019
<b>Responsible Officer</b>	ajt	<b>Minute reference</b>	16/19/20
<b>Responsible Committee</b>	Staffing	<b>Review date</b>	As required

Version History			
Date	Version	Author/Editor	Comments
November 2010	1	AK	1 <sup>st</sup> adoption FTC 02.12.2010 Min no 240/10/11
January 2019	2	AJT	
April 2019	3	AJT	Additional recruitment advertising facility; Section A NJC point revised.

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by
May 2011		May 2011	Updated corrections only	Town Clerk

# Recruitment Policy

## A Scope

This policy automatically applies to all appointments at a grade up to and including NJC Point 23. It does not apply to an appointment as Town Clerk for which a special procedure shall be agreed on an as and when basis. For other appointments the Council shall determine, following a recommendation from Staffing Committee, whether to apply this procedure or to institute a special procedure.

## B General Principles

1. Saltash Town Council is an equal opportunities employer and applies a professional approach to recruitment.
2. Saltash Town Council is keen to both promote from within and attract new staff from without, as appropriate for particular roles
3. Appointment will be linked to experience, skills, and capabilities as defined in a job description and person specification
4. Appointments will balance the management responsibilities and experience of the Town Clerk with the strategic input and overall responsibility of the Councillors.
5. All employment will be subject to English Employment Law and to conditions outlined in both the Green Book and Town Council policy.

## C Short-term cover, and casual posts

1. Where a casual post is available, or an appointment of up to three months is required to cover an existing post due to illness, departure, leave etc:
  - a. If the appointment is within budget it shall be determined by the Clerk and Chairman of Staffing, without need to referral to council, and they shall have discretion to make an appointment.
  - b. If the appointment is not within budget and not immediately urgent, the council must approve the start of the appointment process, after which (a) shall apply.
  - c. If the appointment is not within budget but is urgent, the Clerk and Chairman of Staffing may agree to start an appointment process, to be approved by full council before a final appointment is made, after which (a) shall apply.
  - d. The Chairman of Staffing and Town Clerk shall keep Council updated as appropriate.

2. In such situations the full process outline below need not necessarily apply.
3. In such situations the Clerk and Chairman of Staffing may agree to appoint agency staff where in budget (either existing or agreed by council, as appropriate under C: 1 above).

## **D Process, except as covered above**

### **D1 Advertisement and application**

1. The start of an appointment process for any new post shall be approved by Full Council; at which time any additional necessary budget not covered herein shall also be approved, at the judgement of the council.
2. The appointment process to fill existing establishment posts within the existing approved budget need not come to Full Council and can be approved by the Staffing Committee.
3. Once the start of the appointment process is approved the Town Clerk, in consultation with the Chairman of Staffing, will arrange for a candidate packs, including full job description, person specification and conditions of employment to be produced and approved.
4. All posts must be advertised on:
  - a. Saltash Town Council notice-boards
  - b. Saltash Town Council Website
  - c. Saltash Town Council Social Media sites
  - d. Plymouth City Council recruitment web page (no charge)

With further advertisements as appropriate to the post to be agreed between the Town Clerk and Chairman of Staffing.

The advertisement must include as a minimum the salary scale, hours, job title and closing date for applications, which must allow at least two weeks from the date at which a), b) and c) above have all been met.

5. During the application period the Town Clerk shall designate Town Council staff to receive applications and separate personal details from the rest of the form. The Town Clerk and Councillors shall not be allowed to view these forms until applications close.
6. After the closure of the application period, where there are five or fewer applications, the process can proceed direct to interview where the candidate meets the qualifications and capabilities as defined in the job description and person specification. Where there are six or more applications a short-listing stage will take place.

## **D2 Shortlisting**

1. Short-listing shall be completed by the Town Clerk and a minimum of two, usually three, councillors. These shall normally be members of the Staffing Committee where this is feasible and shall include at least one of the Chairman and Vice Chairman of Staffing, unless impossible in the time-frame required.
1. Short-listing shall be based on each person taking part individually scoring candidates against the person specification. All persons will score at the same time, without access to candidates' personal information, and without collusion. However, discussion to ensure consistency of marking practice is permissible.
2. Following scoring the Town Clerk and one Councillor will check and agree the total score received for each candidate, after which the shortlisting panel will agree either:
  - a. That the choice is not of sufficient quality to proceed to interview, and that a further period of advertisement is required (in which case the processed outlined in the section D shall restart) OR
  - b. That the choice is of sufficient quality to proceed to interview, and how many candidates to interview. This will normally be between three and six, but shall be at their discretion. The panel may not agree to vary the order of candidates determined by the scoring procedure i.e. if it is agreed to interview X candidates, then it must be the candidates with the top X scores.

## **D3 Interview**

1. The interview panel will consist of the Town Clerk and a minimum of two, usually three, Councillors. Selection of Councillors for the panel will be on the basis of:
  - a. They should include at least one of the Chairman and Vice Chairman of Staffing, unless impossible in the time-frame required.
  - b. After point i) preference should be given to Councillors who were on the shortlisting panel.
  - c. After point ii) preference should be given to Councillors who are on the staffing committee.
  - d. Other Councillors.
2. The interview date shall be determined on the basis of the following principles:
  - a. Shortlisted candidates MUST be given at least three clear working days notice on an interview (not including the day of the offer or of the interview).

- b. The requirement of section D3:1 above.
  - c. The preference to fill posts as early as reasonably possible.
3. Interview questions will be agreed by the panel in advance, and the Clerk will check them for legal compliance.
  4. All candidates will be asked the same questions, although supplementary questions may be varied as indicated by candidate answers and forms.

#### **D4 Appointment**

1. The interview panel must reach all decisions by a majority of panel members – there will be no casting votes.
2. The panel will firstly agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised, if within budget, or shall be referred back to Full Council for further consideration.
3. If the panel agrees that there is at least one candidate of appointable quality it will then agree:
  - a. The first choice candidate.
  - b. The order of preference for any other candidates of appointable quality.
4. The Town Clerk shall offer the post to the first choice candidate. In the event that they decline the Town Clerk shall offer to post to each of the appointable candidates in order of the panel's preference. Each candidate may be permitted time for consideration at the agreed discretion of the Town Clerk and Chairman of Staffing. Where no candidate of appointable quality accepts the post procedure in D4: 2 above shall apply.
5. The offer of a position will be subject to the receipt of satisfactory references, confirmation of qualifications, and, if appropriate, Criminal Record Bureau checks. Where satisfactory references or checks are not, in the agreed opinion of the Clerk and Chairman of Staffing, forthcoming, they shall withdraw the offer of the post, and act under D4: 4 above as though the candidate had declined the offer of the post.
6. The Council delegates authority to the Town Clerk to make staffing appointments where they are in accordance with this procedure. Appointments will be reported back to the next full council, but do not need to be confirmed.
7. All unsuccessful candidates at interview shall be notified by the Town Clerk, once the post has been filled.

## **E Post-Appointment**

1. The Clerk shall ensure that all necessary documentation is completed, including the contract of employment within the time laid down in law.
2. Copies of application forms will only be retained with the permission of the applicant (GDPR).
3. Where a post becomes vacant within six months of the successful applicant taking up post, the Council may agree to appoint the next available candidate of appointable quality without need for a further process.

## **Version History**

<b>Date</b>	<b>Details</b>
September 2018	Note:  Words importing the masculine gender only shall include all other genders and vice versa.