



# Saltash Town Council

**Policy/Procedure:**

Recruitment Policy

**Date of Adoption:**

May 2020

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

Current Status			
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May 2011			Updated corrections only	Town Clerk
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Document Retention	
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# **Recruitment Policy**

## **SECTION A: SCOPE**

This policy automatically applies to all appointments. It does not apply to an appointment for a Town Clerk for which is a special procedure that shall be agreed on an as and when basis.

## **SECTION 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 outside the council 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 with the management responsibilities and experience of the Town Clerk and the strategic input and overall responsibility of the Personnel Committee.
5. All employment will be subject to Employment Law and to conditions outlined in both the Green Book and Town Council policy.

## **SECTION C: PROCESS, EXCEPT AS COVERED ABOVE**

### **C:1 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 Personnel Committee.
3. Once the start of the appointment process is approved the Town Clerk, in consultation with the Chair of Personnel, will arrange for a candidate packs, including full job description, person specification and conditions of employment to be produced and approved.
4. All available posts will 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 paid for advertisements as appropriate to the post to be agreed between the Town Clerk and Chair of Personnel.

The advertisement will 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. When it is agreed to appoint Casual, Temporary and Agency posts recruitment is delegated to the Line Manager reporting back to the Town Clerk and Chairman of Personnel.
6. 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. Interviewing Line Manager and Councillors shall not be allowed to view these forms until applications close.
7. After the closure of the application period, where there are five or fewer applications, the process can proceed direct to interview where the candidates meet 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.
8. In the event there are more than six applicants, and shortlisting is considered appropriate, the Personnel Committee Chairman and Line Manager will consider which candidates are the strongest applicants for that role and will ensure that any decisions taken to remove candidates from the shortlist are fair, reasonable and lawful, in compliance with the Equality Act 2010.
9. Prior to shortlisting an Officer will be appointed to review all applications and remove any applications that do not meet the requirements as detailed in the Job Description or Person Specification.

## C:2 Shortlisting

Shortlisting shall be completed by the Line Manager and two Councillors. These shall normally be the Chair of Personnel and the Chair of the employing Committee.

## C:3 Interview

1. The interview panel will usually consist of the Line Manager and a minimum of two, Councillors. These shall usually be the Chair of Personnel and Chair of the employing Committee.

- a. Shortlisted candidates MUST be given at least three clear working days' notice of an interview (not including the day of the offer or ~~or~~ the interview date).
  - b. The Council will endeavour to fill posts as early as reasonably possible.
2. All candidates will be asked the same questions, to ensure a fair process, although supplementary questions may be varied as indicated by candidate answers and forms.

#### **C:4 Appointment**

1. The interview panel must reach all decisions by a majority of panel members.
2. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.
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 the 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 Chair of Personnel. Where no candidate of appointable quality accepts the post procedure in C4: 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, Disclosure and Barring Service (DBS) checks. Where satisfactory references or checks are not, in the agreed opinion of the Town Clerk and Chair of Personnel, forthcoming, they shall withdraw the offer of the post, and act under C4: 4 above as though the candidate had declined the offer of the post.
6. The Council delegates authority to the Town Clerk to make Personnel 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.

## **SECTION D; DATA PROTECTION**

### **Post-Appointment**

1. The Line Manager shall ensure that all necessary documentation is completed, including the contract of employment within the time laid down in law.
2. The Council operates in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. All applicants will be provided with a Privacy Notice during the recruitment process, and 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.