



**TORPOINT TOWN COUNCIL**

**RECRUITMENT and SELECTION POLICY**

**DATE OF APPROVAL: - FEBRUARY 2019**

**REVIEW DATE: - FEBRUARY 2020**

**REVIEWING COMMITTEE – Finance and Personnel  
Committee**

## **Introduction**

Torpoint Town Council aspires to be an employer of choice and understands that the approach taken to recruitment and selection will have a significant influence on the Council's ability to attract, develop and retain high quality talent with the skills, capability, commitment and potential to deliver its ambitions for Torpoint. This document summarises the Council's Recruitment and Selection Policy.

## **Purpose and aim**

The Recruitment and Selection Policy describes the framework within which the decisions of all recruiting managers will be made. This framework has been developed with due regard to relevant legislation. Its aim is to ensure that recruiting managers have ready access to the information they need to make high quality recruitment and selection decisions and to ensure that the recruitment process is fair, open, transparent and promotes equality of opportunity.

## **Scope**

The policy seeks to cover the full range of recruitment and selection activities. Its general application may be subject to adjustment from time to time to ensure that it continues to provide for the best recruitment and selection decisions to be made in all circumstances.

## **Policy Statement**

Torpoint Town Council is committed to attracting, developing and retaining a workforce with the skills, capability, commitment and potential to deliver its ambitions for Torpoint and to developing its reputation as an employer of choice. Fundamental to the achievement of this ambition is an approach to recruitment and selection that demonstrates the Council's commitment to the promotion of equality and elimination of discrimination.

The Council has made a commitment to promote equality of opportunity and to eliminate discrimination in employment for the following groups of people as described in the relevant legislation:

- People of all ages;
- Women and men;
- Women who are pregnant, or who have given birth and/or are breastfeeding;
- People who have undergone, are undergoing or are proposing to undergo a process to reassign their sex (gender reassignment);
- Those who are married or in a civil partnership
- People from ethnic minority groups;
- Lesbian, gay, bisexual and heterosexual people;
- People with a religious faith and those who have none
- People with a physical and/or learning disability
- People with mental ill health issues

To deliver on this commitment the Council

- will treat all job applicants openly, honestly and fairly, with respect and according to their needs;
- will not discriminate against any person on the grounds of any protected characteristics;
- will advertise jobs to draw them to the attention of the widest range of potential applicants, except where we may place restrictions on recruitment;
- will use non-discriminatory job requirements except where a genuine occupational requirement applies;
- will apply fair selection procedures;
- will make reasonable adjustments in recruitment, selection and appointment arrangements to overcome potential barriers for job applicants with disabilities;
- will guarantee an interview to any job applicant with a disability who partially meets the competency criteria for any job;

## **Recruitment Authorisation Procedure**

All vacancies are subject to the relevant authorisation. The recruitment authorisation process requires the Council to consider the job requirements very carefully before proceeding to fill a vacancy or create

a post. The Town Clerk and other officers are expected to examine the job requirements and the potential requirements of the Council. This will require a review of development plans and other criteria and a paper submitted to Council for approval. The recruitment process will help to create different opportunities which may increase the access to employment for people who are currently underrepresented in the workforce. When vacancies arise the Town Clerk and Council are also expected to consider whether this presents an opportunity to create an apprenticeship or a supported placement.

### **Apprenticeships**

Managers are expected to review any vacancy and consider its suitability for conversion to an apprenticeship. Three levels of apprenticeship are available through the current programme. They are suitable for a wide variety of roles:

- Intermediate suitable for junior roles
- Advanced suitable for technical or supervisory roles
- Higher suitable for skilled or manager roles

Further information about apprenticeships can be found via the intranet

### **Supported Employment**

The Council has increased the opportunities for people with learning disabilities within the workplace and is keen to further extend the number and type of opportunities available. Guidance on how to identify and create suitable opportunities is available from the Town Clerk or RFO/HR Manager.

### **Role Profiles**

Good recruitment decisions depend upon high quality and up to date role profiles which describe the job demands clearly and set out how candidates will be assessed in relation to those demands at each stage of the recruitment process. Recruiting managers should ensure that they review, and if necessary update the role profile seeking advice from the Town Clerk or RFO/HR Manager if required.

### **Recruitment Authorisation Form**

Officers are required to provide all relevant information regarding the vacancy in a paper submitted to RFO/HR Manager following research. This will in turn be considered by the Finance and Personnel Committee and if no delegation exists, to Council. In addition to the information contained within an up to date role profile additional relevant information needs to be included if appropriate. For example requirement for DBS checking, working patterns (including eligibility to work from home) or a politically restricted post.

### **Advertising**

All vacancies placed for advertisement will be made available in the first instance to employees through the succession planning process or employees at risk of redundancy through the succession planning process or redeployment matching process (see below). Thereafter they will be subject to advertisement through placement through the appropriate media sources and on pages of the Council's website. This open recruitment approach supports the Council's commitment to increase the diversity of its workforce. This open recruitment approach may be suspended from time to time at the discretion of the Finance and Personnel Committee or Council for example to encourage talent development and career progression. Where the open recruitment approach is suspended due to re-organisation or restructuring, agency workers will not be eligible to apply for relevant vacancies.

### **Interview expenses**

In these financially prudent times it has been the practice, not to pay interview expenses unless there are exceptional circumstances. Reimbursement of reasonable expenses may be considered, when requested prior to attending the interview and are paid at the budget holders' or Town Clerk's discretion. Only if the position is classed as hard to fill would this request be considered.

### **Redeployment**

Employees who are at risk of redundancy will have priority access to all vacancies.

### **Additional Offers Procedure**

Sometimes a job is filled successfully but two or more candidates may have been suitable for appointment. Should an identical vacancy arise within three months of the original advertisement then a on the recommendation of the Town Clerk or RFO/HR manager (where delegated) may consider approaching the second or third suitable candidate from the first recruitment for appointment instead of re-advertising the vacancy. This additional offers procedure may be implemented subject to the relevant authorisation procedures being completed and provided that no suitable candidate is available through the redeployment programme. An identical vacancy for the purposes of this policy and procedure is one for which the job title, grade, location and hours of work are the same.

### **Notifying existing employees of vacancies**

Managers are responsible for ensuring that team members who are on family-related leave, for example maternity, paternity or adoption leave are aware of vacancies within their team as they arise, irrespective of whether or not the employee is contemplating a return to work at the time that the vacancy occurs. A failure to notify employees on maternity leave of vacancies for example, could amount to pregnancy and maternity discrimination.

### **Information for and communication with job applicants**

The Town Clerk along with the RFO will implement the Council's recruitment system to manage the recruitment process. Shortlisted candidates will receive information about the selection process and arrangements. All unsuccessful applicants will be notified of the outcome of their application. Alternative arrangements will be made for candidates who do not have access to a computer.

### **Selection Procedures**

The shortlisting criteria at the application form stage will be clearly set out in the role profile by the Town Clerk. Each applicant will be assessed against the indicated criteria and scored as follows:

- 0 – Not Met
- 2 – Partially Meets
- 3 - Mostly Meets
- 4 – Fully Meets

Applicants with a disability will be guaranteed an interview for any role, subject to their meeting any pre-requisite qualification in respect of relevant roles e.g. social workers and solicitors. Reasonable adjustments will be made for candidates in accordance with the Disability Employment Policy.

### **Selection Panel**

More than one person must be involved in both the selection process and the final decision. Other than in the most exceptional circumstances, the person to whom the successful candidate will report must always be involved in the process. At least one member of the selection panel must have received formal training in recruitment and selection.

#### **Selection Tests**

The selection process may include the use of other assessment techniques in addition to the competency based interview. Any assessments used in the selection process (for example, in-tray exercises and psychometric tests) must be relevant for the role concerned and administered and interpreted by persons who have had appropriate formal training and all results must be held confidentially.

### **Recruitment and selection records**

Adequate and sufficient records must be kept of applicants, shortlists and selected candidates to enable an adequate response to be made to any claims of unlawful discrimination. The selection panel must be able to demonstrate why candidates were or were not shortlisted or selected by reference to the role profile and notes taken during the selection process.

Feedback will be provided by a member of the interview panel to all interviewed candidates. All records should be returned to Town Clerk and will be kept for twelve months in accordance with relevant data protection and storage guidelines (See the Data Protection and Record Management Policy).

### **Appointment Process**

All offers of employment must be made in accordance with the Recruitment and Selection processes and will be subject to the receipt of satisfactory pre-employment checks as listed below. In the event that an applicant has been dismissed from any previous employer, no offer of employment will be made, (either verbal or in writing) until all pre-employment checks have been received and are deemed to be satisfactory.

- References
- Qualifications
- Eligibility to work in the UK
- Criminal Convictions
- Medical Screening
- Criminal Record Checking – Employing People with Convictions (Disclosure and Barring Service - Policy on the Security of Disclosures and Disclosure of Information and Disclosure Barring Service)
- Disability Employment Policy

Under the Equality Act 2010, with limited exceptions employers are prevented from asking applicants about their health or disability before a job offer is made or including them in a pool of successful candidates to be offered work when it becomes available. The exceptions are as follows:

- To find out whether an applicant is able to participate in a recruitment selection or assessment exercise to test their suitability for the role; for example a fitness test
- To establish whether there is a duty to make reasonable adjustments to enable an applicant to take part in the recruitment process;
- To establish whether the applicant will be able to carry out a function that is fundamental to the work concerned, taking into account the duty to make reasonable adjustments
- To establish the diversity of applicants, for example in an equal opportunities monitoring form
- In connection with positive action under s. 158 of the Equality Act for example, in supporting employment for disabled people (for example under the 'two ticks' scheme) or to increase the gender balance of certain occupational roles.
- To establish that a person has a disability where this is an occupational requirement, so long as the requirement is proportionate to achieving a legitimate aim.

### **Safer Recruitment**

Torpoint Town Council is committed to safeguarding and promoting the welfare of children, young people, and adults at risk and expects all employees, workers and volunteers to share this commitment. Torpoint Town Council has a *Disclosure and Barring Service (Safeguarding) Policy* in place that will be applied. As such Cornwall Council undertakes Disclosure records checks with appropriate organisations as appropriate including the Disclosure and Barring Service and Disclosure Scotland to assess applicants' suitability for employment. The Council undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

### **Probation**

The Council operates a Probationary Review Procedure for all new employees. The probationary period usually extends for thirteen weeks but might be extended at the Town Clerk's discretion. During this time employees are expected to settle into their role and demonstrate that they meet the standards required in terms of performance, conduct and attendance.

### **Induction**

Induction is a two-way process through which new employees experience a planned introduction to their employment with the Council and their new role. A well thought out induction helps new employees

integrate quickly, effectively and productively. Further information about the corporate induction can be obtained from the Town Clerk or RFO/HR Manager.

**Consultation and engagement**

The relevant trade unions have been consulted about this policy.

**Breaches and non-compliance**

Any applicant who has a concern regarding the recruitment policy and procedure or its application should contact the RFO/HR Manager in the first instance.

**Evaluation and review**

This policy will be subject to continuous review in the light of feedback from applicants and changes in employment legislation and will be the subject to at least a formal annual review.

**Monitoring**

The Council will monitor the effectiveness of this policy against all other relevant Council policies and in particular the Equal Opportunities policy and relevant Disability policies.

**Communicating the policy**

Hard copies of this policy will be available from Town Clerk or RFO/HR Manager.