

FERRYHILL TOWN COUNCIL



POLICY

RECRUITMENT INCLUDING PROCEDURE

The key aims of the council's selection procedure are to:

- maximise the effectiveness of the selection process
- ensure that selection practice is in accordance with the council's Equal Opportunities Policy and with equal opportunities legislation
- ensure that a consistent and fair approach is adopted across the council in the recruitment and selection of staff.

Elements in the Recruitment Process

Job Description

The job description and the person specification form the basis of the selection process. On these depend the advertisement, further particulars, short listing criteria, structure of the interview and final selection.

Before deciding whether or how to fill a post the description of the duties associated with it will be reviewed by the Town Clerk to clarify the essential elements of the job and to ensure that the components remain relevant.

The job description and person specification will be included in the further particulars.

Person Specification

The person specification constitutes essentially a list of abilities, experience and qualifications which are essential and/or desirable to do the job. Candidates will be assessed against it. Once these criteria have been identified they must be maintained throughout the selection process. The list should be drawn up by referring to the summary of duties or job description the appointee will be required to undertake.

A person specification functions as a yardstick in the selection process and is essential to good recruitment practice. It is also important in the event of decisions being challenged by unsuccessful candidates.

Particular care should be taken to avoid discrimination.

Advertisements

Posts can be advertised both internally and externally. All advertisements will be approved by the Town Clerk and conform to an agreed style.

The aim of the advertising is to attract the appropriate number of candidates of suitable calibre and qualification and to demonstrate that the council is an equal opportunities employer. The advertisements should be consistent with the person specification and the job description/summary of duties and all requirements stated should be justifiable and objective. If there is some flexibility available this should be stated – for example, that applications from part time or job share candidates would be considered.

The advertisement should not be too wordy as this reduces impact.

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Further Particulars

Following advertisement of a post the pack which is issued to enquirers will include the relevant conditions of service and, where appropriate, a set of further particulars. The purpose of the further particulars is to provide general information about the council, its activities and about the particular post. They will expand on the information given in the advertisement and should specify any particular selection criteria associated with the post. These should be consistent with, and based on the job description/summary of duties and the person specification.

The further particulars should contain a reference to a contact to which informal enquiries regarding the nature of the post will be directed (normally the Town Clerk)

Applications

The council uses application forms for recruitment in respect of all staff. The potential applicants should be directed to apply formally through the official named contact. This is essential to ensure co-ordination of the recruitment process, appropriate equal opportunities monitoring, and notification of unsuccessful candidates at the conclusion of the exercise. The form is also designed to elicit essential information from candidates.

Shortlisting

As soon after the closing date as possible those involved in shortlisting will meet to draw up a shortlist. The composition of the Short listing panel is usually the town clerk and 1 / 2 nominated officers. In special circumstances the support of the Council's Human Resource officer (service level agreement with Durham County Council) may also be invited.

The person specification and further particulars must be used as the basis for shortlisting against the factual elements and criteria specified. At this stage particular care should be taken to avoid discrimination and the members of the shortlisting should bring to the attention of the other members of the panel if the candidate is known to them. The Town Clerk will then consider the information and make a decision on taking part in that particular assessment.

Particular care should be taken in fielding any queries from candidates not shortlisted, or unsuccessful following interview.

Interviews

The interview panel will comprise the members of the shortlisting panel, at least two must be present for the interview.

The aim of the interview is to ascertain who the most suitable candidate for the job is and to ensure that the candidates have a clear picture of what the post entails.

Before interviews begin the panel will establish the outset the aspects of the candidate's qualifications and experience to be explored by each panel member. A list of questions will have been previously agreed and these can be provided to the candidate on arrival for the interview to prepare.

To ensure equity, all candidates should be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities.

Interviewers should be careful not to imply discrimination by asking questions about personal circumstances which are unrelated to the job. Such questions are contrary to the council's equal opportunities policy. Panel members should be aware that asking the same question of all candidates does not necessarily ensure non discrimination; the use to which the answers are put may be discriminatory.

Note taking is highly recommended At interviews to ensure that relevant information is not forgotten when assessing all of the candidates at the end of the interviews.

When all candidates have been interviewed the Interview Panel should compare their formal decisions about each candidate taking care to ensure that comparison should be primarily against the defined criteria in the person specification rather than against the other candidate/s.

Once a decision has been made on whom to appoint, the reasons for **not** offering the post to the other candidates should be recorded. This information is for the council's own monitoring purposes and is essential for reference in case of a claim of unlawful discrimination. The reasons given should relate to the comparison against the person specification.

Notification

An offer of appointment may be made verbally following the interviews but by authorised personnel only (normally the town clerk) and must be confirmed in writing by the Town Clerk.

DISCLOSURE AND BARRING SERVICE

The successful applicant will only be allowed to start work after the receipt of the DBS check.

IT IS THE RESPONSIBILITY OF FERRYHILL TOWN COUNCIL TO UNDERTAKE THIS PROCEDURE AND NOT THE INDIVIDUAL.