



# Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons



## RECRUITMENT AND SELECTION POLICY & PROCEDURE

REVISED: JULY 2018

REVIEW: JULY 2022

### 1. INTRODUCTION

- 1.1. Leigh-on-Sea Town Council is committed to promoting equality and diversity.
- 1.2. This policy aims to ensure that recruitment and selection results in the most suitable person being appointed for the job based on merit, and that no employee or potential employee receives less favourable treatment than any other on grounds of sex, race, colour, nationality, ethnic or national origin or on the grounds of disability, sexual orientation, religion or belief.

### 2. AIMS

- 2.1. The Council will achieve the aims of the Recruitment and Selection Policy by:
  - i. Considering whether an existing employee could be trained to do the job, whether the work could be done by part-timers, job-sharers or home based workers and how the selection will be made.
  - ii. Ensuring that there are clear job descriptions and person specifications for every job
  - iii. Ensuring that the procedure for recruitment and selection is followed by every employee and Member involved in recruitment and selection.
  - iv. Ensuring that vacancies are advertised to a diverse section of the labour market.
  - v. Ensuring that applicants are attracted by the best recruitment method or methods to reach the target group at the most reasonable cost.
  - vi. Monitoring/reviewing its policy to ensure that unlawful and unfair practices are not introduced.
  - vii. Ensuring that applicants are not asked questions which may suggest an intention to discriminate on grounds of a protected characteristic. For example applicants should not be asked whether they are pregnant or planning to have children.
  - viii. Ensuring that applicants are not asked about health or disability before a job offer is made and that limited exception questions are only asked, with the approval of the Town Councils HR consultants. For example questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to necessary adjustments); questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.

### 3. RESPONSIBILITY

- 3.1. The Town Clerk will be responsible for ensuring that the Recruitment and Selection procedures are adhered to and that advice and support is available through the Town Councils HR consultants.

#### **4. EQUALITY MONITORING**

- 4.1. To ensure this policy is operating effectively and to identify groups that may be underrepresented or disadvantaged, the Town Council will monitor applicants' ethnic group, gender, disability, sexual orientation, religion and ages as part of their recruitment procedure. Provision of this information is voluntary and will not adversely affect an individual's chances of recruitment or any other decision relating to their employment. The equality monitoring forms will be removed from applications prior to short listing and will be kept in an anonymous format solely for the purposes stated. Analysing this data will help the Town Council to take appropriate steps to avoid discrimination and improve equality and diversity.

#### **5. COMPLAINTS**

- 5.1. If any applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy, an investigation will be undertaken in accordance with the Town Council's Complaints Procedure.

## RECRUITMENT AND SELECTION PROCEDURE

Council staff and Members will adhere to the following procedure for the recruitment and selection of staff:

1. The Town Clerk will appoint an administrator to support the recruitment process
2. The Town Clerk will arrange for the advertisement of a vacancy
3. The administrator will prepare the applications for short listing, ensuring the equality monitoring page is removed.
4. The Town Clerk will appoint an interview panel, if required, for all non-senior members of staff positions.
5. The Town Clerk along with members of the Staffing Committee will act as interview panel for the posts of Town Clerk and other senior members of staff
6. The interview panel will shortlist using a scoring matrix (example attached)
7. The interview process/questions will be agreed, including any tests/presentations
8. The interviews will be carried out and a review and comparison of the notes will be made
9. The successful candidate will be appointed and references checked
10. The Town Clerk to send telephone or send regret correspondence to those unsuccessful candidates as soon as practicable possible
11. Feedback will be provided, on request, to interviewees and any applicants

Example of Scoring Matrix

Name	Finance Book Keeping & Accounting Systems	Cash Handling & Banking	Bank Reconciliations	Quality of Application	Education & Qualifications	IT Skills	Total Marks	
								1

Ratings 0-5 with 5 being the highest  
 Top 6 scoring candidates will be interviewed

## INDUCTION CHECKLIST

### EMPLOYEE:

- |   |          |
|---|----------|
| Have you explained the profile of the organisation and identified key posts and people  | YES / NO |
| Have you provided a copy of the Job Description with the Contract   | YES / NO |
| Have you provided written terms and conditions of employment (Contract) and ensure that the employee fully understands them     | YES / NO |
| have you fully explained the pay arrangements and ensured you have all relevant information                                     | YES / NO |
| Have you checked entitlement to work in the UK  | YES / NO |
| Has the Staff Folder been read by the new member of staff and initialled (this includes H&S information, Fire & Evacuation etc) | YES / NO |
| Have you ensured that the new employee understands Staff Folder procedures  | YES / NO |
| Have you fully explained lunch procedure  | YES / NO |
| Have you fully explained annual leave procedure   | YES / NO |
| Have you fully explained TOIL procedure   | YES / NO |
| Have you conducted a training needs assessment for the new employee   | YES / NO |
| Have you discussed and agreed a training programme for the new recruit  | YES / NO |

Completed by:

Name

Signature

Date

Confirmed by the Town Clerk

Signed and Dated

A copy of the completed and signed checklist is to be included in the employee's staff file