



Okehampton Town Council

# Okehampton Town Council

## Recruitment Policy

Recruitment plays a crucial role in the provision of services and the continued development of Okehampton Town Council. The policy aims to:

- Enable the Council to recruit the best candidate for the post by making it clear what the post is and what skills, experience and attributes are required;
- Set professional standards for recruitment whether suitable candidates are easy or difficult to find;
- Ensure candidates are given the opportunity to demonstrate their abilities regardless of any protected characteristics
- Help to recruit the best quality candidates.

The policy seeks to cover the full range of recruitment and selection activities. Its general application to roles at all levels will be monitored to ensure it continues to provide for the best recruitment and selection decisions to be made in all circumstances.

This policy and procedure applies to all Okehampton Town Council employees and has been developed with due regard to relevant legislation.

### Policy Statement

Okehampton Town Council is committed to attracting, developing and retaining a workforce with the skills, capability, commitment and potential to deliver its ambitions for the town. Okehampton Town Council is committed to the promotion of equality and elimination of discrimination; this is fundamental to the Council's approach to recruitment and selection. Okehampton Town Council has made a commitment to promote equality of opportunity and to eliminate discrimination in employment.

Okehampton Town Council will fulfil this commitment by:

- Treating all job applicants openly, honestly and fairly, with respect and according to their needs;
- Not discriminating against any person on the grounds of any protected characteristics;
- Advertising jobs openly to draw them to the attention of the widest range of potential applicants;
- Using non-discriminatory job requirements except where a genuine occupational requirement applies;
- Applying fair selection procedures;
- Making reasonable adjustments in recruitment, selection and appointment arrangements to overcome potential barriers for job applicants.

### Job Description

There will be a job description which accurately describes the tasks and objectives of the job for every post. The job description will include the following:

- The main purpose of the job;
- The key areas of responsibility;
- The main tasks of the job;

- The functional links with other people in the Council and with other work being done by the Council;
- The lines of responsibility and reporting.

### **Person Specification**

There will be a person specification for every post which states the skills, knowledge, experience and personal attributes required for the satisfactory performance of the job.

The person specification will enable candidates to be objectively measured so that their skills, attributes and experience can be assessed fairly and without bias against criteria relevant to the post. The person specification will:

- Clearly define each criterion relevant to the post;
- Only include criteria relevant to the job;
- Restrict statements of length and type of experience to what is necessary for effective performance;
- Only set educational requirements where the qualification is clearly essential for performing the job;
- Only include criteria covering personal qualities if they are directly related to the job.

### **Attracting Applicants**

Okehampton Town Council vacancies will be displayed on the Council's website and noticeboards. Other recruitment channels such as social media, local newspapers, specialist and professional organisations and journals, local schools, colleges and the Careers Service may also be used depending on the nature of the job.

Internal recruitment will also be considered as part of the Council's commitment to training and development, and applications may be invited internally in the first instance.

The content of any advertisement of a vacancy will include:

- A description of the post, including title, grade, role and main responsibilities (reflecting the job description);
- Experience, skills, qualifications and personal qualities required (reflecting the person specification);
- Salary and benefits;
- How to apply;
- Closing date.

### **Recruitment and Selection Process**

A vacancy presents an opportunity to consider restructuring or to reassess the requirements of the job. Vacancies for existing posts will be considered by the Town Clerk who will make an assessment of the job function, work patterns, changes since the existing post was introduced and any anticipated future changes. Recommendations will then be made to the Personnel Sub-Committee for consideration and/or Policy & Resources Committee for approval. These will include:

- The job description;
- Person specification;
- Hours of work;
- Salary and benefits;
- Recruitment channels;

In the case of a vacancy for the post of Town Clerk the Policy and Resources Committee will make recommendations to the Full Council for approval.

Recommendation for any new posts will be initially made to Full Council for approval. Policy and Resources Committee or Personnel Sub-Committee will then follow the recruitment and selection process above.

### **Application Form**

All applications for a vacancy at Okehampton Town Council must be made using the Council's application form. The application form will be sent as part of the application pack to all applicants upon request to the Town Council offices. The application pack will include the job description, person specification and application form.

All applications will be treated confidentially and circulated only to those individuals involved in the recruitment process.

### **Shortlisting**

Applicants will be shortlisted for all vacancies as follows:

- Office, Caretaking staff and the Park-keeper - by two Councillors from the Personnel Sub-Committee and the Town Clerk.
- Parks staff, with the exception of the Park-Keeper – by one Councillor from the Personnel Sub-Committee, the Park-Keeper and the Town Clerk.
- In the case of a vacancy for the Town Clerk - the Chairmen of the Standing Committees and the Mayor.

The Vice Chairman of the relevant Committee and Deputy Mayor may substitute if necessary.

In all cases the shortlisting criteria will be clearly set out in the person specification; each applicant will be assessed against the criteria and scored as follows:

- 1 – Poor or no evidence
- 2 – Some evidence
- 3 – Good evidence
- 4 – Excellent evidence

The Town Clerk will arrange for letters to be sent to candidates to be invited for interview immediately following shortlisting and for letters of regret to be sent to those who have been unsuccessful.

No Councillor or employee should be involved in an appointment where they are related to the applicant or have a close personal relationship outside of work with them. In this circumstance, the Councillor or employee should declare that this applies and remove themselves from the process. Alternative arrangements for selection will then be arranged.

### **Interviews**

Where possible, interviews will be conducted by the same panel which shortlisted applicants for the vacancy. Interviews will be carefully planned and questions prepared in advance using the person specification. The panel will also assign roles in advance of the interview process.

All applicants will be questioned on the same areas of knowledge, experience etc and using the scoring matrix. Additional assessment methods may be used, depending on the post, to test skills in relation to job duties and to enable candidates to show their full abilities. Any special requirements that a candidate may have (eg due to a disability) will be accommodated as much as possible.

### **Selection**

The panel will make a recommendation of appointment to the Policy & Resources Committee as soon as possible following the interviews. The Clerk will contact the

applicants to inform them of the decision as soon as possible. In the case of a vacancy for the post of Town Clerk, recommendations will be made to Full Council for approval and the Mayor, or Chairman of Policy & Resources Committee, will contact the applicants.

Any offer of employment is conditional, subject to references and pre-employment clearance including DBS checks where relevant; this must be clearly stated in the verbal offer and subsequent offer letter that will be sent. A pre-employment questionnaire will also be sent with the conditional offer. Once a conditional offer has been made and accepted, references will be taken up and a pre-employment medical assessment arranged if there is any concern following completion of the form at the discretion of the Clerk in consultation with the Chairman of the Policy & Resources Committee. Any adjustments to the post or environment that are needed because the person has declared a disability, or as a result of the medical assessment, will be assessed by Occupational Health. Okehampton Town Council will work, as much as possible, with the candidate to ensure all reasonable adjustments are made.

The Town Clerk will send a final offer letter and statement of particulars subject to all checks proving to be satisfactory. Employment will not commence until this final offer letter has been sent and written confirmation of acceptance received.

### **Recruitment and Selection Records**

Each person taking part in the selection process must keep adequate and sufficient records of applicants, shortlists and selected candidates so that the Council will be able to respond to any claims of unlawful discrimination. These must be passed to the Clerk for safe keeping once the interview process has been concluded. The selection panel must be able to demonstrate why candidates were and were not shortlisted or selected by reference to the person specification and notes taken during the selection process.

Criminal records checks will be made where appropriate and in line with the Council's Safeguarding Policy.

### **Retention of Recruitment Documents**

All original application forms, references and interview notes/assessments must be returned to the Town Clerk who will keep them for six months. Information relating to employees will be kept on their personnel file.

All records will be kept securely in the Clerk's Office in accordance with the Council's Data Protection Policies.

### **Probation**

All employees joining the Council will be placed on a six-month probationary period which may be reduced or extended at the discretion of the Personnel Sub-Committee or Policy & Resources Committee. During this time employees are expected to settle into their role and demonstrate that they meet standards required in terms of performance, conduct and attendance. Confirmation of the appointment will be at the made at the discretion of the Town Clerk.

**Okehampton Town Council**  
**PRE-EMPLOYMENT QUESTIONNAIRE**

**Name:**

**Job title:**

		Yes	No
1	Have you a medical condition that may impact on your ability to undertake your new role?		
2	Are you currently receiving / waiting for any treatment or medication for any medical condition that may impact on your ability to undertake your new role?		
3	Have you ever had any health conditions which may have been caused, or made worse, by work?		
4	Do you have a health condition that may require adjustments or accommodations to the workplace or job role in order for you to undertake your new role?		
5	Have you had an illness or absence lasting 4 weeks or more during the last 2 years <b>or</b> total absence of 10 days or more over the last year <b>or</b> 4 or more separate episodes of absence over the last year?		
6	Do you have any medical condition that may require regular absence from the work place in order to facilitate treatment or investigations?		
7	Have you been previously ill health retired from any job?		

*I confirm that the declaration provided is correct to the best of my knowledge and I understand that making a false declaration could jeopardise my employment with Okehampton Town Council.*

**Signature of applicant .....** **Date .....**

**Print name .....**

**Signature of Manager / interviewer .....** **Date .....**

**Print Name .....**

**Further pre-employment screening needed? YES / NO**