



Houghton Regis Town Council Recruitment & Selection Policy

Date of Approval:	9th October 2017
Date of Review:	12th June 2017
Dates of Re approval:	

Contents

- 1.0 Introduction**
- 2.0 Aims**
- 3.0 Responsibility**
- 4.0 Equality Monitoring**
- 5.0 Complaints**
- 6.0 Review**

1.0 INTRODUCTION

- 1.1 Houghton Regis 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 favorable 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.

2.0 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 and that every job description and person specification has been through an evaluation process.
 - 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 exceptions questions are only used, with the approval of the Town Councils HR consultants. For example:
 - a. Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to necessary adjustments)
 - b. Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment

3.0 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.

4.0 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 Councils Complaints Procedure.

6. REVIEW

- 6.1 This policy will be reviewed every four years by the Corporate Services Committee.

RECRUITMENT & 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 Personnel Sub-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 regret letters to those unsuccessful candidates as soon as practicably possible
11. Feedback will be provided, on request, to interviewees and any applicants

Example of Scoring Matrix :

Criteria	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5
Qualifications					
Education					
Experience					
Skills					
Requirements of post					
TOTAL SCORE					

Ratings 0-3

- 0 = Candidate did not meet criteria
- 1 = Candidate meets some of the criteria
- 2 = Candidate meets all essential and some desirable criteria
- 3 = Candidate meets all essential and all/most of the desirable criteria

Candidates achieving a score of 10 and above will be interviewed