



LLANNON COMMUNITY COUNCIL

RECRUITMENT & SELECTION

POLICY & PROCEDURE

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REVIEW DATE: May 2023

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Introduction

Llannon Community Council recognises that successful recruitment means employing the best person to do the job that is required. Getting this wrong can lead to low morale, lack of commitment and a drop in productivity. Getting it right, of course leads to the opposite effects. If recruitment is not managed correctly then this can be costly and time-consuming. The Council understands it is worthwhile to invest time and effort to employ the right recruits.

Purpose

The purpose of this policy is to ensure the Council employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination.

Scope

This policy covers all current employees and applicants for employment with the Council.

Policy

The Council is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees or promoted employees.

The Personnel Committee will monitor the composition of its workforce, to identify areas where changes in the staffing structure are required and to include positive action measures to promote equal opportunity and diversity.

In the event of the creation of a new role or the requirement to fill a vacant role, the following process must be followed by the Personnel Committee (or a panel appointed by the Personnel Committee).

1. Assess the Vacancy

There may have been changes to the role, or the skills required of the post holder since the last time this position was vacant. Alternatively, a new role might need to be created. It is therefore important to assess the position and check whether the function, the requirements and the key skills required are accurately recorded.

2. Prepare a Job Description

Creating an accurate Job Description, summarising the main duties and responsibilities of the role, ensures applicants and selectors have in mind the purpose and scope of the role.

3. Prepare an Employee Specification

It is important to identify the key skills required to fulfil the role and therefore the essential skills an applicant can demonstrate.

4. Review the Salary

Setting the correct pay grade for the role is essential to ensuring a suitable candidate to fulfil the requirements of the position. The Panel must also bear in mind the risk to employee relations or of equal pay claims if pay is incorrectly set.

5. Prepare an Application Form

Application forms will contain relevant questions needed for selection. If these questions are necessary for pension or health insurance, they will be asked after appointment.

6. Prepare a Job Advertisement

The advertisement for the position should contain a summary of the role, the salary, the anticipated start date, and the closing date for applications. Interested parties should be requested to contact the Clerk for an Application Pack. The Application Pack should contain the Application Form, Job Description and Employee Specification.

7. Decide how the position will be advertised.

Advertising of positions may initially only be carried out internally. Attracting the most suitably qualified candidate is essential. The Council's advertising budget must also be factored. Consider:

- Internal talent that can be nurtured
- Council's social media & website
- Local Press
- Internet
- One Voice Wales
- SLCC
- Job Centre
- Other online recruitment advertising platforms
- Recruitment Consultants or Head-hunters for key specific skilled roles

Advertising of positions may only be carried out internally. All employees (including fixed-term employees) will be notified of any positions advertised externally that arise during their employment.

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave.

8. Screening

Screening will be carried out by a Panel appointed by the Personnel Committee who will match details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants.

The position will not be re-advertised at this stage if a suitable applicant(s) has been identified. If no suitable applicant(s) has been identified at this stage, the Personnel Committee should review the position and re-advertise.

Records of the screening process will be retained for a period of six months by the Clerk.

Testing

If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine requirements of the job. Records of any testing undertaken will be retained for a period of six months by the Clerk.

9. Interviewing

Panel

Interviewing will be carried out by a Panel appointed by the Personnel Committee. This may be made up of the Clerk, Staff as deemed relevant, Councillors and an independent professional with experience deemed appropriate for the position. Independent professionals appointed will be recompensed for their time and reasonable expenses.

The interview process will be carried out in the following way:

- No assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.
- Questions will relate to the requirements of the job, as established in the job description and the person specification.
- Interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders.
- Applicants will be assessed at the end of interviewing against pre-defined criteria.
- Records of the interview process will be retained for a period of six months by the Clerk, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates.

Following the interview process, if no suitable candidate is found, the Personnel Committee should review the position and re-advertise.

10. Contact the Successful Candidate

Contact should be made to the successful candidate, offering them the position subject to the receipt of satisfactory references.

11. Contact the Unsuccessful Candidate(s)

Contact should be made to the unsuccessful candidate, thanking them for their interest and offering feedback if required.

12. Apply for References

Contact the two Referees provided by the successful candidate, requesting references.

13. Issue Offer Letter & Contract of Employment

On receipt of satisfactory references.

Temporary Posts

The Personnel Committee will review the implementation of necessary temporary positions for a maximum of a three-month period. These positions may or may not require the need for advertisement. Should there be the need for the temporary position to become permanent, the position must be advertised referring to Section 7 of this policy.

Promotion

All employees will be aware of the promotional and career opportunities available to them. Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria. Unsuccessful internal candidates will be given feedback to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

Training

All relevant staff, including those on fixed term/part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities.

References

All external candidates will be required to provide two satisfactory references prior to appointment. References will be checked in accordance with the standard reference checking form. Should a designated line manager wish to ask any question not mentioned on this form, authorisation from the Personnel Committee is required. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be able to provide two references, the issue will be dealt with by the Personnel Committee on a case-by-case basis.

Medical Check

Upon commencement of employment an employee will be required to complete a medical assessment form and may be required to attend a medical check with a Council-nominated occupational health specialist.

Employment of Foreign Nationals

The Council will only employ workers who are legally entitled to work in the United Kingdom, and all foreign nationals will have to obtain appropriate documentation as required by UK Visas and Immigration.

Records

The Council will retain, for at least six months, all records arising through the recruitment process.