

THRAPSTON TOWN COUNCIL

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RECRUITMENT AND SELECTION POLICY

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Introduction

The recruitment and selection decision is of prime importance for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards the Council's effectiveness.

Our recruitment and selection policy will:

- Be fair and consistent.
- Be non-discriminatory.
- Conform to all statutory regulations and agreed best practice.

All appointing managers will receive training in effective recruitment and selection.

The Recruitment Process

The following procedure will be used when a post is to be filled. The Clerk must:

- **Define the job.** If it is an existing post, is an exact replacement required or is this an opportunity to revise the requirements. If it is a newly established post be clear on the exact requirements, draw up a job description and consult the Personnel Committee in relation to the appropriate grade and/or salary.
- Ensure the **job description and person specification** are up-to-date and offer a true representation of the vacant post, and the person you are looking for to fill this post.
- **Collate an information package** appropriate for the post. This package should include:
 - Job description.
 - Person specification.
 - Application form.
 - Advertisement.
- **Design the advertisement.** All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted to reduce unsuitable applications, while remaining as cost-effective as possible.
- Discuss with the Personnel Committee the most effective means of obtaining suitable permanent candidates. The following options should be explored (in this order):
 - Post on Council website and Facebook page.
 - Place on Council noticeboards in the Town.
 - Advertise through NCALC.
 - Post on job boards.
 - Place advert in the local press.
 - Advertise with a recruitment agency.
- Liaise with the Personnel Committee regarding the appointment of the selection panel which will vary depending on the level of the post.

The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a structured interview and skills testing. For more senior posts, presentations to the interview panel on a chosen topic and/or a series of individual interviews on various topics may be included.

The Clerk will approach relevant people to assist with **shortlisting and interviewing**. At least two people should be involved in shortlisting and sit on the Interview Panel.

Application forms received by the closing date will be forwarded to the Clerk. The sifting of applications will be undertaken by the appointed selection panel and **must** be matched against the person specification and the job description using the shortlisting analysis matrix. It is the responsibility of the Clerk to record (in writing) the reasons why an applicant is not shortlisted.

At least one week prior to the interview, each panellist will receive an interview pack containing:

- Copies of application forms.
- Blank interview report forms.
- Scoring matrix.
- A copy of the job advertisement.
- A copy of the job description.
- A copy of the person specification.

The Clerk will:

- Invite the candidates for interview.
- Inform candidates who have not been shortlisted at the earliest opportunity.
- Decide on the interview format, make the necessary housekeeping arrangements and determine which areas to concentrate on with the questioning.
- Decide on who will chair the Interview Panel.

At the interview

The Clerk will ensure that clear notes are taken and will ensure that the Equality Act is strictly adhered to, with no discrimination shown on any grounds.

When each candidate has been interviewed, the panel will score them appropriately, and based on this decide on the best match and most suitable person for the post.

The Clerk will:

- Inform the successful candidate as soon as possible, and make the job offer and agree a commencement date and starting salary.
- Telephone all unsuccessful candidates with outcome of interview within two working days and/or confirm in writing.
- Write to the appointee, offering the post providing satisfactory references and pre-employment checks have been received.
- Obtain references.
- Initiate a personnel file for the new member of staff.

All interview packs should be returned to the Clerk for filing for future reference if necessary.

An individual programme of induction for the new employee will be arranged and agreed at least one week before the employee commences employment. This will include arranging any necessary actions to allow a smooth start for the new employee such as arranging a computer login, the issue of uniform or protective clothing and essential training.

The Town Council reserves the right to amend and update this policy from time to time.

Adopted by Thrapston Town Council
17th December 2019

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Chairman

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Town Clerk