## Policy

1. Every recruitment process will be designed with the intention of achieving the selection of the most suitable person for the job. The Town Council aims to ensure that no job applicant suffers discrimination because of any protected characteristic.

## Procedure

### Review of role

2. Before a job is advertised the following will be done:
   - A review will be undertaken to ensure that: the role is required; the number of hours of work that are required; that the management arrangements are appropriate, the grade / salary scale is appropriate
   - The job description will be updated to ensure that it is current and includes the main tasks of the job
   - The person specification will be updated to ensure that the qualifications, skills and experience included are necessary and justifiable as objective criteria for the satisfactory performance of the job.

### Advertising

3. The method(s) of advertising a vacancy will be decided by the Town Clerk, following consultation with the Chair of the Resources Committee. The advertisement will be aimed at as a wide group of suitably qualified and experienced people as possible and will avoid stereotyping or using wording that may discourage particular groups from applying.

4. External adverts will include the Town Council logo and a statement of commitment to equal opportunities - welcoming applications from all sections of the community.

### Applications

5. Applications will be in a written format as specified by the Town Clerk, following consultation with the Chair of the Resources Committee. The front page of the application form will request any personal information (e.g. name, DOB, address) required and be detachable (and will not be used as part of the selection process).

### Equal Opportunities Monitoring

6. The Town Council will include an equal opportunities monitoring form in every application pack. Completion of the form by applicants will be voluntary. Upon receipt of a completed application the monitoring form will be separated from the application form. The information on the monitoring forms will be collated and used by the Town Clerk to inform advertising decisions and identify any areas where positive action may be of benefit to increase the pool of applicants.

**Selection Process**

7. The selection process (Sifting, assessments and interview) will be based upon matching the candidates' skills, experience and knowledge to that set out as requirements in the job description and person specification.
8. The selection process, including any job related assessments will be decided by the Town Clerk following consultation with the Line Manager and the Chair of the Resources Committee.
9. The Town Clerk will consult with the Chair of the Resources Committee as to the composition of the sifting and interview panels. Interview Panels will include the Line Manager and / or the Town Clerk. Interview and sifting panels need not comprise all the same members although it is suggested there is at least 1 person who participates in both the sift and the interviews. Sifting and interview panels may include persons external to the Council (i.e. people are not Town Council employees nor Councillors) who have a particular expertise, knowledge or experience that is relevant to the appointment being made especially where that expertise, knowledge or experience is not available amongst staff or Councillors e.g. horticultural knowledge or garden machinery maintenance.
10. The decision to make an appointment is delegated to the Town Clerk following consultation with the interview panel, except in the case of the appointment of the Town Clerk; the appointment of the Town Clerk must be agreed by the Town Council following a recommendation from the interview panel (see Standing Orders and Council Terms of Reference).
11. The front page of the application form will be detached prior to any sifting process.
12. With limited exceptions, applicants will not be asked about health or disability before a job offer is made; examples of the exceptions are:
    - Questions necessary to ascertain if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
    - Questions to establish if an applicant needs any reasonable adjustments to be made in order for them to attend / participate in an assessment and / or interview
    - Positive action to enable the Town Council to improve the diversity of applicants
    - Equal opportunities monitoring

**Outcomes of the Selection Process**

13. All applicants will be notified in writing about the outcome of their application (initial contact / result may have been provided on the telephone). Wherever possible applicants will be offered the opportunity to receive feedback on their application / interview.

**Eligibility to Work in the UK**

14. All employers are required by law to ensure that all employees are entitled to work in the UK.  All prospective staff, regardless of nationality, must be able to produce original documents (such as passport) before employment starts; the list of acceptable documents will be that set out in the Home Office document "An employer's guide to acceptable right to work documents" (available at https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide).

**Applicant Information**

15. Offers of employment are based upon the information provided by the applicant. If it is subsequently found that that any of the information provided is untrue or misleading the Town Council may take action which results in the dismissal of the employee.

**Background Documents**

ACAS Recruitment and Induction booklet.

**Policy & Procedure Reviews and Updates**

| Date | Change |
|---|---|
| 11.09.13 | All references to Staffing Committee replaced by Resources Committee in accordance with Council Resolution made on 10.09.13 |
| 21.07.20 | General update on the policy. |
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