



Newark Town Council

Recruitment and Selection Policy

September 2024

Contents

Recruitment and Selection Policy	page 3
Recruitment/Interview Panel	page 3
Advertising	page 3
Job application pack / recruitment materials	page 3
Short-listing	page 3
Interview stage	page 4
Employment checks	page 4
Induction	page 5

Recruitment and Selection Policy

1. Aim

To set out the minimum requirements of a recruitment process that aims to:

- attract and select the best possible applicants to vacancies.
- meet statutory requirements of Local Government and Housing Act 1989 (where relevant)
- meet statutory requirements of the Equality Act 2010
- treat all applicants fairly and clearly.
- offer a fair, equitable and competitive process.

2. Procedures

To be followed whenever a new employee is to be recruited.

Recruitment/Interview Panel

Interview panel is appointed comprising three people (mixed gender), and the Council gives this committee the delegated power to deal with the appointment process from beginning to end. This panel must include the Chair of the Personnel Sub Committee.

Advertising

Depending upon the role the vacancy will be advertised in all or a range of the following:

- NALC website and circulation
- local noticeboards
- Indeed
- LinkedIn
- local principal authority job vacancy website and nearby local authorities
- Council website
- Twitter
- Facebook

Job application pack / recruitment materials:

Any person enquiring about the post will be supplied with a job application pack which as a minimum, will include:

- job description and person specification.
- an application form
- an outline of our recruitment and selection process
- a copy of our recruitment and selection policy (this document)
- all applicants must complete, in full, an application form – CV's will not be accepted.

Short-listing

- we shortlist (blind) all candidates against the person specification for the post.
- we welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of their race, including colour, nationality, ethnic or national origin and caste; religion or belief; disability;

sex; sexual orientation; pregnancy or maternity; gender reassignment; marriage or civil partnership; and age.

- we ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.

Interview stage

- Interviews where possible will be conducted face to face and via teams in the event of restrictions e.g. COVID.
- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and produce documents to prove they are eligible to work in the UK.
- Candidates will be questioned using the same set criteria and the same questions.
- The questions will be formulated from the essential criteria listed in the person specification.
- Candidates will be given a score for their answers by all panel members.
- Candidates will always be required.
 - to explain satisfactorily any gaps in employment
 - to explain satisfactorily any anomalies or discrepancies in the information available
 - to explain their suitability for the role and their skill set, knowledge and expertise.
- Where it has been identified as beneficial to the selection process each shortlisted candidate will be asked to take part in a practical exercise which reflects an essential element of the role.
- When all the interviews have been conducted the selection panel will use a scoring matrix to determine the best candidate for the post.
- Each candidate will receive communication whether they have been successful or not.

Either

The selection/interview panel will determine the most suitable candidate where delegated authority has been given by the Personnel Sub Committee.

or

The recommendation of the selection/interview panel will be submitted to the Human Resources Committee for approval where delegated authority has not been agreed.

Employment checks

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences or the offer will be made subject to the receipt of satisfactory references.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

- Additional reference material will be required if the post is that of Executive & Responsible Financial Officer (RFO) or Finance Officer.
- All qualifications will be checked against actual certificates and copies taken for their personnel files.

Induction

- For all new staff, a clearly written and structured induction programme is in place. The programme includes shadowing/handover training and opportunities to read and discuss the council's policies and procedures.
- Throughout the induction period, all new staff members will receive regular meetings with their line manager to discuss how it is going and identify any further training and development needs.