

KNUTSFORD TOWN COUNCIL

RECRUITMENT POLICY

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INTRODUCTION

1.1 Knutsford Town Council seeks to have a strong staff team that can deliver effectively for the local community. This policy sets out the council's approach to the recruitment process.

1.2 All recruitment should aim to recruit the person who is most suited to each particular job and selection should be on the basis of the applicant's abilities and individual merit as measured against the predetermined criteria for the job. Qualifications, experience and skills are assessed at the level that is relevant to the job.

1.3 The policy applies to all appointments except that of Town Clerk, for which a special procedure will be agreed by the Personnel Committee as required.

1.4 References in this policy to "the committee" refer to the Personnel Committee; references to "the chair" refer to the chair of the Personnel Committee.

GENERAL PRINCIPLES

1.5 Upon notification of a resignation or the termination of an employment, the Town Clerk shall inform the Chair. Subject to the Chair's agreement, the vacancy may be advertised. The Chair may require that re-recruitment is instead referred to a meeting of the committee.

1.6 Subject to the agreement of the Chair, the Town Clerk may minor amendments to the role prior to advertising; such amendments exclude changes to the contracted hours and grading of the role but may include amendments to the job title and job description.

INTERNAL RECRUITMENT

PRINCIPLES

2.1 The council recognises that internal recruitment provides the opportunity to develop its workforce, retain skills and knowledge and ensure effective succession planning. Internal recruitment presents an opportunity for promotion, career development and supports changes in personal circumstances.

2.2 Subject to 2.3, the council will provide a period of internal recruitment prior to commencing external recruitment.

2.3 The Town Clerk and Chair may determine that the nature of role is not suitable for internal appointment.

ADVERTISING

2.4 An internal vacancy will be advertised for one calendar week and shall be emailed to all staff within the organisation. The advert will comprise the job description and person specification. Effort should be made to ensure any absent staff are aware of the vacancy.

2.5 Internal candidates wishing to apply may apply by submitting a written letter of application, setting out why they are suited to the role and why they wish to make a change. Candidates should, as a courtesy, inform their line manager that they are applying.

2.6 Internal applications shall be considered by the Town Clerk, Chair and relevant line manager to determine, based on the person specification for the role and the employee's past performance, whether they are invited to an interview.

INTERVIEW

2.7 Interviews should be conducted with a panel of at least two people, comprising at least one officer and one member, determined by the Town Clerk and the Chair.

2.8 Interviews may incorporate a practical element or presentation where appropriate to the role.

2.9 Interviews shall comprise scripted questions with each candidate predominantly asked the same questions. The Town Clerk shall prepare the questions for the interview which should be relevant to the role and focus on the competency and character of the candidates. Responses shall be scored by each interviewer.

2.10 The senior officer involved in the panel shall have delegated authority to make the appointment, having taken soundings from the panel and being guided by the scoring.

2.11 Where there is a single candidate, the panel shall agree a benchmark score which must be passed by the candidate to be successful.

2.12 Where an applicant is unsuccessful, they will be provided with detailed feedback to support their development.

PROBATION

2.13 Employees who transfer to a new internal role will be supported through an initial six-month probation plan. This is a development plan which aims to give the employee the opportunity to develop the skills needed in their new role.

2.14 Should the employee fail to meet the required standard they will not be at immediate risk of dismissal, they will instead move to Stage Two of the council's Performance Improvement Policy.

EXTERNAL RECRUITMENT

ADVERTISING

3.1 A detailed job pack will be prepared for all vacancies, which will provide information on working at the council, an explanation of the role, job description, person specification, principal terms of employment and information on the selection process.

3.2 All roles should be advertised for a minimum of two weeks.

3.3 As a minimum, adverts should be published on the council website, social media and noticeboards. Adverts will also usually be published on Indeed and distributed via the ChALC newsletter. Adverts may also be placed on more specialist websites depending on the role.

3.4 All applications will be submitted via an application form tailored to the person specification for the vacant role.

SHORTLISTING

3.5 Where there are more than 30 applications to a vacancy, a longlisting process may be undertaken. The methodology for longlisting a particular role shall be based on the requirements of the role and be recorded and retained for 12 months.

3.6 There should be at least two people involved in shortlisting for interview, determined by the Town Clerk and the Chair.

3.7 Shortlisting shall be based on the requirements of the role as set out in the advertised person specification. Each person shortlisting shall score applications on the identified criteria and the Town Clerk shall determine an interview shortlist of the top scoring candidates.

3.8 Where there are a high number of candidates suitable for formal interview, a pre-interview screening process may be undertaken.

INTERVIEW

3.9 Interviews should be conducted with a panel of at least two people, comprising at least one officer and one member, determined by the Town Clerk and the Chair.

3.10 Interviews may incorporate a practical element or presentation where appropriate to the role.

3.11 Interviews shall comprise scripted questions with each candidate predominantly asked the same questions. The Town Clerk shall prepare the questions for the interview which should be relevant to the role and focus on the competency and character of the candidates. Responses shall be scored by each interviewer.

3.12 The senior officer involved in the panel shall have delegated authority to make the appointment, having taken soundings from the panel and being guided by the scoring.

PROBATION

3.13 New employees will be subject to a probationary period of up to six months, during which time their performance and ability will be assessed. At the end of the period, and subject to a satisfactory report from the line manager, the probation period will be fulfilled and employment confirmed.

3.14 Where performance has not met expectations, a probation period may be extended with a performance improvement plan being agreed. If performance remains unsatisfactory employment may be determined.

REFERENCES AND RIGHT TO WORK CHECKS

4.1 Employment offers will not be confirmed until satisfactory references have been obtained.

4.2 All employment will be subject to the candidate providing the required evidence of a legal right to work in the UK. Such evidence shall be required of all new recruits, regardless of race, nationality, ethnic or national origin.