



PENRYN

Town Council

RECRUITMENT AND SELECTION POLICY

Introduction

Penryn Town Council (PTC) aspires to be an employer of choice and understands that the approach taken to recruitment and selection will have a significant influence on the Council's ability to attract, develop and retain high quality talent with the skills, capability, commitment and potential to deliver its ambitions for Penryn. This document summarises the Council's Recruitment and Selection Policy.

Purpose and aim

The Recruitment and Selection Policy describes the framework within which the decisions of all recruitment will be made. This framework has been developed with due regard to relevant legislation.

Its aim is to ensure that recruiting panels have ready access to the information they need to make high quality recruitment and selection decisions and to ensure that the recruitment process is fair, open, transparent and promotes equality of opportunity.

Scope

The policy seeks to cover the full range of recruitment and selection activities. Its general application will be monitored and may be subject to adjustment from time to time to ensure that it continues to provide for the best recruitment and selection decisions to be made in all circumstances.

Policy Statement

The Council has made a commitment to promote equality of opportunity and to eliminate discrimination in employment for the following groups of people as described in the relevant legislation:

- People of all ages;
- Women and men;
- Women who are pregnant, or who have given birth and/or are breastfeeding;
- People who have undergone, are undergoing or are proposing to undergo a process to reassign their sex (gender reassignment);
- Those who are married or in a civil partnership
- People from ethnic minority groups;
- Lesbian, gay, bisexual and heterosexual people;
- People with a religious faith and those who have none
- People with a physical and/or learning disability
- People with mental ill health issues

To deliver on this commitment the Council

- will treat all job applicants openly, honestly and fairly, with respect and according to their needs;
- will not discriminate against any person on the grounds of any protected characteristics;
- will advertise jobs openly to draw them to the attention of the widest range of potential applicants, except where we may place restrictions on recruitment , e.g. to limit potential redundancies;
- will use non-discriminatory job requirements except where a genuine occupational requirement applies;
- will apply fair selection procedures;
- will make reasonable adjustments in recruitment, selection and appointment arrangements to overcome potential barriers for job applicants with disabilities ;
- will guarantee an interview to any job applicant with a disability who partially meets the competency criteria for any job;

Short-listing

The short-listing criteria at the application form stage will be clearly set out in the role profile by the recruiting panel. Each applicant will be assessed against the indicated criteria and scored as follows:

- 0 – Not Met
- 2 – Partially Meets
- 3 - Mostly Meets
- 4 – Fully Meets

Applicants with a disability

Applicants with a disability will be guaranteed an interview for any role, subject to their meeting any pre-requisite qualification in respect of relevant roles e.g. social workers and solicitors. Reasonable adjustments will be made for candidates in accordance with the Disability Employment Policy.

Selection Panel

More than one person must be involved in both the selection process and the final decision. Other than in the most exceptional circumstances, the person to whom the successful candidate will report must always be involved in the process. At least one member of the selection panel must have received formal training in recruitment and selection.

Selection Tests

The selection process may include the use of other assessment techniques in addition to the competency based interview. Any assessments used in the selection process (for example, in-tray exercises and psychometric tests) must be relevant for the role concerned and administered and interpreted by persons who have had appropriate formal training and all results must be held confidentially.

Recruitment and selection records

Adequate and sufficient records must be kept of applicants, shortlists and selected candidates to enable an adequate response to be made to any claims of unlawful discrimination. The selection panel must be able to demonstrate why candidates were or were not shortlisted or selected by reference to the role profile and notes taken during the selection process.

Appointment Process

All offers of employment must be made in accordance with the Recruitment and Selection processes and will be subject to the receipt of satisfactory pre-employment checks as listed below. In the event that an applicant has been dismissed from any previous employer, no offer of employment will be made, (either verbal or in writing) until all pre-employment checks have been received and are deemed to be satisfactory. Candidates **should not commence** employment with the Council until all pre-employment checks have been completed.

- References
- Qualifications
- Eligibility to work in the UK
- Criminal Convictions
- Medical Screening
- Criminal Record Checking – Employing People with Convictions (Disclosure and Barring Service)
- Policy on the Security of Disclosures and Disclosure of Information
- Disability Employment Policy

Under the Equality Act 2010, with limited exceptions employers are prevented from asking applicants about their health or disability before a job offer is made or including them in a pool of successful candidates to be offered work when it becomes available. The exceptions are as follows:

- To find out whether an applicant is able to participate in an recruitment selection or assessment exercise to test their suitability for the role; for example a fitness test
- To establish whether there is a duty to make reasonable adjustments to enable an applicant to take part in the recruitment process;
- To establish whether the applicant will be able to carry out a function that is fundamental to the work concerned, taking into account the duty to make reasonable adjustments
- To establish the diversity of applicants, for example in an equal opportunities monitoring form
- In connection with positive action under s. 158 of the Equality Act for example, in supporting employment for disabled people (for example under the 'two ticks' scheme) or to increase the gender balance of certain occupational roles.

- To establish that a person has a disability where this is an occupational requirement, so long as the requirement is proportionate to achieving a legitimate aim.

Safer Recruitment

PTC is committed to safeguarding and promoting the welfare of children, young people, and adults at risk and expects all employees, workers and volunteers to share this commitment. As such PTC undertakes Disclosure records checks with appropriate organisations including the Disclosure and Barring Service and Disclosure Scotland to assess applicants' suitability for employment. The Council undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

Probation

The probationary period is three months but may be reduced or extended at the Town Clerk's discretion. During this time employees are expected to settle into their role and demonstrate that they meet the standards required in terms of performance, conduct and attendance.

Induction

Induction is a two-way process through which new employees experience a planned introduction to their employment with the Council and their new role. A well thought out induction helps new employees integrate quickly, effectively and productively.

Consultation and engagement

The relevant trade unions have been consulted about this policy.

Breaches and non-compliance

Any applicant who has a concern regarding the recruitment policy and procedure or its application should contact the Town Clerk in the first instance.

Evaluation and review

This policy will be subject to continuous review in the light of feedback from applicants and recruiting panels and changes in employment legislation and will be the subject of a formal annual review.