RECRUITMENT & SELECTION POLICY

1.   INTRODUCTION

Cirencester Town Council strives to demonstrate its commitment to Equal Opportunities. The aim of the Council's Recruitment and Selection Policy is to ensure that recruitment and selection results in the selection of the most suitable person for the job on the basis of merit, and that no employee or potential employee receives less favourable treatment than any other on grounds of sex, race, colour, nationality, ethnic or national origin or on the grounds of disability, sexual orientation, religion or belief.

2.   ACHIEVING THE AIMS

The Council will achieve the aims of the Recruitment and Selection Policy by:-

a)   considering whether an existing employee could be trained to do the job, whether the work could be done by part-timers, job-sharers or home-based workers and how the selection will be made;

b)   ensuring that applicants are attracted by using the best recruitment method or methods to reach the target group at the most reasonable cost;

c)   ensuring that there are clear job descriptions and objective person specifications for every job;

d)   ensuring that the procedure, which is available on request and code of good practice for recruitment and selection is followed by every employee involved in recruitment and selection;

e)   ensuring that all staff involved in the recruitment and selection process receives training in the Council's Policy and Procedures and their responsibilities;

f)   monitoring/reviewing its policy and procedures to ensure that unlawful and unfair practices are not introduced.

3.   DISABILITY CONFIDENT

The Council, as a Disability Confident Employer, will ensure that:

a)   the recruitment process is inclusive and accessible;

b)   it communicates and promotes vacancies;

c)   it offers an interview to disabled people who meet the minimum criteria for the job;

d)   it anticipates and provides reasonable adjustments as required.

3.   IMPLEMENTATION

Responsibility for advising, developing, implementing and monitoring this policy lies with the Chief Executive Officer on an annual basis. The Chief Executive Officer and Senior Management Team will be responsible for ensuring that Recruitment and Selection procedures are adhered to and that advice and support is available.

4.   COMPLAINTS

If any applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy, an investigation will be undertaken in accordance with the Town Council's Complaints Procedure.

RECRUITMENT & SELECTION PROCEDURE

Council staff will adhere to the following procedure for the recruitment and selection of staff: -

1.   The Senior Management Team (SMT) will consider how the post will be filled in consultation.

2.   (a)   The SMT will appoint an independent (in-house) administrator to lead on the recruitment process.

   (b)   The SMT will appoint an interview panel; the panel for SMT vacancies to be agreed by the Personnel Group.

3.   The SMT will arrange for an advertisement of the vacancy.

4.   The administrator will prepare the applications for shortlisting, ensuring that Section 1 of the application is removed.

5.   The interview panel will shortlist using a scoring matrix (example identified below).

6.   The interview process/questions will be agreed, including any tests/presentations.

7.   The shortlisted candidates will be advised of the date, time of the interview, together with any tests/presentations.

8.   The interviews will be carried out and a review and comparison of the notes will be made.

9.   The successful candidate will be appointed and references checked.

10.   Regret correspondence will be sent out to unsuccessful candidates as soon as practicably possible.

11.   Feedback will be provided on request to interviewees and any applicants.

Example of Scoring Matrix: -

Criteria	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5
Qualifications					
Education					
Experience					
Skills					
Requirements of Post					
TOTAL SCORE					

Ratings 0-3   0 = Candidate does not meet criteria
                 1 = Candidate meets some of the criteria
                 2 = Candidate meets all essential and some desirable criteria
                 3 = Candidate meets all essential and all/most of the desirable criteria

                 Candidates achieving a score of 10 and above will be interviewed.