

FARINGDON TOWN COUNCIL

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA

Telephone 01367 240281 Fax 01367 240303

www.faringdowntowncouncil.gov.uk



Clerk: Sally Thurston

Recruitment Policy for those involved in the Recruitment Process

The Council is an equal opportunity Employer and will always seek to recruit the person most suited to the job in question, irrespective of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity. Those involved in the recruitment process must be aware of the Council's Equal Opportunities Policies and the Data Policy. Any queries should be addressed to the Town Clerk.

This Policy applies equally to promotions. In the first instance promotions may be sought internally.

When a post becomes vacant an accurate job description should be drawn up before the job is advertised. No unnecessary duties should be included. Person specifications should cover only the qualities essential to the post. Unnecessary physical or language requirements should be avoided. The value of skills gained through non-traditional work such as voluntary work should be considered. The competence gained through experience should be balanced against though more formal routes.

The job specification should be checked with the Town Clerk to ensure that it complies with the Equal Opportunities Policy and any other relevant policies.

All positions should be advertised. Advertisements must be gender neutral (save where gender is a genuine occupational qualification for the position). All adverts should make it clear that the Council is an Equal Opportunity Employer and will not discriminate on the grounds of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity. Where appropriate, adverts may be placed on the staff notice board but care must be taken to ensure that such a process does not exclude categories of workers based upon Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity. Any application forms must be gender and race neutral.

The vacancy should be advertised so as to promote equal opportunities. This will usually mean advertising internally and externally at the same time. Media should be used that reaches all parts of the community. Where recruiting agencies are used they should operate to the same standards as the Council and comply with the Council's policies.

Where information is collected for equal opportunities monitoring purposes it should be in a form which ensures anonymity.

All applications should be acknowledged and interviews be arranged as soon as possible. Any decision to interview or short list applicants must not be based upon Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity or trade union membership or activities.

All applicants who are invited to an interview must be informed as soon as possible where and when the interview will take place. Applicants who have stated that they suffer from a disability should be asked whether any reasonable adjustment is required in order to assist them in attending the interview (which may involve, for example, changing the time of the interview or providing transport where it is reasonable to do so).

The interview process must be carried out in a way which cannot lead to any inference of direct or indirect discrimination. Selection requirements or conditions must be justified and relate to the needs

of the position. (For example, a numeracy test may not be appropriate where it does not relate to the requirements of the job) and qualifications should not be required where they are unrelated to the position. Care must be taken not to ask questions which may indicate discriminatory stereotyping and it is preferable to have agreed questions that have been approved by the Town Clerk.

Criminal offences should not be in themselves a reason for debarring an applicant from equal treatment in recruitment and selection processes where the offence is irrelevant to the vacancy applied for. The only consideration should be whether the offence is one that makes the applicant unsuitable for the type of work.

Where tests are used, these should be non-discriminatory and should be tests that have been shown to be appropriate to the task.

Once an agreed short list has been prepared it is preferable for the short list to be checked by another suitably qualified person and for the applicants on the short list to be re-interviewed. It is necessary in the case of all applicants to ensure that they are qualified to work in the United Kingdom by production of the appropriate documents.

At every stage of the process, applicants who have not been successful should be informed in writing as soon as possible.

Records should be kept of the reasons for rejecting /selecting applicants. Reasons for the decision taken by the interview panel should be recorded. Confidential feedback procedures should be available for candidates and they should be made aware of the procedures.

If an applicant requests the reason that he or she has been rejected any reply should be checked with and approved by the Town Clerk.

Where an applicant has been identified as being the person to whom the position is to be offered:

- Care must be taken to ensure that the terms of any offer do not discriminate against the candidate when compared to other persons in the same or similar positions;
- The offer should be in the approved form and subject to conditions (i.e. references, qualifications, the requirement of a driving licence etc.) as set out in the standard offer of appointment for a person in that position or as approved by the Town Clerk.
- Where a medical examination is considered necessary it is essential that the candidate is advised that any offer is subject to a satisfactory medical examination.
- It is necessary that the candidate is advised of the documentation that will be applicable to his/her employment before he or she commences employment and has signified agreement in writing to those documents that are incorporated (i.e. The Letter of Appointment, Contract of Employment, Service or Manual and Policies that are applicable).
- Where references are required or the position is subject to the candidate achieving a qualification it must be made clear in writing that the position is subject to satisfactory references or the qualification. This is particularly so where the candidate is to commence work before receipt of references or the qualification.

Candidates who are subject to a probationary period should be informed of the Council procedure in this respect. In the case of internal promotions candidates should be informed of any probationary period and what will happen if they are unsuccessful in the new position.

If there are any queries about this procedure they should be directed to the Town Clerk.