

Woughton Community Council

Recruitment and Retention Policy 2020

Woughton Community Council has a recruitment and selection policy, to ensure that any appointments that are made are necessary and for the better of the organisation, and to ensure we offer equal opportunities to all candidates.

Recruitment and retention policy

Equality and Diversity

Woughton Community Council will accept all applications equally, and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, culture, religion, age or disability. To ensure we promote an ethos whereby our staff profile reflects the wider community we serve and is inclusive for all.

Preparation Stage

- i. Formal authorisation must be sought from the Council Manger and Operations Manager prior to the post being accepted.
- ii. The recruitment and selection stage, should not commence until a full and proper job evaluation for the need of the role against the council's strategic area and budget has been completed by the Operations Manager and Council Manager in conjunction with each other.
- iii. All new, or changed posts must be role reviewed and graded fairly before the post is advertised to ensure equal pay for work of equal value.

Job Profile and Person Specification

- i. A job profile and person specification must be carefully produced and published prior to the post being advertised or filled.
- ii. The job profile should fairly reflect all elements and expectations of the role.
- iii. The person specification should note all essential and desirable criteria in terms of skills, aptitude, knowledge and experience for the job. This should be equally applied to all candidates.
- iv. Care should be taken when creating the person specification to ensure the criteria does not indirectly discriminate against any particular group of applicants.

Advertising

- i. All applications will be offered both internally and externally, to allow our existing staff the opportunity for career development.
- ii. All job advertisements will be uploaded onto our website, and potentially onto an external third party job search site. All advertisements should be cost effective and agreed via the Operations Manager. Internal offers will be uploaded onto our share drive, and/or internal email to all staff members.

- iii. All applicants must be provided with sufficient information to apply for the role; the job profile and person specification should be easily accessible for all candidates.
- iv. Staff who have been in an acting position, will be invited to apply internally, in exceptional circumstances the Council Manager and Operations Manager may decide only to advertise the position internally.

Shortlisting Candidates

- i. Shortlisting should usually take place via the whole panel but must be completed by a minimum of three people to rule out any potential bias.
- ii. The recruiting panel will be decided internally, however would usually consist of the Council Manager, Operations Manager and direct Recruiting Manager, for Senior Officers the recruitment panel will also consist of relevant member(s) of the Council.
- iii. Shortlisting decisions for each candidate should be recorded on a shortlisting record form, and handed back to the Operations Manager for filing – please note, unsuccessful candidates will be asked for permission so that we can hold them on file for any potential future opportunities.
- iv. Successful shortlisted candidates should be provided with details of the upcoming selection process, and formally invited to attend an interview, please note all candidates should be asked if we need to make any reasonable adjustments that should be made to so that they can participate fully and fairly in the selection process.
- v. All candidates (internally and externally) should be assessed objectively, against the selection criteria, and only the applicants who meet the essential criteria should be selected, assumptions of qualities of internal applicants should not be taken into account.

Selection and Interview

- i. Both interview questions and structure should be applied consistently to all candidates and should be based on the essential criteria set out for the post.
- ii. Comprehensive records of answers and salient notes from the interview so the candidates can be assessed fairly after the interview has taken place. These will all be handed back to the Operations Manager and kept on file for a minimum of six months, please note applicants have the right to request access to feedback notes so staff involved in the recruitment process must maintain fair and non-discriminatory focus.
- iii. An average score will be taken across individual scores given by each member of the recruitment panel, where scores are close other aspects, such as suitability, personality etc. may be taken into account to ensure the most suitable candidate is selected.
- iv. Unsuccessful candidates should be dealt with sensitively and will, as a minimum receive a telephone call or an email/letter.

Making the Appointment

- i. The successful applicant will be notified of their success, via telephone call and upon acceptance and will also receive this via email/post. Note, the successful candidate should be informed that this offer is subject to satisfactory references and successful six month probationary period should these be obtained.
- ii. Referees should not be contacted without the subjects consent, and information requested should only be relevant to the post they are being offered. All information received back should be kept confidential.
- iii. Some company's may have a policy to not give personal references, however as a minimum these should be used to confirm current and previous employment.

- iv. A minimum of two references should be obtained, and confirmation of their (most) current employment should be received until the post can be confirmed and the candidate can pass their probationary period.
- v. The appointment should initially be made at the minimum of the salary scale offered, in some circumstances there may be grounds to offer slightly higher on the scale grading, however the maximum for the role will remain the same as per the prior job evaluation.
- vi. All internal discussions concerning the official offer should be kept in writing, and should involve the Operations Manager (RFO), Council Manager and direct Recruiting Manager.
- vii. The successful appointment will receive in writing, formal offer of employment (secured on satisfactory clearance of all necessary checks), official salary offer, two copies of their contracts and statement of terms, all to be received back prior to or on, their first day of employment.

Implementation and induction

- i. Correct internal implementation process should be followed.
- ii. Internal new starter implementation forms should be completed by the recruiting manager and filed in the staff personnel file, on the company drive.
- iii. All efforts will be made as instructed on the form, to set up the new starter effectively.
- iv. All preparations will be made, to complete the induction material in an efficient manner so that this can be completed upon the first week of the new starters' commencement date.
- v. The implementation and induction process is detailed in our Induction procedure flows, saved in the company drive.

Overview

- **RM – Recruiting Manager**
- **OM – Operations Manager and Responsible Finance Officer**
- **CM – Council Manager**

Key responsibility	Accountable
➤ Commencing conversation regarding the potential role, if this is new, replacement or existing post which requires revision.	RM
➤ Evaluating the need for the role, in the context of our service plan, organisational need and budget.	OM (RFO) CM
➤ Ensuring competence of all members of staff involved in the recruitment process.	CM
➤ Ensuring comprehensive induction process and material for all new starters.	OM (RFO)
➤ Ensuring all new/revised posts are graded effectively prior to publishing and that formal authorisation has been sought.	OM (RFO) RM
➤ Preparing Job Profile, Person Specifications and other particulars for the recruitment process.	OM (RFO)
➤ Agreeing recruitment timescales.	All
➤ Invitations to interview, taking up references, issuing rejections.	RM
➤ Issuing formal offer of employment.	OM (RFO) CM
➤ Producing a shortlist.	All
➤ Keeping the records of all shortlisting records and notes	OM (RFO)
➤ Providing feedback to unsuccessful candidates, if requested and ensuring equal opportunities is adhered to.	CM RM
➤ Monitoring and Reviewing the internal recruitment and induction policy/procedure.	OM (RFO) CM

➤ Carrying out induction for new starter and ensuring signed compliance is received by OM.	RM
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Linked policies

WCC Employee Handbook
 Contract of employment
 Standard Main Terms

Last review date:	13/08/2020
Next review date:	13/08/2021
Lead:	Samone Winsborough
Overseeing Committee:	Operations
Approved:	Operations Committee
Review cycle:	Annually