



Kimberley Town Council

Employment Policy

Adopted by Full Council on

1. Introduction

- a) The intention of the Employment Policy is to ensure that Kimberley Town Council can attract and retain high caliber employees into its job vacancies.
- b) It aims to attract the widest possible response to any employment vacancy.
- c) The Council recognises the advantages of recruiting individuals with specialist knowledge and experience of local needs.
- d) The selection process is of crucial importance in this policy and must, therefore, be carried out according to objective, job-related criteria.
- e) The Council will ensure that, through appropriate training, people making selection decisions will not discriminate, whether consciously or unconsciously, in making these selection decisions.

2. Recruitment and Selection Policy

- a) The Clerk is responsible for Employee recruitment in conjunction with the HR Committee.
- b) The Employment Policy will be implemented with regard at all stages to Equal Opportunities, the Equality Act 2010 and subsequent legislation.
- c) All persons involved in the recruitment process will be made aware, through training, of the above legislation and its implications.
- d) All stages of the selection process will focus on the needs of the job and the skills needed to perform effectively.
- e) The Clerk and HR Committee will ensure that questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive.
- f) All candidates regardless of ability that meet the minimum selection criteria will be invited to an interview.

- g) It is the Council's practice to seek the successful candidate's consent to seek two written references and to ask for documentary proof of qualifications and identity.

3. Recruitment and Selection Process

- a) Before embarking upon the selection process, the Clerk should have recruitment authority from the Council, an updated job description and an accurate person specification.
- b) Advertisements will be placed appropriately to allow maximum exposure to all sectors of the community.
- c) Candidates invited to an interview, where possible, will be given at least one week's notice. If requested, all letters sent to unsuccessful candidates will be issued as soon as practicably possible after the decision has been made.
- d) Interviews will be held over two stages.

4. Job Description

- a) Each job will have an up-to-date job description that accurately reflects the job requirements.
- b) Job descriptions should be written in a clear and concise manner in the agreed Council format.
- c) Job descriptions should be reviewed and discussed prior to the commencement of the recruitment action.
- d) Where appropriate the equal rights dimension of service provision should be included.

5. Person Specification

- a) A person's specification will be prepared for every job description reflecting the skills, qualifications and qualities required to undertake the job.
- b) Personnel specifications should be reviewed prior to the recruitment action.
- c) Criteria contained in the specification should be strictly relevant to the requirements of the job. The criteria should not be unnecessarily restrictive so as to exclude particular disadvantaged groups, since this may be viewed as indirect discrimination and therefore unlawful.
- d) All stated requirements must be clearly justifiable in terms of the principal function of the job vacancy, literacy, numeracy, qualifications, age and educational level achieved.

6. Attracting a Field of Applicants

- a) Publicity material must reflect Equal Opportunities.
- b) Advertisements should be approved by the Council prior to being circulated in the public domain.
- c) Publicity material should, where thought desirable, be translated into ethnic minority languages.

- f) Advertisements must be clear and unambiguous, so that applicants will be able to determine their own suitability.

7. Short listing

- a) Only be based on the information contained in the application and using the job person specification and the job description elements as the criteria.
- b) The criteria for short listing must be consistently applied to all applicants.
- c) If academic qualifications are one of the criteria for initial selection they should not be unnecessarily high for the particular job.
- d) There should be no unnecessary restrictions on the numbers to be short-listed.
- e) Reasons for not meeting the shortlist must be recorded for incorporation within the monitoring process.
- f) Original copies of educational/academic/qualification certificates or documents should be brought to the interview.
- g) Two members of the HR committee and the Clerk to shortlist applicants.

8. Selection Interview

- a) All people responsible for short listing and interviewing should receive training in the appropriate techniques, and such training should include the equal opportunities dimension.
- b) No selection interview shall take place without someone that is aware of the relevant legislation in attendance.
- c) At least two people should sit on an initial interview panel. This will include HR Chair and the Clerk. A second interview will be held to include Council members and the Clerk to determine the successful applicant.
- d) Interviewers must keep adequate notes of the interview in order to be able to make a fair comparison between candidates.
- e) In determining whether or not a candidate is to be progressed to the next stage, interviewers may only consider factors relevant to the job requirements. If for any reason a candidate does not possess a certain requirement for a job, but is nevertheless shortlisted for interview, the candidate should not be subsequently declined solely on the grounds of not possessing that requirement.
- f) All applications and interview notes should be kept for six months after the end of recruitment action. Monitoring forms should be kept indefinitely.
- g) The interview should be a vehicle to promote Equal Opportunities and to test candidates' views on it. Views expressed should form part of the criteria for selection/non-selection.
- h) If any member of an interview panel feels that discrimination has occurred in the selection process, the matter must be reported immediately to the Chair of the Panel/Council.
- i) No selection decision should be made until the issue is resolved.

- j) Selection decisions must not be influenced either by the traditional racial or sexual profile of the previous post-holder.
- k) Informal interviews must not take place unless they are clearly part of the approved or agreed selection process for all short-listed candidates.

9. Letters of Appointment

- a) The appointment letter should also be accompanied by a copy, which the applicant is required to sign and return to indicate acceptance of the job offered, and which is retained in the personnel record.
- b) If letters to unsuccessful candidates state reasons for non-selection, then these must be valid. Unsuccessful candidate letters should also indicate to candidates the name and telephone number of the person to contact if further information or feedback is required.
- c) Reasons for non-selection should be given to candidates if requested. The reasons will be those stated on the recruitment monitoring form.
- d) All appointments will be subject to receiving two satisfactory references, one of which must be from the most recent Employer or educational institution. If satisfactory references are not received, the Council may terminate the employment relationship.

11. Records

- a) All records of job applicants and interview notes should be kept for a minimum of six months. These must be held in accordance with the Data Protection Act 1998, which requires records to be accurate and stored confidentially.

12. Retention and Development

- a) The Council's strategy is to ensure all staff remain motivated in the working environment.
- b) Staff development is enhanced by the way of regular internal/external training courses on subjects that are relevant to the business and also to personally develop their own working skills.
- c) Every individual receives regular reviews where personal progress is discussed along with the individual's requirements to further enhance their work and working environment.
- d) Every individual who decides to leave the Council will receive an exit interview. The results of the interview can be used as feedback into the business to enhance staff retention.

13. Monitoring

- a) The Clerk is accountable for updating the Employment Policy.