



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Carole Mulroney  
Town Clerk: Paul Beckerson

## LEIGH-ON-SEA TOWN COUNCIL

Report 2532/PSC

### RECRUITMENT AND SELECTION - POLICY & PROCEDURE

#### POLICY

The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards Leigh-on-Sea Town Council's effectiveness. It is also becoming increasingly important, as the Council evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. The Recruitment & Selection procedure should help the Town Clerk to ensure that these criteria are addressed.

This policy ensures our Recruitment and Selection Policy will :

- be fair and consistent;
- be non-discriminatory;
- conform to all statutory regulations and agreed best practice.

**To ensure that these policy aims are achieved, all appointing officers/Councillors will receive training in effective recruitment and selection.**

#### PROCEDURE

##### The Recruitment Process

The following procedure will be used when a post is to be filled. The Town Clerk or appointing Officer must:

**Define the job.** If it is an existing post - is an exact replacement required or is this an opportunity to revise the requirements. If it is a newly established post be clear on the exact requirements, draw up a job description and consult the Council in relation to the appropriate grade and / or salary.

**Complete a Job Vacancy Form** which confirms:

- details of the post
- final approval from the Personnel Sub-Committee;
- in the event of the job being newly established, the approval of the Personnel Sub-Committee, and confirmation from the Town Clerk and Policy & Resources, that funding is available.

Ensure the **Job Description and Person Specification** are up-to-date and offer a true representation of the vacant post, and the person you are looking for to fill this post

**Collate an information package** appropriate for the post. This package should include:

- job description and if appropriate, the person specification
- information on the department

- information on Leigh-on-Sea Town Council
- terms and conditions of employment including salary

It is important that this pack is carefully put together in order to present a professional image of the Council, therefore out of date or poorly presented information is not suitable.

Select the most effective means of obtaining suitable permanent candidates. The following options should be explored (in this order):

- Internal advert within the Council
- Examination of previous applications, or those held on file confidentially
- External advert within the job centre
- External advert in the local press
- External advert in the National press
- External advert in the appropriate technical / professional Journal
- In senior posts the use of a recruitment agency

**Design the advertisement.** All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

External adverts should be submitted to Personnel Sub-Committee with costings (at the time of confirming the post) for approval before being placed.

### **The Selection Process**

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straight forward interview and skills testing. For more senior posts psychometric testing, presentations to the interview panel on a chosen topic and/or a series of individual interviews on various topics may be included.

The appointing officer will approach relevant people to assist with **shortlisting and interviewing**. At least two people should be involved in shortlisting and sit on the Interview Panel.

The application forms received by the closing date will be forwarded to the appointing officer for shortlisting. Applicants **must** be chosen against the Person Specification. It is the responsibility of the appointing officer at this stage to record (in writing) the reasons why an applicant is not shortlisted. All papers must be returned to the Town Clerk, who will invite the candidates for interview, obtain references and make the necessary housekeeping arrangements for the interview. This will include timetabling the interviews and arranging any pre-employment checks if appropriate. Candidates who have not been shortlisted will also be informed.

### **The appointing officer will:**

- decide on the interview format and determine which areas to concentrate on with the questioning;
- decide on who will chair the Interview Panel;
- receive the references and pre-employment checks for candidates if appropriate, and be responsible for ensuring the confidentiality of these, and for their safe return to the Town Clerk for destruction.

**At the interview**, the appointing officer will ensure that the Interview Report Form is completed as fully as possible. When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on any grounds.

When all candidates have been interviewed, the panel will score them appropriately, and based on this decide on the most suitable person for the post. The appointing manager will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.

All interview notes should be returned marked "private & confidential" to the Town Clerk for filing for future reference if necessary.

Upon return of the Interview Report Form, the Town Clerk or appropriate Officer will:

- telephone or email all unsuccessful candidates with outcome of interview as soon as possible, this will be confirmed in writing;
- write to the appointee, offering the post providing satisfactory references and pre-employment checks have been received
- initiate a personnel file and computer entry for the new member of staff;
- notify the officer if the appointee refuses the offer, or if there are any other details to be cleared.

The Town Clerk will arrange, in conjunction with the appointing officer an individual programme of induction for the new starter which will be arranged and agreed at least one week before the appointee commences.

## Leigh-on-Sea Town Council

### Job Vacancy Form

Is this an established post:
Title of Post:
Department:
Date when post becomes vacant:
Who will this be replacing:
Is the post permanent / temporary / fixed-term / contractor (Give details e.g. length of fixed-term contract)
Grade of Post (if applicable)
Salary range:
Full-time / part-time (give number of hours)
Comments:
Signed (Appointing Officer)
Date
Authorised By (Appropriate Officer)
I confirm availability of funding (Policy & Resources Committee)

**LEIGH-ON-SEA TOWN COUNCIL**

**INTERVIEW RECORD**

POST TITLE:

PERSONNEL REF:

DATE OF INTERVIEW:

PANEL MEMBERS:

Summary of Panel's comments on interviewees (including recommendation to appoint).

NAME	COMMENTS

Signed ..... Interviewing Officer/Panel Chairperson

## **Appointing Officer's Checklist**

### **RECRUITMENT**

1. Review the post - is it necessary, does it need changing, can the duties be adequately covered elsewhere. If significant changes are required or it is a new post please discuss the details in relation to grade and salary with the Personnel Sub-Committee
2. Complete a Job Vacancy Form ensuring approval of appropriate officer. If post is newly established obtain confirmation of funding from the Policy & Resources Committee.
3. Review / complete the job description and person specification.
4. Put together an information pack for the vacancy.
5. Decide the most effective way to recruit to the post. For example internal advert / job centre / national press etc.
6. Design the advert. Decide on a closing date, method of application (e.g. C.V. or application form), whether a pre-interview visit will be required and who should be contacted for applicant enquiries.
7. The Town Clerk or Delegated Officer will process the advert, send out information packs and collate applications ready for short-listing.

### **SELECTION**

8. Decide on the interview panel as soon as possible and arrange a suitable date with them.
9. Applications will be forwarded to you from the Town Clerk or Delegated Officer on the closing date. These may be inspected at any time prior to this.
10. With at least one other member of the interview panel shortlist for the post against the person specification.
11. Decide whether it would be appropriate to use alternative selection methods, for example psychometric or skill testing and make arrangements for this
12. Let appropriate Administering Officer have a short-list, in order to contact the candidates and set up the interviews / tests etc. They will also contact unsuccessful applicants.
13. References should be obtained immediately prior to the interviews if permission of the candidate has been given.
14. Ensure arrangements are in hand to welcome candidates as they arrive, to escort them to the interview and any other events during the day e.g. testing.
15. Complete the interview, and taking account of the outcome of any testing, decide on the most suitable candidate. Contact them by phone and offer the post (conditionally when details such as references, medical etc. have to be confirmed) agreeing verbally the salary and proposed start date.
16. Return all interview packs and references to the Town Clerk with the Interview Report Form. They will Contact all other unsuccessful candidates by phone the same day if possible, and undertake the necessary administration.

Set up an individual induction programme for the new appointment.