

EPPING TOWN COUNCIL

RECRUITMENT POLICY

The Town Clerk is responsible for general recruitment and selection. The Clerk will keep records of all interview and recruitment processes. Council's recruitment and employment procedures adhere to legislation prescribed in the Equality Act 2010.

1. Interview Process

Vacancies will be advertised on Council's website and on the council's notice boards (they may also be advertised in specialist journals, websites or in local newspapers). The advert will show a closing date and specify where further information can be obtained and how to make an application. Persons with an interest in the position offered will need to contact Council's Senior Administration Officer who will send to each interested person an application form, job description and person specification. Application packs will also be available online. Council is determined to provide an equal opportunity to all applicants regardless of sex, race, religion or belief, sexual orientation, disability, age, marriage or civil status, pregnancy or maternity or gender reassignment. This can best be achieved by judging all candidates against a person specification using a standardised application form and, insofar as practical, standardised and consistent interview questions. Council reserves the right to request completion of a health questionnaire for any recruitment process.

2. Candidate Selection

Selection for all employment will be made without reference to sex, race, religion or belief, sexual orientation, disability, age, marriage or civil status, pregnancy or maternity or gender reassignment. The details entered on the application form by each candidate will be scored against the requirements listed on the person specification. Those candidates whose range of experience, qualifications and attributes best match the person specification will be offered an interview. All candidates will have the opportunity to advise the Clerk, prior to the interview, of any adaptation or arrangement necessary for the candidate to participate in a fair interview.

3. Interview

The Clerk (or an appropriate officer nominated by the Clerk) will interview each candidate in company with at least one other officer or councillor. The interviews will be based on preset questions and responses to each of these questions will be sought (if necessary by asking related subsidiary questions). Brief notes will be made of responses to questions asked and in addition notes will be made of any other non verbal information relating to the person specification which becomes available during the interview. Following the interview, an assessment and comparison will be made of the information gathered by both interviewers. Council's policy is to appoint the candidate with the qualifications and attributes most closely meeting the requirements of the person specification and job description.

Insofar as candidates with disability are concerned, the first consideration will be whether or not the candidate has the qualifications, experience or attributes which, in comparison with the other candidates (and irrespective of any disability) make them the best candidate. If they are the best candidate in these terms, but disability factors would apparently rule them out, consideration must be given as to whether adaptation of the workplace or any other factor is practically feasible to allow them to take up the post. The Council may call in expert assistance in determining such cases.

4. Offer of Employment

The Town Clerk is responsible for general recruitment and selection. Following an interview process, the successful candidate will be notified by phone as soon as practicable. The candidate should take no action to terminate their existing employment until a formal written offer is received. Any offer made is dependent on satisfactory references and evidence of the candidate's right to work in the UK.

5. Town Clerk Recruitment

The recruitment of the Town Clerk will be undertaken by the outgoing Town Clerk in consultation with the Task & Finish Personnel Committee. If there is no Town Clerk in post, the Task & Finish Personnel Committee have delegated authority to act in all matters relating to the recruitment of a new Town Clerk, using the methodology outlined above.

6. Data collected during the recruitment process

Data necessary for the recruitment process will be collected and processed in accordance with Epping Town Council's Job Application Privacy Statement.

Adopted: March 2018

Date to be reviewed: Feb 2020 (unless legislation requires sooner)

Epping Town Council 2018