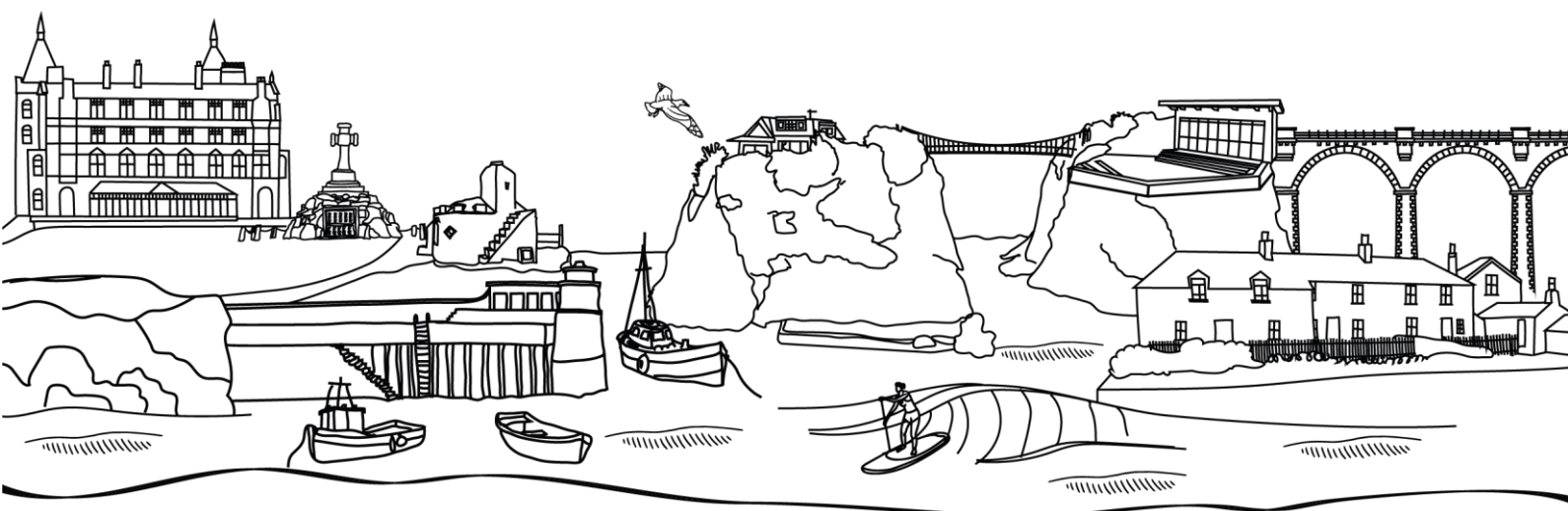




**NewquayCouncil**

**CorporateService**

<b>Name of Policy:</b>	<b>Recruitment Policy</b>
<b>Date of Inception:</b>	<b>02 May 2024</b>



## Recruitment Policy

This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

### Policy/Procedure File Status

<b>Version</b>	0.3	<b>Approving Body</b>	Full Council
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<b>Responsible Officer</b>	Chief Executive & Town Clerk (CE&TC)	<b>Minute Reference</b>	060/23 (N)(1)
<b>Oversight Committee</b>	Human Resources Sub-Committee (HR)	<b>Review Date</b>	May 2025

### Version History

Date	Version	Author/Editor	Comments
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04/05/2022	0.2	CE&TC	Adopted at Annual Council Meeting
04/04/2023	0.3	CE&TC	Updated version for Annual Council Meeting – proposed changes highlighted in yellow
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### Review Record

Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
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04/04/2023	Full		Proposed changes highlighted in yellow	CE&TC
04/03/2024	Full		Proposed changes highlighted in yellow	CE&TC

### Document Retention

Version	Retention until/notes
0.1	Cleared for deletion
0.2	Until superseded

# Recruitment Policy

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# **Recruitment Policy**

## **1.0 Policy Background**

- 1.1 Newquay Town Council is a proactive employer, committed to a fair, transparent and robust process of recruiting its staff. This policy outlines the expected standards on how recruitment is carried out and ensures compliance with best practise and employment law.

## **2.0 Policy Scope**

- 2.1 This policy automatically applies to all appointments apart from that of the Chief Executive and Town Clerk post, where a special procedure shall be agreed by Full Council following advice from the Council's HR advisors.

## **3.0 General Principles**

- 3.1 Newquay Town Council is an equal opportunities employer and applies a professional approach to recruitment.
- 3.2 Newquay Town Council is keen to both promote from within and attract new staff from outside the council as appropriate for particular roles.
- 3.3 Appointment will be linked to experience, skills, and capabilities as defined in a job description and person specification.
- 3.4 Newquay Town Council has signed up to the Armed Forces Covenant and so recognises members of the armed forces may not have the specific qualifications that may be required for a role, but may have other experience and qualifications that are relatable or could be equivalent to or indeed exceed the role requirements. Particular attention shall be made on this by the panel for all applicants under the scheme.
- 3.5 The Appointment processes is outlined in section 6 of this document and will involve the strategic management responsibilities and experience of the Chief Executive and Town Clerk, involve the relevant service line manager and include direction/input from the appointed member (for Management Grade and above) to ensure the elected representation.
- 3.6 All employment will be subject to Employment Law and to conditions outlined in both the Green Book and the Town Council's relevant policies.
- 3.7 The Chief Executive and Town Clerk is Head of Paid service and so is responsible for ensuring the effectiveness of the Council's paid establishment.

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### **Recruitment and Selection Process**

#### **4.0 Advertisement and application**

- 4.1 The start of an appointment process for any new permanent post shall be approved by the G&R Committee (or Full Council should the new permanent post be called in as part of the call-in procedure).
- 4.2 The appointment process to fill existing establishment posts, casual or temporary posts within the existing approved budget need not come to Committee or Full Council and can be approved by the Chief Executive and Town Clerk in-line with the Scheme of Delegation and subject to any consultation requirements defined by the HR Terms of Reference.
- 4.3 The Chief Executive and Town Clerk may identify an existing member of staff who would be suitable for promotion (immediate or subject to specific training). Where this is identified the Chief Executive and Town Clerk has the authority to promote such members of staff to new or existing roles, as deemed necessary for the effective running of the Council or one of its services (and subject to budgets). This would be through an interim role and following a period of review, would be made permanent if successful. Internal opportunities are open to all existing staff to apply for.
- 4.4 Once the start of the external appointment process is approved, the Chief Executive and Town Clerk, will commission candidate packs, including full job description, person specification and conditions of employment. This may be drafted by other officers and involve the line manager and any necessary advice from the Council's HR Advisors. Such packs and documents will then be signed off by the Chief Executive Town Clerk before they are promoted/go live.
- 4.5 All externally available posts will usually be advertised on:
  - 4.5.1 Newquay Town Council Website
  - 4.5.2 Newquay Town Council Social Media sites
  - 4.5.3 Cornwall Council recruitment web page
  - 4.5.4 Indeed.com
- 4.6 Further paid for advertisements as appropriate to the post to be determined by the Chief Executive and Town Clerk. This may include commissioning a recruitment agency or could include advertising through other external organisations such as jobsgopublic.com, Radio

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Newquay, Cornwall Association of Local Councils, Society of Local Council Clerks and National Association of Local Councils etc.

- 4.7 The advertisement will include as a minimum the salary scale, hours, job title and closing date for applications, which must allow at least two weeks from the date of advertisement.
- 4.8 After the closure of the application period, a short-listing stage will take place with the panel members. The panel will consider which candidates are the strongest applicants for that role and will ensure that any decisions taken to remove candidates from the shortlist are fair, reasonable and lawful, in compliance with the Equality Act 2010.
- 4.9 Prior to shortlisting an Officer will be appointed to review all applications and remove any applications that do not meet the requirements as detailed in the Job Description or Person Specification (unless a relevant exemption exists i.e. Armed Forces Covenant or Disability).

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### **5.0 Shortlisting**

5.1 Shortlisting shall be completed by the appointed interview panel.

### **6.0 Interview Panel**

6.1 The interview panel will usually consist of the following (see below):

6.1.1 **Senior Manager Post** (excluding Town Clerk and Chief Executive) [Grade 9 and above]

- 6.1.1.1 Chief Executive and Town Clerk (**Required**)
- 6.1.1.2 Deputy Chief Executive/Responsible Financial Officer
- 6.1.1.3 Chair of HR Committee
- 6.1.1.4 Mayor

6.1.2 **Manager Post** [Grades 7 and 8]

- 6.1.2.1 Chief Executive and Town Clerk (**Required**)
- 6.1.2.2 Deputy Chief Executive and Responsible Financial Officer
- 6.1.2.3 Chair of HR Committee/Service Committee Chair

6.1.3 **Supervisor/Co-ordinator Post** [Grades 5 and 6]

- 6.1.3.1 Chief Executive and Town Clerk
- 6.1.3.2 Deputy Chief Executive/Responsible Financial Officer
- 6.1.3.3 Line Manager

6.1.4 **Operative Post** [Grades 1-4 inclusive]

- 6.1.4.1 Chief Executive and Town Clerk
- 6.1.4.2 Deputy Chief Executive/Responsible Financial Officer
- 6.1.4.3 Line Manager

6.1.5 **Apprentice Post** [Grade A]

- 6.1.5.1 Chief Executive and Town Clerk /Deputy Chief Executive/Responsible Financial Officer
- 6.1.5.2 Line Manager

6.2 Where the primary office holder is unavailable, the deputy will be appointed to the panel. If both are unavailable and there is no time to

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delay the process/interview dates, equivalent officers/members will be appointed where possible.

- 6.3 If there is a general unavailability of members for the process, then where there is a risk to recruitment becoming non-compliant, losing candidates due to delays or likely to have an impact on resources, the service or management, then the panel can proceed without the available members.
- 6.4 All panel members must be experienced and trained in recruitment to ensure a robust process.
- 6.5 Once the panel is set, this cannot be amended or have different individuals attending different interviews. The panel must remain consistent in order to ensure the scoring is valid and comparable. If a panel member has to withdraw due to illness or other extenuating circumstance, then the remaining interviews will proceed in their absence and scores averaged to take account of this.
- 6.6 Any advice from the Chief Executive and Town Clerk , along with the Council's HR Advisors must be followed.
- 6.7 Where there is disagreement between the panel members on the appointee, in such circumstances the Head of Paid service holds a casting vote as they are legally responsible for the effective, recruitment and management of all officers of the Council.



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### **7.0 Interview Process**

- 7.1 The interview panel shall draft questions that will test the applicant's suitability for the role and shall directly relate to the candidate pack and role requirements (ensuring adherence with all employment law and best practises).
- 7.2 The interview date, time and location (including virtual) shall be determined by the Interview Panel, observing where possible the dates identified within the advertisements.
- 7.3 Shortlisted candidates **MUST** be given at least three clear working days' notice of an interview (not including the day of the offer or the interview date). Invites may be sent from a designated officer within the Corporate Service.
- 7.4 The Council will endeavour to fill posts as early as reasonably possible.
- 7.5 All candidates will be asked the same questions, to ensure a fair process, although supplementary questions may be varied as indicated by candidate answers and forms.
- 7.6 The agreed questions shall be scored by individual panel members and their scores shall be recorded in order to determine the candidate who best fits the role requirements.
- 7.7 The panel are not obliged to appoint a candidate where no candidate meets the essential criteria and score requirements. In such circumstances, the recruitment process will be re-started and unsuccessful applicants informed.
- 7.8 Repeat applications for the same role, shall not be accepted from those who have previously been interviewed (where the process did not identify a suitable candidate). This includes those applications that did not get through the shortlisting process.

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### **8.0 Appointment**

- 8.1 The interview panel must reach all decisions by a majority of panel members, with particular attention made to the Chief Executive and Town Clerk's views.
- 8.2 The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.
- 8.3 If the panel agrees that there is at least one candidate of appointable quality it will then agree:
  - 8.3.1 The first choice candidate.
  - 8.3.2 The order of preference for any other candidates of appointable quality.
- 8.4 An officer from the panel shall offer the post to the first choice candidate. In the event that they decline the Chief Executive and Town Clerk shall direct the offer of the post to each of the appointable candidates in order of the panel's preference. Each candidate may be permitted time for consideration at the agreed discretion of the Chief Executive and Town Clerk. Where no candidate of appointable quality accepts the post, the vacancy shall be re-advertised and the process repeated until such time as the role is filled.
- 8.5 The offer of a position will be subject to the receipt of satisfactory references, confirmation of qualifications, and, if appropriate, Disclosure and Barring Service (DBS) checks. Where satisfactory references or checks are not, in the agreed opinion of the Chief Executive and Town Clerk, forthcoming, they shall withdraw the offer of the post and follow the process identified under 8.4 on the same basis as if the candidate had decline the offer of the post.
- 8.6 References must be reviewed by the Chief Executive and Town Clerk / Senior Managers and any relevant Officers and where the Chief Executive and Town Clerk is not on the Panel, they too will receive copies to ensure they are of acceptable quality and standard.
- 8.7 The Council delegates authority to the Chief Executive and Town Clerk to make Personnel appointments where they are in accordance with this procedure. Appointments will be reported back to members through the relevant means (to be determined by the Chief Executive and Town Clerk) such as emailing all members, through a report to

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the HR Committee or service committee or to Full Council. To be clear appointments made are not subject to member confirmation.

- 8.8 All unsuccessful candidates at interview shall be notified by an officer within the Corporate Service, once the post has been filled.
- 8.9 Any feedback requests from unsuccessful candidates will be directed to the interview panel for an agreed collective response, which should be in line with standard wording used in such responses.

### **9.0 Post-Appointment**

- 9.1 The Line Manager shall ensure that all necessary documentation is completed, including the contract of employment within the time laid down in law; as well as a new starter form and induction training and records.
- 9.2 The Council operates in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. All applicants will be provided with a Privacy Notice during the recruitment process, and copies of application forms will only be retained with the permission of the applicant (GDPR).
- 9.3 Where a post becomes vacant within six months of the successful applicant taking up post or as a result of dismissal during the probation period, the Chief Executive and Town Clerk has the discretion to appoint the next available candidate of appointable quality (and so on) without need for a further process.

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### **10.0 Interference and Disqualification (General)**

- 10.1 The Council is duty bound to adhere to Employment Law and relevant Equality and Data Protection laws. Any outside interference with the interview panel or the process will be deemed to be a breach of the Members Code of Conduct or dealt with as Gross Misconduct.
- 10.2 Any lobbying, canvassing or interference with panel members by an applicant (which may include through a third party i.e. officer/ member/ interview panel member/ contractor/ stakeholder etc) will immediately invalidate and disqualify that applicant from the process.
  - 10.2.1 Such a decision can be made by the Chief Executive and Town Clerk or where appropriate, a majority of the Interview Panel.
  - 10.2.2 Such a decision should be recorded to ensure a full audit trail. This includes any subsequent re-advertising of the role should this occur. The candidate will not be able to re-apply to the same or similar vacancy.
  - 10.2.3 There is no appeals process for this given the significant implications and risks to the Council.
- 10.3 Any safeguarding or police intelligence that raises significant risks to the Council of an applicant's suitability for the role, will be taken into account. Care will be taken to ensure such information is protected where relevant i.e. RIPA, crime prevention and detection information, safeguarding reports etc.
- 10.4 If an applicant has an active dispute with the Council or has been placed on a vexatious complainant record, advice should be sought on whether they can be considered for the role. As custodians of public funds, the Council will take into account past behaviours of individuals where such unacceptable and unreasonable actions has resulted in unnecessary cost or wasted resources.

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### **11.0 Alternative Formats**

- 11.1 Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request from the Council Office or by telephoning 01637 878388 or e-mailing the Town Clerk's Office ([office@newquay.gov.uk](mailto:office@newquay.gov.uk)).

### **12.0 Freedom of Information**

- 12.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website [www.newquay.gov.uk](http://www.newquay.gov.uk).

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