

DINAS POWYS COMMUNITY COUNCIL

RECRUITMENT AND SELECTION POLICY AND PROCEDURE

Date Adopted by Full Council.....

Item No:.....

Date to be reviewed:.....

Purpose

The purpose of this policy is to ensure that the Community Council employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination.

Scope

This policy covers all current employees and applicants for employment with the Community Council.

Policy

The Community Council is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees, or promoted employees.

The Community Council will monitor the composition of its workforce, in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

Advertising

Advertising of all positions will be carried out both internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the staff notice board.

All vacancies will be advertised with a person specification and job description, will be available to all potential candidates.

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave.

Application Forms

Application forms will contain relevant questions needed for selection. Dinas Powys Community Council reserves the right to allow potential candidates to submit a CV with a covering letter, and will ensure which ever method is decided is communicated to all potential candidates, i.e. all candidates either submit an application form, or all candidates submit a CV with a covering letter. Some questions may be necessary for pension or health insurance, they will be asked after the appointment.

Shortlisting

Shortlisting will be carried out by matching details of applicants to the requirements of the job, as identified within the person specification. The shortlisting criteria will be applied consistently to all applicants. Records of the shortlisting process will be retained for a period of one year by the Community Council's Clerk/RFO.

Testing

If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine requirements of the job and identified within the person specification. Records of any testing undertaken will be retained for a period of one year.

Interviewing

The interviewing process will be carried out in the following way:

- No assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.
- Questions will relate to the requirements of the job as established in the job description and the person specification.
- Interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders.
- Applicants will be assessed at the end of interviewing against the person specification.
- Interviewers will be asked to complete Interview Evaluation Forms for each candidate.
- Records of the interview process will be retained for a period of one year, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates.
- Dinas Powys Community Council reserves the right to supply interview questions to all candidates prior to the interview

Promotion

All employees will be aware of the promotional and career opportunities available to them from details circulated through the intranet and notices posted at prominent points. Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback so as to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

Employees who may be absent due to sickness, maternity leave, paternity leave, etc would be informed of any promotional opportunities as and when appropriate.

Training

All relevant staff, including those on fixed-term/part-time contracts, will have equal access to training opportunities, whether training is relevant to their current job, or to enhance promotional opportunities.

References

All external candidates will be required to provide two satisfactory references prior to appointment. References will be checked in accordance with the standard reference checking form. Should a designated line manager wish to ask any question not mentioned on this form, authorisation from the **Management Committee** is required. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, the issue will be dealt with by the Community Council on a case-by-case basis.

Medical Check

Upon commencement of employment an employee will be required to complete a medical assessment form for the HR Committee and may be required to attend a medical check with a Community Council-nominated occupational health specialist.

Employment of Foreign Nationals

The Community Council will only employ workers who are legally entitled to work in the United Kingdom, and all foreign nationals will have to obtain appropriate documentation as required by UK Visas and Immigration.

Records

The Community Council will retain, for at least one year, all records arising through the recruitment process.