








PERSONNEL COMMITTEE – 23 JANUARY 2025

REPORT FOR DECISION

REVISED RECRUITMENT AND SELECTION POLICY

| Our Culture | Our Decision Making | Our Environment | Our Money | Our People | Our Places | Our Resilience & Wellbeing |
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| | ✓ | | | ✓ | | ✓ |

Recommendation to the Finance and General Purposes Committee

The revisions to the Recruitment and Selection Policy, set out using tracked changes at Appendix 1 to this report, be approved and the document be adopted.

Background

A review of various policies, including those related to personnel matters, was carried out in July 2023 (31 Policies in total) with a commitment made for the regular review of these policies.

The annual review of the various policies is in the process of being undertaken and the Recruitment and Selection Policy has been considered and amendments proposed. There are no relevant legal or regulatory changes. The proposed changes improve clarity on the updated points, set out using tracked changes within Appendix 1.

Appendix 1 – Revised Recruitment and Selection Policy

Cal Bagshaw
Corporate Services Manager



PENZANCE COUNCIL

Recruitment & Selection Policy

CURRENT POLICY STATUS

| | | | |
|----------------------|---------------------------|-------------------|---------------------------------|
| Version: | 43 | Approving Body: | F&GPsull Council |
| Date: | 1723/028/20253 | Date of Approval: | 1746/028/20253 |
| Responsible Officer: | Town Clerk | Minute Reference: | 50(a) |
| Overview Committee: | Personnel | Review Date: | 202608/2024 |

VERSION HISTORY

| DATE | VERSION | AUTHOR/EDITOR | COMMENTS |
|-----------------------|--------------|-------------------|----------|
| 23/08/2023 | 3 | SG | |
| 17/02/2025 | 4 | CB/EAR | |
| | | | |

REVIEW RECORD

| DATE | TYPE OF REVIEW | COMPLETED BY |
|--------------------|-------------------|------------------------|
| 08/2023 | Annual | CSM/Town Clerk/Council |
| 02/2025 | Annual | CSM/DSO |
| | | |

Overview

The Recruitment and Selection Policy describes the framework within which the decisions of all recruitment will be made. This framework has been developed with due regard to relevant employment legislation. The Policy aims to:

- Enable Penzance Council to recruit the best candidate for the post by providing a clear outline of the role and what skills, experience and attributes are required;

- Set professional standards for the recruitment process and ensure that recruiting panels are provided with the information needed to make high quality recruitment and selection decisions and to ensure that the recruitment process is fair, open, transparent and promotes equality of opportunity;
- Ensure candidates are given the opportunity to demonstrate their abilities regardless of race, religion, religious belief, sex, sexual orientation, age, disability or employment status.

The Policy seeks to cover the full range of recruitment and selection activities and will be applied to roles at all levels. It will be monitored by the Council and may be subject to adjustment to ensure it continues to enable the best recruitment and selection decisions to be made in all circumstances.

Policy Statement

Penzance Council is committed to attracting, developing and retaining staff with the skills, capability, commitment and potential to deliver the aims of the Council on behalf of the Parish of Penzance. The Council is committed to the promotion of equality and the elimination of discrimination; this is set out in the Council’s Equal Opportunities Policy and will be achieved by:

- Treating all job applicants openly, honestly and fairly, with respect for and in accordance with their requirements;
- Not discriminating against any person on the grounds of any protected characteristics;
- Advertising jobs ~~both externally and~~ widely and using non-discriminatory job requirements, except where a genuine occupational requirement applies;
- Applying a fair selection process and making reasonable adjustments in recruitment, selection and appointment procedures to overcome potential barriers for job applicants.

Advertising Vacancies

- All vacancies, both permanent and fixed term, will be advertised both internally and externally.
- Vacancies will be advertised on the Penzance Council website and promoted through its social media channels.
- The Council will also use online Job boards (e.g. Indeed), Publications and Newsletters as appropriate to the nature of the vacancy.

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Recruitment Process

A vacancy presents an opportunity to consider restructuring or to reassess the requirements of the job. Vacancies for existing posts will be considered by the Town Clerk and/or the relevant Manager who will make an assessment of the job function, work patterns, changes since the existing post was introduced and any anticipated future changes.

For any proposed changes to existing posts and any proposed new posts, except that of Town Clerk,, recommendations will be made to the Personnel Committee for consideration prior to submission to the Finance and General Purposes Committee for approval. Such changes include:-

- Job Description
- Person Specification
- Hours of work
- Salary level and benefits

For the post of Town Clerk, any proposed changes will be considered by the Personnel Committee prior to submission to Penzance Council for approval. Budgets will be identified to support decision-making.

Application Forms

All applications must be made using Penzance Council's application form which will be included as part of the application pack to all applicants. The application pack will contain an application form, job description, person specification and an equal opportunities monitoring form. The pack will come in the form of individual documents that are downloadable from the vacancies page of the Council website and will also be supplied as hard copies to any applicant upon request.

All applications will be treated confidentially and circulated only to those individuals involved in the recruitment process. The equal opportunities monitoring form will be kept in a separate file.

Shortlisting

Prior to shortlisting, the identity of the applicant and all data contained within the Equal Opportunities Monitoring Form will be removed. All applicants will be shortlisted against the criteria set out in the Person Specification and Job Description and scored using a standard template as follows:

- 1 Not met
- 2 Partially met
- 3 Mostly meets
- 4 Fully meets

Shortlisted candidates will be notified and invited to attend an interview. All unsuccessful applicants will receive a letter or email of regret.

No Councillor or employee should be involved in an appointment where they are related to the applicant or have a close personal relationship with them outside the workplace. As a part of their application, applicants will be required to declare if they are related to, or have a close personal relationship with, a Councillor or employee. Where a post is either wholly or partly externally funded, applicants will be required to declare if they are related to, or have a close personal relationship with, anyone associated with the relevant funding organisation, should it be involved in the recruitment and selection process.

Shortlisting Panel

- For the post of Town Clerk – the shortlisting panel will consist of the Town Mayor and the Chair of the Personnel Committee, with the Corporate Services Manager called upon to provide advice as necessary.
- For Members of the Management Team – the shortlisting panel will consist of the Town Mayor, Chair of the Personnel Committee OR the Chair of the relevant standing Committee, if applicable, and the Town Clerk.
- For all posts below the level of the Management Team – the shortlisting panel will consist of the Town Clerk and the relevant member(s) of the Management Team.

Interview Panel

- For the post of Town Clerk – the interview panel will comprise:
 - ~~T~~The Town Mayor, Deputy Mayor and
 - Chairs of the 4 Standing Committees, with Vice-Chairs acting as substitutes, if required.
 - A Human Resources professional may be invited to attend as an advisor and observer during the interview process.

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- For members of the Management Team – the interview panel will comprise
 - ~~T~~The Town Mayor,
 - Chair of the Personnel Committee,

- ~~The~~ Chair of the relevant standing Committee, if applicable, and
- ~~The~~ Town Clerk,
- ~~with~~ ~~The~~ Deputy Mayor and relevant Vice-Chairs ~~to acting~~ as substitutes, if required.
- An external, professional Human Resources advisor may be invited to attend, if deemed appropriate by members of the panel.

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- For all posts below the level of the Management Team, the interview panel should comprise:

- ~~The~~ Town Clerk
- ~~and~~ ~~The~~ relevant member of the Management Team
- ~~, with~~ ~~The~~ relevant line manager in attendance, where required.
- ○ If required by the Town Clerk, the Chair of the relevant Committee (or the Vice-Chair as substitute) will also be included on the panel.

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In instances where a post is either wholly or partly externally funded, a representative of the funding organisation may be invited to sit upon the interview panel.

~~At least one member of the Interview Panel must have received formal training in recruitment and selection.~~

Recruitment and Selection records

Sufficient records must be kept of applicants, shortlists and selected candidates to enable an adequate response to be made to any claims of unlawful discrimination. The selection panel must be able to demonstrate why candidates were or were not shortlisted or selected by reference to the role profile, scoring sheets and notes taken during the selection process.

Appointment process

All offers of employment must be made in accordance with the Recruitment and Selection processes and will be subject to receipt of satisfactory pre-employment checks as listed below. Candidates will not commence employment with the Council until all pre-employment checks have been completed.

Pre-employment checks

- References
- Evidence of qualifications
- Eligibility to work in the UK
- Criminal Record Checking – (DBS – where appropriate)
- Medical Screening (where required)*

*Under the Equality Act 2010, with limited exceptions, employers are prevented from asking applicants about their health or disability before a job offer is made or including them in a pool of successful candidates to be offered work when it becomes available. The exceptions are as follows:

- To find out whether an applicant is able to participate in a recruitment selection or assessment exercise to test their suitability for the role; e.g. a fitness test;
- To establish whether there is a duty to make reasonable adjustments to enable an applicant to take part in the recruitment process;
- To establish whether the applicant will be able to carry out a function that is fundamental to the work concerned, taking into account the duty to make reasonable adjustments;
- To establish the diversity of applicants, e.g. an equal opportunities monitoring form;
- In connection with positive action under s.158 of the Equality Act, e.g. in supporting employment for disabled people or to increase the gender balance of certain occupational roles;
- To establish that a person has a disability where this is an occupational requirement, so long as the requirement is proportionate to achieving a legitimate aim.

Safer recruitment

Penzance Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and expects all employees, volunteers and sub-contractors to share this commitment. As such, disclosure checks with appropriate organisations (e.g. DBS) are carried out (where relevant to the post) to assess potential employees' suitability for employment. The Council undertakes to treat all applicants for positions fairly and not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

Probation

The standard probationary period is six months but may be reduced or extended at the Town Clerk's request, providing that this has been authorised by the Personnel Committee. . During this time, employees are expected to settle into their role and demonstrate that they meet the standards required in terms of performance, conduct

and attendance. Regular ~~monthly~~ meetings will be held between the employee and Line Manager to chart progress during the probationary period and this will be recorded on the probation monitoring form.

Retention of recruitment documents

All original application forms, references and interview notes/assessments must be returned to the Town Clerk who will keep them for six months, after which they will be destroyed. Information relating to employees will be kept on their personnel file.

Induction

Induction is a two-way process through which new employees experience a planned introduction to their employment with the Council and their new role. A well thought out induction helps new employees integrate quickly, effectively and productively. Inductions are carried out using the Employee Induction Checklist on the first day of employment and continues with the monthly probation monitoring meetings.

Breaches and non-compliance

Any applicant who has a concern regarding the Recruitment Policy and procedure or its application should contact the Town Clerk in the first instance.

Evaluation and review

This policy will be subject to continuous review in the light of feedback from applicants and recruiting panels and changes in employment legislation and will be the subject of a formal annual review.