



# STOKESLEY TOWN COUNCIL

(including STOKESLEY TOWN HALL TRUST  
and STOKESLEY MANORIAL LANDS TRUST<sup>1</sup>)

## RECRUITMENT, SELECTION AND INDUCTION POLICY



13 October 2020

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<sup>1</sup> Any reference to 'Stokesley Town Council', 'the Town Council' or 'the Council' includes both the trusts.

**Document Version Control**

<b><u>Version Number</u></b>	<b><u>Comments</u></b>	<b><u>Date</u></b>
0.1	First Draft for Comment	25 April 2020
0.11	Minor Revisions	23 July 2020
1.0	Document Approved by Town Council Meeting	13 October 2020

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## 1. Introduction

This document sets out the minimum requirements of Stokesley Town Council's (the 'Council's') recruitment process. The policy outlines how the Council will:

- Seek to attract and select the best possible applicants for vacancies
- Meet statutory requirements of Local Government and Housing Act 1989 (where relevant)
- Meet statutory requirements of the Equality Act 2010
- Treat all applicants fairly and clearly.
- Offer a fair, equitable and competitive process.

It outlines the procedures to be followed whenever a new employee is to be recruited.

## 2. Advertising

The Council will advertise, as a minimum, all job vacancies on its own noticeboard and website. Additionally, for the posts of Clerk and Assistant Clerk it will advertise, as a minimum, the posts on the YLCA website and in the White Rose Update.

## 3. Recruitment / Interview Panel

A Recruitment / Interview Panel will be appointed comprising three councillors. Ideally the Panel will be made up of both male and female representatives from the Employment Committee, but other Councillors may be appointed to the Panel. The Panel will deal with the appointment process from start to completion and make recommendations to the Employment Committee which will have the delegated power to deal with the appointment process from start to finish.

## 4. Job Application

The Council welcomes applications from all sections of the community.

Each person enquiring about an advertised post will be supplied with a job application pack which, as a minimum, will include:

- The job description and person specification
- An application form
- An outline of our recruitment and selection process
- A copy of the Council's recruitment and selection policy (i.e. this document)

All applicants must complete, in full, an application form – **or need to decide if Curriculum Vitae (CVs) and a covering letter are acceptable.**

## 5. Short-listing

The Recruitment Panel will shortlist all completed and submitted applications against the person specification for the post.

Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

The Recruitment Panel will ensure all applicants receive correspondence in response to their completed application regardless of whether or not they are successful in reaching the interview stage.

## 6. Interviews

Interviews will always be conducted face to face. At the interview, each candidate will be required to prove their identity against photo ID (e.g. a passport, or driving licence) and to produce documents to prove they are eligible to work in the UK.

At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification. Candidates will be given a score for their answers.

Candidates will always be required

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available
- to explain their suitability for the role, including outlining their skill set, knowledge and expertise

Each shortlisted candidate may be asked to take part in a practical exercise which reflects an essential element of the role.

The Recruitment Panel will use a scoring matrix to determine the best candidate for the post. The recommendation of the Recruitment Panel will be submitted to the Employment Committee council for approval.

Each candidate will receive communication whether they have been successful or not.

## 7. Employment Checks

The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Additional reference material will be required if the post is that of Responsible Financial Officer.

All qualifications will be checked against actual certificates and copies taken for appointee's personnel file.

## 8. Induction

For each new member of staff, a clearly written and structured induction programme will be prepared and put in place. The programme will include shadowing / handover training and provide opportunities to read and discuss the council's policies and procedures.

Throughout the induction period, each new staff member will receive regular meetings with their line manager to discuss how the induction is progressing and to identify any further training and development needs.