

POLICY:	RECRUITMENT AND SELECTION POLICY
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Available to:	All Staff, Councillors & Public (upon request)
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1. Description

This procedure provides guidance to those involved in selecting staff on what Ludlow Town Council considers to be good practice.

The Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities Policy. All selection processes must take place within the framework laid down by this policy.

All those involved in selecting candidates for jobs should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal.

2. Purpose of this policy

The key aims of the Council's selection procedures are to maximise the effectiveness of the selection process;

- i) to ensure that selection practice is in accordance with the Council's Equal Opportunities Policy and with equal opportunities legislation;
- ii) to ensure that a consistent and fair approach is adopted across the Council in the recruitment and selection of staff.

3. Scope

This policy covers the recruitment and selection of all paid employees, full time, part time, permanent and temporary contracts, including internal recruitment.

4. Procedure - Elements in the Recruitment Process

4.1 Job description

The job description and the person specification (see 4.2 below) form the basis for the selection process.

These set out the basis of the advertisement, further particulars, short listing criteria, structure of the interview and final selection.

Before deciding whether or how to fill a post the description of the duties associated with it will be reviewed by the Town Clerk to clarify the essential elements of the job and to ensure that the components remain relevant; and shortlisting criteria will be drawn up.

The job description will be included in the further particulars.

4.2 *Person specification*

The person specification constitutes essentially a list of abilities, experience and qualifications which are essential and/or desirable to do the job. Candidates will be assessed against it. Once these criteria have been identified they must be maintained throughout the selection process. The list should be drawn up in reference to the summary of duties or job description the appointee will be required to undertake.

A person specification functions as a yardstick in the selection process and is essential to good recruitment practice. It is also important in the event of decisions being challenged by unsuccessful candidates.

Particular care should be taken to avoid indirect discrimination.

4.3 *Advertisements*

Posts will be advertised both internally and externally. All advertisements will be approved by the Town Clerk and conform to an agreed Council style.

The aim of advertising is to attract an appropriate number of candidates of suitable calibre and qualification and to demonstrate that the Council is an equal opportunities employer. The advertisement should be consistent with the person specification and the job description/summary of duties and all requirements stated should be justifiable and objective. If there is some flexibility available this should be stated - for example, that applications from part-time or job share candidates would be considered. The advertisement should not be too wordy as this reduces impact.

4.4 *Application Packs*

Following advertisement of a post the pack which is issued to enquirers will include a copy of the Job Advert, a flow chart showing the Staffing Structure, an application form, Job Description, Person Specification, the date of shortlisting and the statement 'If you do not hear from the Council by the X date please assume that you have not been successful in applying for this position and we thank you for your application'.

Further Particulars may be given to provide general information about the Council, its activities and about the particular post.

4.5 Applications

The Council uses application forms for recruitment in respect of all staff.

All potential applicants should be directed to apply formally through the official named contact. This is essential to ensure co-ordination of the recruitment process, appropriate equal opportunities monitoring, and notification of unsuccessful candidates at the conclusion of the exercise. The form is designed also to elicit essential information from candidates.

4.6 Shortlisting Process

As soon after the closing date as possible those involved in the shortlisting will meet to draw up a shortlist of candidates to interview.

The shortlisting process is as follows:

1. Applications are received by deadline.
2. Original applications are only seen by the Senior Admin Assistant.
3. They are saved in a protected folder on the server.
4. Before the shortlisting process begins information such as – Name, Address, Contact details, Signature etc are redacted. These are not seen by the shortlisting panel.
5. Shortlisting is undertaken by each member of the panel individually. Applications are scored against the essential and desirable criteria listed within the job description and person specification.
6. Each criteria is given a score of 0,1, 2 or 3. With 0 being no score and 3 exceeding the expectation.
7. The scores are collated by a LTC officer (normally the Town Clerk) and each applicant is then given an overall score enabling the applicants to be listed in order of most suitable based on their application form and the information provided.
8. A discussion follows to ensure all members of the shortlisting panel are in agreement regarding the number of applicants, and which applicants, to be invited to interview.

The Shortlisting Panel will consist of the Town Clerk, Deputy Town Clerk, and where appropriate the DLF Supervisor, alongside as many of the Staffing Committee members as are available.

Internal applicants can be scored during the shortlisting process, however, they are automatically interviewed for the vacancy.

Throughout the shortlisting process particular care should be taken to avoid both direct and indirect discrimination.

It is essential for monitoring purposes and for defence purposes in the event of a claim for unlawful discrimination that the Council keeps records of reasons for *not* shortlisting candidates.

Ideally, no more than six candidates should be identified for interview although this number is at the discretion of the shortlisting panel.

Particular care should be taken in fielding any queries from candidates not shortlisted, or unsuccessful following interview (see 4.7 below).

An example of the shortlisting composite sheet is shown in Appendix 1.

4.7 Interviews

The Interview Panel will comprise of no more than five people, one being the Town Clerk or Deputy Town Clerk (and the Direct Labour Force Supervisor where appropriate) and three/four Members from the Staffing Committee.

The aim of the interview is to ascertain who is the most suitable candidate for the job and to ensure that the candidates have a clear picture of what the post entails.

Before the interviews begin the Panel will establish at the outset the aspects of the candidate's qualifications and experience to be explored by each Panel member.

To ensure equity, all candidates should be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities.

Interviewers should be careful not to imply discrimination by asking questions about personal circumstances which are unrelated to the job. Such questions are contrary to the Council's Equal Opportunities Policy. Panel members should be aware that asking the same question of all candidates does not necessarily ensure non-discrimination; the use to which answers are put may be discriminatory. It is, however, legitimate to ask questions about health where this seems relevant.

Note taking is essential at interviews to ensure that relevant information is not forgotten when assessing all the candidates at the end of the interviews. When all candidates have been interviewed the Interview Panel should compare their formal decisions about each candidate taking care to ensure that comparison should be primarily against the defined criteria in the person specification rather than against the other candidate/s.

Once a decision has been made on whom to appoint, the reasons for *not* offering the post to the other candidates should be recorded. This information is for the Council's own monitoring purposes and is essential for reference in the case of a claim of unlawful discrimination. The reasons given should relate to the comparison against the person specification.

4.8 Notification

An offer of appointment may be made verbally following the interviews but by authorised personnel only (normally the Town Clerk) and must be confirmed in writing by the Town Clerk.

Members of the Interview Panel are recommended not to enter into discussion with unsuccessful candidates but to refer them to the Town Clerk. Similarly, they should not enter into 'negotiations' with the successful candidate; this is the responsibility of the senior officer (normally the Town Clerk).

Where requested the Town Clerk shall offer candidates feedback on their application.

5. Legal

Equality Act 2010

6. Other relevant policies

Short Listing Criteria – Composite Sheet
Equal Opportunities Policy