



Monmouth Town Council Recruitment Policy

Recruitment plays a crucial role in the provision of services and the continued development of Monmouth Town Council. This policy aims to:

- Enable the Council to recruit the best candidate for the post by providing a job specification and description that describes what the post is and what skills, experience and attributes are required.
- Set professional standards for recruitment whether suitable candidates are easy or difficult to find.
- Ensure candidates are given the opportunity to demonstrate their abilities regardless of their race, religion or religious belief, sex or sexual orientation, age, disability or employment status.
- Recruit the best quality candidates.
- To cover the full range of recruitment and selection activities. Its general application to roles at all levels will be monitored to ensure the Council carries out the best possible recruitment process.
- Apply to all Monmouth Town Council employees and has been developed with due regard to relevant legislation.

Policy Statement

Monmouth Town Council is committed to:

- Attracting, developing and retaining a workforce with the skills, capability, commitment and potential to deliver its ambitions for the town.
- The promotion of equality and elimination of discrimination and this is fundamental to the Council's approach to recruitment and selection.
- Promoting equality of opportunity and eliminating discrimination in employment.
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Monmouth Town Council will fulfil this commitment by:

- Treating all job applicants openly, honestly and fairly, with respect and according to their needs.
- Not discriminating against any person on the grounds of any protected characteristics.
- Advertising jobs openly to draw the attention of the widest range of potential applicants.
- Using non-discriminatory job requirements except where a genuine occupational requirement applies.
- Applying fair selection procedures.
- Making reasonable adjustments in recruitment, selection and appointment arrangements to overcome potential barriers for job applicants.

Job Description

There will be a job description which accurately describes the tasks and objectives of the job for every post. The job description will include the following:

- The main purpose of the job.
- The key duties and responsibilities.
- The main tasks.
- The functional links with other people in the Council and with other work being done by the Council
- The lines of responsibility and reporting.

Person Specification

There will be a person specification for every post which states the skills, knowledge, experience and personal attributes required for the satisfactory performance of the job. The person specification will enable candidates to be objectively measured so that their skills, attributes and experience can be assessed fairly and without bias against criteria relevant to the post. The person specification will:

- Clearly define each criterion relevant.
- Only include criteria relevant to the role.
- Restrict statements of length and type of experience to necessary skills for effective performance.
- Only set educational requirements where the qualification is clearly, essential for performing the role.
- Only include criteria covering personal qualities if they are directly related to the role.

Attracting Applicants

Monmouth Town Council vacancies will be displayed on the Council's website. Other recruitment channels such as local newspapers, specialist professional organisations and journals and other internet recruitment agencies may be used in order to spread the reach and make the vacancy advertised as widely as possible.

Internal recruitment will also be considered as part of the Council's commitment to training and development.

The content of any advertisement of a vacancy will include:

- Description of the post, including title, grade, role and main responsibilities.
- Experience, skills, qualifications and personal qualities required (reflecting the person specification).
- Salary (within a range), and benefits.
- How to apply.
- Closing date.

Recruitment and Selection Process

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

changes.

Recommendations for consideration of the job and person specification will be made to the Staffing Sub Committee or Finance and Policy Committee for approval, depending on any previous delegated authority given by the Finance & Policy Committee or Full Council. These will include:

- The job description.
- Person specification.
- Hours of work.
- Salary and benefits.
- Recruitment channels.

In the case of a vacancy for the post of Town Clerk and any Proper Officer, the Finance and Policy Committee will make recommendations to Full Council for approval.

Application Form

All applications for a vacancy at Monmouth Town Council must be made using the Council's application form, ([see Appendix 3](#)). The application form will be sent as part of the application pack to all applicants upon request to the Town Council offices. The application pack will include the job description, person specification and application form.

All applications will be treated confidentially and circulated only to those individuals involved in the recruitment process.

Shortlisting

Applicants will be shortlisted for all vacancies as follows:

- Town Clerk and RFO – by Staffing Sub Committee in conjunction with the Town Clerk and RFO.
- Administration and any other Staff – by the Town Clerk and RFO

In all cases the shortlisting criteria will be clearly set out in the person specification. Each applicant will be assessed against the criteria and scored as follows:

- Poor or no evidence
- Some evidence
- Good evidence
- Excellent evidence

The Town Clerk will provide the Chair of Staffing Sub Committee with a list of the candidates to be invited for interview immediately following shortlisting. The Town Clerk will send emails inviting candidates to interview and also emails to those who have been unsuccessful.

No Councillor or employee should be involved in an appointment where they are related to the applicant or have a close personal relationship outside of work with them. In this circumstance, the Councillor or employee should declare that this applies and remove themselves from the process. Alternative arrangements for selection will be made.

Skills Tests

If the role requires a specific skill from day one, the Town Clerk will advise the Chair of the Staffing Sub Committee and the selected candidates will be invited to take part in a skills test. All candidates will be given the same test, instructions, conditions and time allocation.

If a candidate clearly does not have the specific skill required, an email will be sent advising the candidate they will not be put forward for interview.

Interviews

Where possible, interviews will be conducted by the Town Clerk and RFO, and the Chair and Deputy Chair of the Staffing Sub Committee. The Chair of the Finance & Policy Committee can include other councillors if appropriate, but the total panel shall not exceed four. Interviews will be carefully planned and questions prepared in advance using the person specification. The panel will also assign roles in advance of the interview process.

All applicants will be questioned on the same areas of knowledge and experience and will be assessed using the scoring matrix. Additional assessment methods may be used depending on the post, to test skills in relation to job duties and to enable candidates to demonstrate their full abilities, as well as additional questions that have arisen from the application form. Any special requirements that a candidate may have (e.g. due to a disability), will be accommodated as much as possible.

Selection

The panel will make a recommendation of appointment to the Staffing Sub Committee or Finance and Policy Committee as soon as possible following the interviews. The Clerk will contact the applicants to inform them of the decision as soon as possible. In the case of a vacancy for the post of Town Clerk, or other Proper Officer, recommendations will be made to Full Council for approval and the Mayor, or Chair of the Finance and Policy & Committee will contact the applicants, unless the Chair wishes to delegate this authority to the Town Clerk.

If the choice of the final applicant is close, the Chair of the Finance and Policy Committee may invite the tied applicants to give a presentation of no longer than ten minutes to the Staffing Sub Committee. The Staffing Sub Committee, in conjunction with the Town Clerk and RFO will then use a scoring matrix to decide on the successful applicant. The subject for the presentation will be provided by the Town Clerk and RFO.

Any offer of employment is conditional, subject to references and pre-employment clearance and this must be clearly stated in the verbal offer and subsequent offer letter/email sent. References must be taken from the current and previous employer. Once a conditional offer has been made and accepted, references will be taken up and a pre-employment medical assessment arranged if there is any concern following completion of the [medical assessment form](#). Any adjustments to the post or environment that are needed because the person has declared a disability, or as a result of the medical assessment, will be assessed by the Health and Safety Advisors at the outsourced Health and Safety Company. Monmouth Town Council will work, as much as possible, with the candidate to ensure all reasonable adjustments are made.

The Town Clerk will send a final offer letter stating the appointment is subject to satisfactory checks, as applicable, which may include:

- Evidence of right to work in the UK (if applicable). The Council recognizes its obligations under the Immigration, Asylum and Nationality Act 2006.
- Proof of relevant qualifications.
- Disclosure and barring checks.
- Credit checks.

Documents must be verified through site of the original documentation and copies taken for the personnel file. The Contract will also accompany this letter and must be signed by the applicant. Employment will not commence until the final offer letter has been sent and written confirmation of acceptance received.

Recruitment and Selection Records

Each person taking part in the selection process must keep accurate and sufficient records of applicants, shortlists and selected candidates so that the Council would be able to respond to any claims of unlawful discrimination. These must be passed to the Town Clerk for safe keeping once the interview process has been concluded. The selection panel must be able to demonstrate why candidates were and were not shortlisted or selected by reference to the person specification and notes taken during the selection process.

Criminal records checks, or credit checks will be made where appropriate and in line with the Council's Safeguarding Policy.

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. Information relating to the successful applicant will be kept on their personnel file in line with the retention policy for employees.

All records will be kept securely in the Town Clerk's Office, (in accordance with the Council's Data Protection Policies).

Probation

All employees joining the Council will be placed on at least a six-month probationary period which may be reduced or extended at the discretion of the Personnel Sub-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.

Confirmation of the satisfactory end to the probation period will be at the discretion of the Town Clerk or direct Line Manager.

**Monmouth Town Council
PRE-EMPLOYMENT QUESTIONNAIRE**

Name:

Job title:

	Yes	No
1. Have you a medical condition that may impact on your ability to undertake your new role?		
2. Are you currently receiving / waiting for any treatment and medication for any medical condition that may impact on your ability to undertake your new role?		
3. Have you ever had any health conditions which may have been caused or made worse by working?		
4. Do you have a health condition that may require adjustments or accommodations to the workplace or job role in order for you to undertake your new role?		
5. Are you currently receiving advice or treatment from your General Practitioner or a Medical Specialist, or waiting to see one?		
6. Do you suffer from any long term or recurrent medical condition requiring regular medication, treatment of therapy?		
7. Have you any health issues that have been caused by or could be made worse by work?		

If you have answered **Yes** to any of the above, please could you provide details on the attached Medical Form.

J)

I confirm that the declaration provided is correct to the best of my knowledge and I understand that making a false declaration could jeopardise my employment with Monmouth Town Council.

Signature of applicant **Date**

Print name

Signature of Town Clerk **Date**

Print Name

Further pre-employment screening needed? **YES**

Medical Details Form

Please read all instructions before providing your details

If you have answered Yes to any questions in the pre-employment questionnaire please provide details on this form:

Name of illness (es)/medical condition, dates and treatment (where available)

How it affects you and your ability to do your job

Any adaptations you need to undertake the job you have been offered

Dates of any absences relating to these

Please continue on a separate sheet if necessary.

On return of the form, it will be passed to our outsourced HR providers for assessment of needs.

Job Application Form

MONMOUTH TOWN COUNCIL
 Shire Hall
 Agincourt Square
 NP25 3DY
 Tel: 01600 715662
 Email: townclerk@monmouth.gov.uk
www.monmouth.gov.uk



**APPLICATION FORM FOR EMPLOYMENT
 STRICTLY CONFIDENTIAL**

This application form is an integral part of our selection procedure. It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form as accurately and completely as possible.

Position Applied for:

Personal Details

Mr/Mrs/Ms/Miss: Surname: Forenames:

Address:

Postcode:

Email Address:

National Insurance Number:

Telephone numbers (inc. code):

Work:

(Will only be used if necessary and with discretion)

Do you have access to a car?

Yes No

Home:

Driving licence details:

Mobile:

Details of any endorsements:

Is your ability to perform the particular job for which you are applying limited in any way? Yes No

If yes, how can we overcome this?

NB: It may be necessary as a result of the medical questionnaire for some candidates to undergo a medical examination.

Are you legally eligible for employment in the United Kingdom?

Yes No

Do you require a work permit to work in the United Kingdom?

Yes No

Referees

Please give details of **two** referees. If you have been employed within the last five years, one of these must be an employer who can comment authoritatively upon your competence and experience in relation to the post in question. (Character references on their own are not sufficient unless you have been unemployed for more than five years.) **We will not contact the referees of those candidates selected for interview prior to the interview date.**

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Telephone No.

Telephone No.

Email:

Email:

Employment and Career History					
Current Post					
Name of Employer:					
Address of Employer:					
Postcode:					
Telephone Number:			Position Held:		
Date Appointed:			Present Salary:		
Please give a brief description of your current duties:					
<i>(Please continue on a separate sheet if necessary)</i>					
Period of Notice required for present post:					
Career History (most recent first)					
Name and address of employer and nature of business:	Salary:	From:	To:	Brief description of position held and responsibilities:	Reason for leaving:

(Please continue on a separate sheet if necessary)					
Convictions					
<p><i>NB: If you are applying for a job supervising, caring for, or otherwise connected with children, the elderly, those suffering from a mental disorder, serious illness, injury or congenital deformity, you must always declare any conviction for a criminal offence as the protection offered by the Rehabilitation of Offenders Act 1974 does not apply. For other jobs, only those convictions that are not "spent" need to be declared. This post may be subject to a Disclosure & Barring Service (DBS) check.</i></p>					
<p>Details of convictions (state "none" if appropriate):</p>					

What are your reasons for applying for this post?

Please use this space to give details of how your experience, skills and training - gained both within and outside of paid work and/or through study, relate to the detailed requirements of the job description and person specification. You can continue on up to two sheets which you should attach to the back of this application.

(Please continue on up to one separate sheet if necessary)

Hobbies and Leisure Interests

Where did you see this position advertised?

Declarations

A candidate must disclose whether, to their knowledge, they are related to any Member of the Town Council, or to a senior employee of the authority. Are you related to a Member or senior employee of the Council? Yes No

If yes, please state name and relationship:

Canvassing of members or of any committee, directly or indirectly, for any employment or contract under the Council shall disqualify the candidate for such appointment.

To the best of my knowledge, the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal.

Signature of Applicant:

Date:

Please return this form in an envelope marked "Job Application" to:
Monmouth Town Council, Shire Hall, Agincourt Square, Monmouth, NP25 3DY.
Or email to townclerk@monmouth.gov.uk with the subject "Confidential Job Application"

For Office Use Only:

Short Listed for Interview?

Yes No

If not, give brief reasons:

Version Control

Version Number	Date	Description of Amendment	By Whom	Adopted at?
1	31/03/2023	Devised Policy as per Finance & Governance Toolkit	PH	To be approved on FC 24/04/2023
1	24/04/2023	Reviewed and adopted	PH	FC 24/04/2023