



RECRUITMENT AND SELECTION POLICY YEOVIL TOWN COUNCIL



YEOVIL TOWN COUNCIL



RECRUITMENT AND SELECTION POLICY

1. Purpose

- 1.1 Yeovil Town Council is committed to recruiting and retaining employees who have the skills, knowledge, experience and behaviours required to deliver high-quality services to the community.
- 1.2 The purpose of this policy is to:
- Ensure recruitment and selection processes are fair, transparent and consistent;
 - Attract and appoint the best candidate for each role;
 - Promote equality of opportunity;
 - Ensure appointments are made on merit;
 - Comply with employment legislation and best practice; and
 - Support the Council's commitments under the Armed Forces Covenant.

2. Scope

- 2.1 This policy applies to:
- Permanent appointments;
 - Casual appointments where a recruitment process is required;
 - Temporary and fixed-term appointments;
 - Internal recruitment exercises;
 - External recruitment exercises; and
 - Promotion opportunities.
- 2.2 The policy applies to all employees, Councillors and anyone involved in recruitment and selection on behalf of the Council.

3. Recruitment Principles

- 3.1 Yeovil Town Council is committed to recruiting the best person for each role through fair, transparent and objective recruitment processes.
- 3.2 The Council will:
- Recruit on merit;

- Promote equality of opportunity;
- Ensure all applicants are treated fairly and consistently;
- Provide reasonable adjustments where required;
- Comply with employment, equality and data protection legislation;
- Support its commitments under the Armed Forces Covenant; and
- Ensure recruitment decisions are based solely on an individual's ability to perform the role.

3.3 No applicant will receive less favourable treatment on the grounds of any protected characteristic under the Equality Act 2010.

4. Workforce Planning

4.1 Before commencing recruitment, managers must consider:

- Whether the vacancy remains necessary;
- Opportunities for restructuring or redesigning the role;
- Budget availability;
- Alternative methods of meeting service needs; and
- Succession planning considerations.

4.2 Consideration should also be given to any employees who may be eligible for redeployment in accordance with the Council's employment policies before external recruitment is undertaken.

4.3 Approval must be obtained in accordance with the Council's Scheme of Delegation before recruitment commences.

5. Job Descriptions and Person Specifications

5.1 All vacancies must have:

- An up-to-date job description.
- A person specification clearly identifying:
 - Essential requirements;
 - Desirable requirements;
 - Qualifications;
 - Skills;
 - Knowledge;
 - Experience; and
 - Behaviours and competencies.

5.2 Selection criteria must relate directly to the requirements of the role.

6. Advertising Vacancies

- 6.1 Vacancies will normally be advertised both internally and externally unless there are exceptional circumstances.
- 6.2 Where appropriate, vacancies may be advertised internally before being advertised externally. Decisions regarding internal-only recruitment will be made by Human Resources in consultation with the recruiting manager.
- 6.3 Advertisements will:
- Clearly describe the role;
 - Include salary information;
 - Specify how to apply;
 - State the closing date; and
 - Reflect the Council's commitment to equality, diversity and inclusion.
- 6.4 Advertisements will be placed using recruitment channels appropriate to the role.

7. Armed Forces Covenant Commitments

- 7.1 In accordance with the Council's Armed Forces Covenant commitments, Yeovil Town Council:
- Welcomes applications from veterans, Reservists, Cadet Force Adult Volunteers, service spouses and partners;
 - Recognises military skills, qualifications and experience within recruitment and selection processes;
 - Guarantees an interview to veterans who meet all essential criteria contained within the person specification; and
 - Will not disadvantage applicants because of current or previous military service.

8. Applications

- 8.1 All applicants must complete and submit the Council's official application form.
- 8.2 The Council does not accept curriculum vitae (CVs) as a substitute for a completed application form. CVs submitted without a completed application form will not normally be considered.
- 8.3 The use of a standard application form helps to:
- Ensure all applicants provide the same information;
 - Promote fairness and consistency during shortlisting;

- Enable candidates to demonstrate how they meet the requirements of the person specification; and
- Support equality of opportunity throughout the recruitment process.

8.4 Applications will be assessed against the person specification only.

8.5 Information that is not relevant to the requirements of the role will not form part of the selection decision.

8.6 Late applications will not normally be accepted unless exceptional circumstances exist.

9. Shortlisting

9.1 Shortlisting will normally be undertaken by at least two people.

9.2 Applicants will be assessed objectively against the published selection criteria.

9.3 A written record of the shortlisting process should be retained in accordance with the Council's records retention arrangements.

10. Selection Methods

10.1 Selection methods will be appropriate to the nature and seniority of the post and may include:

- Interviews;
- Presentations;
- Practical assessments;
- Skills tests; and
- Other assessment methods relevant to the role.

10.2 Reasonable adjustments will be made where required.

10.3 Interview Panels

10.3.1 Interview panels should normally consist of at least two individuals and, wherever practicable, include the recruiting manager and a representative from Human Resources.

10.3.2 Panel members must:

- Apply selection criteria consistently;
- Treat candidates fairly and respectfully;
- Maintain confidentiality; and
- Declare any conflicts of interest.

11. Employment Checks

11.1 Any offer of employment will normally be conditional upon satisfactory completion of relevant checks, which may include:

- Identity verification;
- Right to work checks;
- References;
- Qualification verification; and
- Employment history checks.

11.2 Disclosure and Barring Service (DBS) checks where required.

11.3 The Council reserves the right to withdraw an offer of employment where satisfactory checks are not obtained.

12. References

12.1 Appointments will normally be subject to the receipt of two satisfactory references.

12.2 One reference should normally be obtained from the applicant's current or most recent employer.

12.3 References will normally be sought following interview and before a formal offer of employment is confirmed.

12.4 The Council reserves the right to withdraw an offer of employment where satisfactory references are not obtained.

13. Safer Recruitment and Safeguarding

13.1 Yeovil Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

13.2 Where a role involves regulated activity or other activities requiring safeguarding checks, the recruitment process will comply with safeguarding legislation and best practice.

13.3 Appropriate Disclosure and Barring Service (DBS) checks will be undertaken where required for the role.

13.4 The level of DBS check required will be determined by the duties and responsibilities of the post.

13.5 Applicants will be informed where safeguarding checks form part of the recruitment process.

14. Conflict of Interest

14.1 The Council is committed to ensuring that recruitment decisions are fair, transparent and based solely on merit.

14.2 Any employee, Councillor or panel member involved in recruitment must declare any actual, potential or perceived conflict of interest as soon as it becomes apparent.

14.3 Conflict Examples

14.3.1 A conflict of interest may arise where a panel member:

- Is related to an applicant;
- Has a close personal relationship with an applicant;
- Is a friend of an applicant;
- Has had a previous personal dispute, grievance or disciplinary matter involving an applicant;
- Has a financial, business or other interest that could influence, or be perceived to influence, the recruitment process;
- Is currently managed by, or has recently managed, an applicant; and
- Has previously been involved in a recruitment process concerning the applicant which may compromise impartiality.

14.4 Declaration

14.4.1 Any individual involved in the recruitment process who identifies a conflict of interest must immediately notify Human Resources and the recruiting manager.

14.4.2 The declaration and any action taken must be recorded and retained with the recruitment documentation.

14.5 Managing Conflicts

14.5.1 Following disclosure, Human Resources will determine the most appropriate course of action. This may include:

- Continuing involvement where the conflict is considered minor and unlikely to affect impartiality;
- Restricting involvement to certain stages of the recruitment process;
- Replacing the individual on the interview panel; and
- Excluding the individual from all recruitment decisions relating to that vacancy.

14.5.2 Where a close personal relationship exists between a panel member and an applicant, the panel member will normally withdraw from the recruitment process.

14.6 Failure to Declare

14.6.1 Failure to disclose a conflict of interest may result in the recruitment process being reviewed and could lead to disciplinary action under the Council's Disciplinary Policy.

14.7 Councillors

14.7.1 Councillors will only be involved in the recruitment and selection of the Chief Executive/Town Clerk, in accordance with the Council's Standing Orders and Scheme of Delegation.

14.7.2 Where Councillors are involved in such appointments, they must:

- Act fairly, objectively and in accordance with this policy;
- Comply with the Members' Code of Conduct;
- Declare any actual, potential or perceived conflict of interest;
- Withdraw where a conflict exists; and
- Maintain confidentiality.

14.7.3 Councillors will not ordinarily participate in the recruitment or selection of any other Council employees.

15. Appointment

15.1 The successful candidate will normally receive:

- A written offer of employment;
- A statement of terms and conditions; and
- Details of induction arrangements.

15.2 Unsuccessful candidates may request feedback.

16. Reasonable Adjustments

16.1 Applicants who require reasonable adjustments at any stage of the recruitment process are encouraged to notify the Council.

16.2 The Council will make reasonable adjustments where appropriate to ensure equal access to employment opportunities.

17. Recruitment of Former Employees

17.1 Applications from former employees will be considered on merit.

17.2 The Council reserves the right to consider previous employment history when assessing suitability for appointment.

18. Temporary and Agency Appointments

- 18.1 Where operational requirements justify temporary staffing arrangements, the Council may appoint temporary employees or engage agency workers in accordance with approved procurement and employment procedures.

19. Data Protection

- 19.1 Recruitment information will be processed in accordance with applicable data protection legislation.
- 19.2 Candidate information will be retained only for as long as necessary and in accordance with the Council's records retention schedule.

20. Responsibilities

20.1 Human Resources

20.1.1 Human Resources is responsible for:

- Ensuring compliance with this policy;
- Providing recruitment and selection advice and guidance;
- Supporting managers throughout the recruitment process;
- Preparing and issuing recruitment documentation;
- Monitoring recruitment activity and promoting good practice;
- Ensuring appropriate pre-employment checks are completed;
- Maintaining recruitment records in accordance with legal and data protection requirements;
- Monitoring implementation of the Council's Armed Forces Covenant recruitment commitments; and
- Advising on equality, diversity and inclusion matters relating to recruitment.

20.2 Recruiting Managers

20.2.1 Recruiting Managers are responsible for:

- Identifying staffing requirements;
- Preparing or reviewing job descriptions and person specifications;
- Obtaining the necessary approval to recruit;
- Participating in fair and objective shortlisting and selection processes;
- Making recruitment decisions based on merit and suitability for the role; and
- Working with Human Resources throughout the recruitment process.

20.3 Interview Panel Members

20.3.1 Interview Panel members are responsible for:

- Conducting recruitment fairly, objectively and consistently;
- Applying selection criteria appropriately;
- Avoiding discrimination and bias;
- Maintaining confidentiality;
- Recording recruitment decisions appropriately; and
- Declaring any actual, potential or perceived conflicts of interest.

20.4 Chief Executive / Town Clerk

20.4.1 The Chief Executive / Town Clerk is responsible for:

- Ensuring adequate resources are available to support recruitment activity;
- Approving appointments in accordance with the Scheme of Delegation; and
- Supporting the consistent application of recruitment and selection procedures across the organisation.

21. Monitoring and Review

21.1 The Council will monitor recruitment activity to ensure compliance with this policy and identify opportunities for continuous improvement.

21.2 This policy will be reviewed every five years or sooner where legislative, organisational or operational changes require amendment.

Yeovil Town Council
September 2026
To be reviewed: September 2031