



Recruitment Policy

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Recruitment Policy

The Recruitment Policy was adopted by Council (the "Council") at its Council Meeting held on 14th February 2024.

1 Overview

- 1.1 Kennington Council is committed to being a fair and equitable employer with good working conditions, delivering high standards of service and providing value for money to our residents.
- 1.2 The Council is committed to equality of opportunity and all recruitment and selection processes will take place within the framework of equal opportunities legislation. All reasonable steps will be taken to ensure that individuals are treated respectfully and fairly and that decisions on recruitment and selection are based solely on objective and job-related criteria.
- 1.3 In recruiting staff, Council will:
 - (i) be fair and consistent, ensuring that Council appoints the most suitable person for the job by assessing skills, abilities and knowledge using fair and transparent methods;
 - (ii) be non-discriminatory, promoting the principles of the Equality Act 2010;
 - (iii) support the Council's commitment to safe recruitment, safeguarding and promoting the welfare of children, young people and adults who may be at risk; and
 - (iv) conform to all statutory regulations and agreed best practices.
- 1.4 The Personnel and Development Committee is responsible to Council for the overall recruitment process and for making recommendations to Council. Decisions on whether to establish a new position and whether to make an offer of employment to any candidate are reserved to Council.

2 Authority to hire

- 2.1 No position may be advertised until the following have been agreed by a resolution of Council, acting on recommendations from the Personnel and Development Committee:
 - (i) the job title, description of work, and person specification
 - (ii) expected start date, and end date if it's a fixed-term contract
 - (iii) days of work or full time equivalent, including any requirement for evening, weekend and bank holiday working



- (iv) proposed salary banding
 - (v) usual place of work
 - (vi) any other pay or non-pay benefits
 - (vii) whether there are any occupational requirements for the role
 - (viii) obligatory training, and whether or not this is paid for by Council
 - (ix) confirmation that Council has sufficient budget for salary, statutory deductions, training, equipment specific to the role, and any other pay or non-pay benefits
- 2.2 Council may agree a schedule of dates for advertising any vacancy, for receipt of applications and for interviews; these will be made know in the advert.

3 National Joint Council agreement

- 3.1 All staff will be employed on terms and conditions stated in the National Joint Council For Local Government Services *National Agreement On Pay And Conditions Of Service* (the "Green Book"),

4 Advertising a vacancy, receiving applications and dates for interviews

- 4.1 All vacancies will be advertised on the Council's noticeboards, website, and social media; the Government's Find A Job service; Kent Association of Local Councils and Society of Local Council Clerks websites as appropriate to the role; and all other places that are likely to attract suitable candidates.
- 4.2 Each vacancy will be circulated to all existing staff who will be encouraged to consider applying.
- 4.3 All applications must be made in writing to the Clerk to the Council using the application form provided. Applications must be received by the Clerk by the published date for receipt of applications. Late applications will not be included in the short-listing process.

5 Selection and interview

- 5.1 The Personnel and Development Committee together with the Clerk will call together a Recruitment Panel as specified in their Terms of Reference.
- 5.2 The Clerk may have preliminary discussions with applicants if they require more information or if the Clerk requires clarification on the application submitted. Any information made available to any candidate must also be made available to all other candidates. Members who are approached by applicants should direct all queries to the Clerk.
- 5.3 The Clerk will prepare a list of all completed applications received, redacted to remove any personal identifiable information and protected characteristics, and present redacted application forms to the Recruitment Panel.
- 5.4 The Recruitment Panel will agree a shortlist of applicants to be invited for interview. Interviews will take place on the date or dates specified in adverts for the vacancy, unless agreed otherwise. The Clerk will make the necessary arrangements to invite the shortlisted applicants to attend an interview on the specified date or dates.
- 5.5 On completion of all interviews, the Recruitment Panel will make recommendations to the Personnel and Development Committee as to which applicant or applicants should be offered the role.



- 5.6 The Personnel and Development Committee will assure itself that correct procedures have been applied and make recommendations to Council as to which applicant should be offered the position. Council will meet in closed session to consider the recommendations of the Personnel and Development Committee and resolve whether an offer of employment shall be made to the recommended candidate.
- 5.7 The Personnel and Development Committee may instruct the Clerk to notify unsuccessful applicants in writing at this point. If there are no suitable applicants, the Personnel and Development Committee together with the Clerk may agree to re-advertise the vacancy without further authority from Council.

6 Making an offer

- 6.1 On the resolution of Council that the position should be offered to a given candidate, the Clerk will notify the successful applicant. Members must not contact the applicant to advise them of this.
- 6.2 The Clerk will put in hand the following pre-employment checks:
- (i) Evidence of Right to Work in the UK
 - (ii) Initiate an Enhanced Disclosure and Barring Service check
 - (iii) Obtain two references from nominees put forward by the applicant
- 6.3 The applicant **must not** start work until these pre-employment checks have been satisfactorily completed
- 6.4 The Clerk will prepare the draft Contract of Employment in accordance with the template agreed by the Personnel & Development Committee, and any other documentation required. The applicant will be provided with a written Contract of Employment at least two working days prior to their first day of employment. The Contract of Employment must be signed by the employee and an authorised representative of Council prior to commencement of employment.

7 Offer declined or employment not commenced

- 7.1 In the event that the successful applicant declines the offer, or, having accepted the offer does not start employment on the agreed date, or having started employment gives notice of resignation within two calendar months of the first date of their employment, the Personnel and Development Committee having reviewed with the Clerk may make recommendations to Council that an offer should be made to another applicant who has previously been considered for this position.
- 7.2 If the position remains vacant six months after the date of first advertisement, the position must be re-advertised in accordance with section 4 of this Policy.



Policy Adopted: 14th February 2024

Review due: 1 May 2024

Revision History

Version	Date	Comments
Draft v0.1	29 Oct 2023	Draft for comment
Draft v0.2	4 Feb 2024	Amended to include comments and correct workflow
Final v1.00	14 Feb 2024	Adopted at Council 14.02.24