

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**GENERAL PURPOSES COMMITTEE**

**06 April 2009**

**Report of the Central Services Director**

**Part 1- Public**

**Delegated**

**1 RECRUITMENT AND SELECTION POLICY, PROCEDURE AND GUIDANCE**

**Summary**

**This paper seeks Members' approval and adoption of this policy which has been developed as a part of an on-going review of all our employment policies and procedures**

**1.1 Background**

1.1.1 As part of the Personnel Services Section Performance Plan improvement actions, it was determined that a review of all T&MBC's employment policies and procedures should be undertaken. The current policy and procedure concerning recruitment and selection was found to be vague, disparate, and not transparent enough for both applicants and managers.

1.1.2 This, therefore, is the first employment policy (in a line of such policies) which we will be bringing to this Committee, for Members to consider.

**1.2 Methodology**

1.2.1 Drawing from actual practise, existing policy, and the experience of other Kent authorities, the document seeks to encompass all aspects of the recruitment and selection experience, putting more structure around the practises and providing basic advice to managers in order to ensure that the best possible candidate for the post can be selected and that the Council is protected from legal challenge.

**1.3 Changes**

1.3.1 The procedures are largely as practised at present although some of the detail has changed to reflect the differing employment market and the more diverse communities from which we recruit.

1.3.2 Perhaps the most significant change is in the advice given to managers on the style of interviewing, concentrating as it does on the 'behaviour model' of interview questioning. Given the relatively limited time there is to 'get to know' a candidate,

it is vital that interview questions efficiently elicit the information required to appoint the best candidate, in a way that can be objectively justified.

- 1.3.3 The Application Form is currently under review and the suggested amendments are contained in the form at Appendix 2.

## **1.4 Conclusion**

- 1.4.1 This policy is designed to present a comprehensive description of the recruitment and selection process, to give guidance to managers on the best practise approach, and inform all parties of T&MBC's intentions so far as being a good employer is concerned. As there is currently a 'freeze' on recruitment, it is felt that this is an ideal time to address these issues and ensure that training is delivered in preparation for the time when recruitment activity picks up again.

## **1.5 Legal Implications**

- 1.5.1 The proposed policy and procedure complies with current Employment Law.

## **1.6 Financial and Value for Money Considerations**

- 1.6.1 The recruitment process can be an expensive one, both in terms of money and time. By having a more transparent and structured procedure it is hoped that the process will be more economic and represent good value for money.

## **1.7 Risk Assessment**

- 1.7.1 The main risk arises from not following fair procedures and having the process or the selection decision challenged in an Employment Tribunal. The policy seeks to give structure and guidance to managers which will allow them to make fair decisions which will not be open to challenge.

## **1.8 Recommendations**

- 1.8.1 Members are requested to **recommend** that the policy be adopted.

Background papers:

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Nil

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Central Services Director