

Sawley Parish Council

Recruitment Policy

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Introduction

This Policy applies to the recruitment of employees and appointees to other bodies where the appointee is not necessarily a Parish Councillor.

Sawley Parish Council is an equal opportunities employer and applies a professional approach to recruitment.

All those involved in selecting candidates for a vacancy/vacancies should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps set out within this policy could lead to an aggrieved candidate referring a matter to an employment tribunal.

Aims

The key aims of the Council's selection procedures are:

- Maximise the effectiveness of the selection process;
- To ensure that selection practice is in accordance with the Council's Equal Opportunities Policy and with equal opportunities legislation;
- To ensure a consistent and fair approach is adopted across the Council in the recruitment and selection of staff.

Elements in the Recruitment Process

Job Description - The job description and the person specification (see below) form the basis of the selection process. In these depend the advertisement, further particulars, shortlisting 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 nominated individuals to clarify the essential elements of the job and to ensure that the components remain relevant.

The job description will be included in the further particulars.

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

Advertisement

The aim of advertising is to attract an appropriate number of candidates of suitable calibre and qualifications 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.

Any vacancy will be advertised including one or all of the following: -

- Parish Council website and social media accounts.
- Parish Council Noticeboard.
- Local Borough and County Council's websites and/or social media accounts.
- Derbyshire Association of Local Council's website.
- Local publications.

Any advertisement should contain a reference to a contact to whom informal enquires regarding the nature of the post will be directed (normally the Clerk).

Applications

The Council uses application forms for recruitment in respect of all staff. All potential applicants should be directed to apply formally through the officially 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.

All applications for a position must be submitted using an application form.

Shortlisting

As soon after the closing date as possible those involved in the shortlisting will meet to draw up a shortlist. The composition of the Shortlisting Panel will vary according to the type of post being filled.

Shortlisting will be undertaken by a minimum of three individuals.

The person specification and the further particulars must be used as the basis for shortlisting against the factual elements and criteria specified.

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.

Interviews

The Interview Panel will comprise normally of the members of the Shortlisting Panel.

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, aspects of the candidates' 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.

At this stage we will check one of the following documents to verify their ID:

- UK British passport or Full UK Birth Certificate and Proof of NI Number.
- EU Passport or ID Card.
- Non EU-Passport and Visa.

Interviewers should be careful not to imply discrimination by asking questions about personal circumstances which are unrelated to the job, such as questions 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.

Note taking is highly recommended at interviews to ensure that relevant information is not forgotten when assessing all 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.

Notification

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

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

The successful applicant for employment will be provided with a Contract of Employment, Employees will be subject to a 6- month probationary period following the completion of all pre-employment checks and the receipt of two references.