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# RECRUITMENT POLICY & PROCEDURE

Signed: .....C Northwood.....  
The Chair of HR Committee  
Signed: .....L Morgan.....  
The Chair-Stantonbury Parish Council

Date: .....06/04/2023....

Date: .....19/04/2023.

### Document History

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## **Purpose**

Stantonbury Parish Council recognises that its staff are fundamental to its success. The council therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.

The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of the Parish Councils Equality and Diversity policy and all other relevant employment legislation.

## **Scope**

This policy and procedure covers activities that form part of the recruitment and selection process. It is applicable to all staff recruitment. In order for the policy to be effective it is essential that any employee or councillor who is involved in any aspect of the recruitment and / or selection of staff is aware of this document and follows it.

## **Core Principles**

- The Parish Council has a principle of open competition in its approach to recruitment.
- The Parish Council will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the Parish Council.
- The Parish Council wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.
- The Parish Council will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- Recruitment and selection are a key public relations exercise and should enhance the reputation of the Parish Council. The Parish Council will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- The Parish Council will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- The Parish Council will ensure that its recruitment and selection process is cost effective.
- If a member of staff or a councillor involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All documents relating to applicants will be treated confidentially and in accordance with our Retention Policy and the General Data Protection Regulations (GDPR). Applicants will have the right to access any documentation held on them in accordance with the General Data Protection Regulations.

## **Recruitment & Selection Procedure**

There are a number of key stages in recruiting and selecting for a post. This procedure outlines the key stages.

## **Preparation Stage**

- The recruitment and selection process must not commence until a full evaluation of the need for the role against strategic plans and budget has been completed by the HR committee.
- All new or changed posts must be formally reviewed and pay graded according to the NJC SCP system and the band for that role by the HR committee before they are advertised in order to help ensure equal pay for work of equal value.
- Formal authorisation to recruit to a post must be sought from a full council meeting before commencing the recruitment process.
- Recruitment should form an integral part of the staffing strategy and should take account of the need for any 'positive action' initiatives in the process. 'Positive Action' is lawful under the Equality Act 2010 and refers to the steps that an employer can take to encourage applicants from people who share a protected characteristic (e.g. a certain gender or race).

## **Job Description & Person Specification**

- A job description and person specification must be produced or updated for any vacant post that is to be filled, this will be done by the HR committee.
- The job description should accurately reflect the elements of the post.
- The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

## **Advertising**

The HR committee will agree the content of the job advertisement.

All advertisements will contain the following as a minimum;

Stantonbury Parish Council is seeking a  
(Position)  
This position is Full/Part time (state number of hrs per week) or Temporary  
Salary £  
For further information contact.....  
Closing date for applications.....

As a minimum all positions must be advertised for at least 28 days and only in exceptional circumstances should this be reduced.

**All** persons expressing an interest in an advertised job must be sent the full job description along with an application form (Appendix B). All completed application forms must be passed to the Chair of the HR committee for HR committee shortlisting.

## **Selection of Candidates**

### **Shortlisting**

Shortlisting of candidates will be carried out by the HR committee.

(members of the HR committee should remove themselves from the process and be replaced by another councillor if they have any connection to any of the applicants i.e. family/friend etc.).

- Notes of the shortlisting decisions for each candidate should be recorded by each member of the HR committee. The notes are to be retained for 12 months.
- Candidates not shortlisted will be written to.
- Shortlisted candidates should be provided with details of selection process, including any tests, in writing giving as much prior notice as possible and a minimum of 5 working days before the interview. In accordance with the Equality Act 2010, they should also be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.
- All candidates (internal and external) should be assessed objectively against the selection criteria set out in the Person Specification, and only candidates who meet all the essential criteria should be short-listed. Assumptions about the qualities of internal candidates should not be made.

### **Selection & Interview**

- Interviews will be carried out by a minimum of a 3-person panel. This panel will normally be formed of 2 councillors from the HR committee and the Clerk. 1 of the members selected will be the Chair of the interview panel.
- Selection is a two-way process: candidates are assessing the role and the parish council. Those involved in recruitment should consider how best to convey a positive image.
- Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.
- Notes recording the salient points of the interview must be taken by all interviewers, so that they can refer back to these when assessing candidates against the person specification when making recommendations. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process must be retained by the HR committee for a minimum of 12 months following the selection process.
- In the event that a candidate requests feedback about their performance in the selection process this must be arranged by the Chair of the interview panel, although he or she may delegate this to another member of the panel where appropriate.
- Unsuccessful interview candidates must be dealt with courteously and sensitively and will receive written notification of the selection process.

### **Referees**

- Information sought from referees should be structured around the requirements of the job. It should be noted that many organisations have a policy of not providing personal references and therefore references provided may only confirm details of current appointment.
- 2 references should be obtained where possible from the candidate's current or past employer. Referees should not be contacted without the candidate's consent and the information provided must be treated as confidential by the interview panel.
- In certain circumstances a school reference is acceptable.

### **Making the appointment.**

- The interview panel will score all candidates against the person specification.
- The person who best meets the requirements of the person specification will be the interview panels recommended person for appointment.
- The interview panel has no power to make a job offer.
- The Chair of the interview panel will inform the next full parish council meeting who the recommended person for the job is. A vote of the full parish council will then be carried out to confirm/reject the recommended person for the position.
- Once a decision has been made by the full parish council a written offer of employment will be sent. This will contain a letter of offer and 2 copies of the employment contract.
- Offers of employment are subject to satisfactory references, checks of qualifications and your right to work in the UK.
- On receipt of acceptance of offer, the Chair of the HR committee will write to all unsuccessful candidates.

### **Induction**

Induction is the final stage of the recruitment process, once the successful candidate has accepted the offer of employment and a start date has been agreed the line manager is responsible for preparing a comprehensive induction programme for the new employee.