

WERRINGTON PARISH COUNCIL



RECRUITMENT & SELECTION POLICY

AIM

The aim of this policy is to ensure that during any recruitment process, the Parish Council:

- Is fair and consistent
- Is non-discriminatory on the grounds of any of the protected characteristics of the Equality Act 2010;
- Conforms to statutory regulations and agreed best practice.

The Council will adhere to all employment laws including Employment Rights Act 1996, Equality Act 2010, Health & Safety at Work Act 1974.

PROCEDURE

The Recruitment Process

The following procedure should be used when a post is to be filled. The Council, in consultation with the Clerk, must:

1. Define the job. If it is an existing post, is an exact replacement required or is this an opportunity to revise the requirements. If it is a newly established post, be clear on the exact requirements, draw up a job description and establish the appropriate grade and salary.
2. Ensure that sufficient budget is available in the current year and that provision is included in future budget requirements.
3. Agree the most appropriate means of advertising the vacancy to reach the target audience.

Advertising

The vacancy should be advertised in the agreed means. The advert should clearly state the key requirements of the post, hours to be worked, salary or hourly rate, and how to apply. A suitable length of time should be given for applications to be submitted.

The Selection Process

Appropriate selection procedures must be used for each post. At least three people should be involved in short listing and sit on the interview panel.

The Clerk will arrange a suitable time for shortlisting to take place, if required. All application forms received by the closing date will be reviewed for short listing. Applicants must only be assessed against the person specification, ensuring that no discrimination is made under the Equality Act 2010. The reasons why an applicant has not been shortlisted must be recorded. Applicants shortlisted will be invited for interview, references sought and necessary administrative arrangements made for the interview. Candidates who have not been shortlisted will also be informed and feedback provided.

At the interview, the Clerk will ensure that the Interview report forms are completed as fully as possible. When interviewing, the panel must ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of any of the protected characteristics.

When all candidates have been interviewed, the panel will agree on the best person for the job, based on assessment against the person specification. The Clerk will arrange to inform the successful candidate as soon as possible, agreeing a commencement date. Should the successful applicant accept the position, all unsuccessful applicant will be informed and feedback provided. Should the position be declined, the Clerk will report back to the interview panel for a decision.

Appointment

Prior to the start date, the Clerk will prepare a Contract of Employment and Induction pack. The Contract of Employment is to be issued within four weeks of start date. Should a handover period be needed, this will be arranged. The Clerk will arrange for any specific equipment or clothing required by the new postholder. Any additional risk assessments required will be carried out and the insurance company informed, if necessary.

Probation Period

New employees will be made aware of their probationary period. The Council will ensure that monitoring of new employees takes place and that a meeting is held at the end of the probationary period to establish whether or not employment is to continue.