

# WICKEN PARISH COUNCIL

## RECRUITMENT POLICY AND PROCEDURE

TO BE REVIEWED ANNUALLY

DOCUMENT HISTORY	
Agreed	12 January 2021

# WICKEN PARISH COUNCIL

## RECRUITMENT POLICY AND PROCEDURE

### Scope

This policy is to ensure the:

The efficient and effective recruitment of staff. Ensuring legislation with regard to recruitment is adhered to. Applicants are treated fairly, consistently, and courteously. Recruitment and selection decisions are based on merit alone. The appointment of suitably qualified and skilled employees.

### Equality

Wicken Parish Council is committed to equality of opportunity and non-discrimination in its recruitment and employment practices are determined solely by application of objective criteria and personal merit.

Wicken Parish Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates for interview based on their skills, suitability, qualifications and experience. No job applicant or employee will be treated less favourably than another.

Wicken Parish Council will consider all of the circumstances before making a recruitment decision including our duties under relevant legislation. (Criminal Justice and Court Services Act 2000 and the Rehabilitation of Offenders Act 1974, The Education Act 2002, and the Race Relations Act 1976 (amended) Regulation 2003 and the Employment Equality Regulations 2003, and Age Discrimination Act 2006.)

### Advertising

Job descriptions- Before advertising a post, the current job description will be reviewed and amended as appropriate/necessary and approved by the Council. If there is no job description one will be drawn up.

Employee specification – will be included in the job description, this identifies qualifications, skills and attributes required for the post.

In the interests of Equal Opportunities Wicken Parish Council will ensure that all job vacancies are advertised in a variety of places to attract applicants from all of the community.

The wording of the advert will communicate clearly the organisations specific requirements and not use discriminatory language, unnecessary jargon or superfluous details.

The advert will include the post title, reference number if appropriate, salary grade, key duties and functions of the post, main required skills and knowledge, experience, and qualifications, permanent or temporary position, full or part time or job share, any core hours necessary for the role, closing date, interview date and how to apply quoting the contact point address or telephone number.

## **Applications**

The timeline for sending out application forms should be within 2 working days of request whether it is by paper copy or on-line. A note should be made of whom requests have been sent to.

The information that will be sent out with the request will be the job description including the personal specification, a covering letter detailing the same details in the advertisement and the deadline for submitting applications. Late applications will only be considered in exceptional circumstances.

The application form will enquire if the applicant has been convicted of a criminal offence and if so to give details. Under the Rehabilitation of Offenders Act 10974 a conviction can become spent. If so the applicant is not obliged to disclose it.

The application form will not ask for the applicants' age.

The applicant should also disclose if they are related to any Councillor or employee of Wicken Parish Council.

## **Short Listing and Interviews**

The shortlist of candidates should be as short as practically possible whilst giving a choice to the interviewing panel, as a guide four to six applicants should be sufficient.

A shortlisting and interview panel will consist of the Chair of the Council, Vice Chair of the Council and 2 other Councillors – to be approved at a Council meeting. Substitutes can be made if those listed above are unavailable or if other Councillors possess the relevant skills.

The shortlisting should be made against the job description and personal specification criteria and notes will be taken for each application, for example, qualifications, relevant experience, and up to date training.

Wicken Parish Council will invite the successful shortlisted candidates to attend for an interview. The invitation can be by letter, telephone or email allowing a minimum of 10 days' notice and if a presentation is required for the post, the title of the presentation.

In the setting of the interview Wicken Parish Council will also do all in its power to provide any special facilities at the interview requested by the candidate.

The interview panel will be the same as the shortlisting panel.

## **Interview Procedure**

The Chair of the interview panel will greet each candidate on entering the interview room, giving the names of the interviewer, explaining the process, and notes will be made to help the recruitment process.

If a presentation is required to be made by the candidate, and is time limited, a warning will be given to the candidate when they have specific time remaining.

The panel will take it in turns to ask questions already prepared by the interview panel. Questions will include asking the candidates to give examples of past experience relating to the specific aspects with the job on offer.

A check should be made to check the applicant's identity with appropriate documentation for example: Birth certificate, passport ensuring that any photograph and passport are consistent with the appearance of the applicant and that the passport is still valid and/or additional documentation if the applicants name has changed such as a marriage certificate, divorce details or deed poll documentation.

Candidates will be invited to ask questions.

At the end of the interview the panel will check that the candidate is still a firm applicant for the post and willing to accept the post if offered.

The candidate will be thanked for attending and advised how the decision will be conveyed. The details should be checked with the contact details of the candidate.

The interview panel will recommend to the Council the preferred candidate. The Parish Council resolve at a Council meeting to appoint – neither the panel, nor the Councillor or Officer has the authorisation to make an offer of appointment without the formal consent of the full Council.

The successful candidate will be notified and that the offer of the post will be subject to receipt of satisfactory references.

Candidates who are unsuccessful at interview stage will be informed at the earliest opportunity and offered feedback. If unsuccessful candidates wish to know why he or she were rejected the reason for this should be given.

All unsuccessful application forms, interview questions and other documentation forming part of the selection process will be retained for six months after which they will be destroyed.

## **References and Pre-Employment Checks**

Request for references will be made before the interview if the candidates are happy for this to happen, or will be made afterwards as the offer of the post will always be subject to satisfactory references.

If verbal references are obtained prior to confirmation of a job offer a written note should be made of them and their source.

Pre-Employment checks will also be made on all successful candidates.

Two references are required, one by the current employer. If a candidate brings to interview a copy of a reference, a copy will be made, and, if successful the referee will be contacted by phone to confirm the reference.

Applicants will be required to produce confirmation of their most recent or highest level of qualification/training in order that a copy is made, which should be retained on the individual's personal file or staff file.

The Asylum and Immigration Act 1996 requires the successful applicants to produce a National Insurance number from a P45 or other relevant documentation. (Section 8 of the Asylum and Immigration Act 1996 makes it a criminal offence to employ a person aged 16 or over without the authorisation of the immigration authorities).

Work Permit requirements relate to any person who is subject to immigration control who has the intention of working in the UK. People admitted other than as permit holders may have no claim to stay or work in the UK.

## **Induction**

An initial offer letter briefly detailing terms and conditions of employment, salary, probation period, hours, and place of work will be issued within 5 days of a verbal offer being made.

Full contract detail detailing all terms and conditions of employment and salary payment (probationary period length, supervision dates, information on salary, notice periods, annual leave, appraisals, training and pension requirements, general expectations), will be issued within 8 weeks of appointment.

An agreed induction programme for the new staff member will be agreed.

## **Reviewing the Policy**

Recruitment, selection, employment procedures and practice will be kept under review in line with the latest guidelines produced by ACAS.