



NORTHCHURCH PARISH COUNCIL

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# **NORTHCHURCH PARISH COUNCIL**

## **RECRUITMENT AND SELECTION POLICY**

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## RECRUITMENT AND SELECTION POLICY

### Statement /Aim

This policy is to ensure the:

- the efficient and effective recruitment of staff
- legislation in regard to recruitment is adhered to
- applicants are treated fairly, consistently and courteously
- recruitment and selection decisions are based on merit alone
- appointment of suitably qualified and skilled employees

### Equality

Northchurch Parish Council will evaluate and review vacancy, and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit.

We actively promote 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, qualifications and experience. No job applicant or employee will be treated less favourably than another.

If appropriate checks reveal that a person has a previous conviction, we will comply with the DBS Code of Practice, Vetting and Barring Scheme and Data Protection Act when receiving such information. We 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,)

### Pre-Advertising

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

**Employee specification** – This is included in job description and identifies qualifications, skills and attributes required within the post.

**Contracts** – Brief explanation of contracts offered within the setting for example full time, part time, job share, casual and fixed term

### Advertising

In the interests of Equal Opportunities Northchurch Parish Council will ensure that all job vacancies are advertised in a variety of places for example local newspapers, HAPTC, NALC and SLCC publications, parish newsletters and parish notice boards and websites to attract applicants from all of the community.

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

## **Advertisement**

This 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, email address or telephone number. Advertising can be done externally or internally depending on the post being advertised.

## **Applications**

The timeline for sending out applications forms should be within 2 days of request whether is it 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 employee 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 1974 a conviction can become spent. If so, the applicant is not obliged to disclose it.

The application form will not ask for the applicant's age.

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

## **Shortlisting**

The short listing and interview panel will be dependent upon the vacancy. In addition to the panel set up below any panel may decide to co-opt an additional member with specialist knowledge. The shortlist should be as short as is practically possible whilst giving a choice to the interviewing panel; as a guide four to six applicants should be sufficient.

Clerk

The vacancy will be reported to the Parish Council. The panel will be agreed by the Parish Council and consist of the Chairman of the Council plus 2 other Councillors from Finance and General Purposes Committee.

At the shortlisting, the panel will establish the applicant's:

- full employment history
- medical suitability for the position

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

## **Interviewing**

Northchurch Parish Council will invite the successful shortlisted candidates to attend for an interview. The invitation can be by letter, telephone or e-mail 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 Northchurch Parish Council will also do all in its power to provide any special facilities at the interview requested by a candidate.

## **Interview panel**

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 interviewers and explaining the process. 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 candidate that 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 candidates to give examples of past experience relating to the specific aspects of the job on offer.
- The applicant's identity will be checked against appropriate documentation, for example Birth Certificate or Passport, ensuring that any photograph and passport are consistent with the appearance of the applicant and that the passport is still valid and using additional documentation if the applicant's name has changed such as 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 of how the decision will be conveyed. The details should be checked with the contact details of the candidate.
- The interview panel will make an appointment in all cases
- The successful candidate will be notified that the offer of the post would be subject to satisfactory references and a medical declaration.
- Candidates who are unsuccessful at interview stage will be informed at the earliest opportunity and offered feedback. If unsuccessful candidates wish to know why they 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

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 a post will always be subject to satisfactory references.

If verbal or telephone references are obtained prior to confirmation in writing, a written note should be made of them and their source.

## Pre-Employment Checks

Pre-Employment checks will be made on all successful candidates:

- References – how and when they will be obtained (2 references required, one by current employer. If candidate brings to interview a copy will be made, and if successful the referee will be contacted by phone to confirm the reference. After written reference received a telephone call will be made to referee thanking and confirming the reference)
- Self-medical declaration for all staff.
- Qualifications - applicants will be required to produce the original certificate 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 - Successful applicants will be required 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 - any person who is subject to immigration control and comes with the intention of working in the UK must ultimately have a work permit. (People admitted other than as permit holders have no claim to stay in the UK).

## Induction

- Information about terms and conditions of employment and salary payment (probationary period length, supervision dates, information on salary, contract within 8 weeks of appointment, appraisals and training available).
- Tour of premises (staff rooms, where to store personal belongings, kitchen, toilets, location of first aid box etc)
- Routines of the work place, hours of work and timetable for the day
- Punctuality, level of performance and dress code of staff
- Areas of development and training needed
- Management structure (*support structure for staff*).

## Reviewing the policy

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

## Recruitment and Selection Procedure

- Assess the vacancy and compile the job description and person specification for the position
- Advertise and shortlist applicants against the job description and shortlisting criteria.
- Apply for references directly from previous employer, (*if permission given*), if references are supplied by applicant verify authenticity by phoning the person who has signed the reference.
- Interview for the vacancy in line with the organisations recruitment and selection policy
- Check applicant's identity at the interview, with appropriate documents, e.g. Birth Certificate, Passport (ensuring that any photograph and date of birth are consistent with the appearance of the applicant, and checking that any expiry dates have not passed)
- Establish applicants' identity, if the name has changed e.g. Marriage Certificate, divorce details, deed poll documentation
- Ensure the applicant has the relevant training, qualifications and experience
- Establish the applicants:
  - i) full employment history
  - ii) medical suitability for the position
- Confirm that the applicant is eligible to work in the UK by checking the criteria on the [www.gov.uk](http://www.gov.uk) website
- Ensure the new employee is aware of probationary period. For the Clerk, it is six months – this is to be discussed at Finance and General Purposes Committee.
- Prepare an induction programme for the new staff member.