

Edwinstowe Parish Council

Working to make a difference

Clerk – Alice Dunn



Recruitment and selection policy and procedure

AIM

The aim of this policy is to ensure that Edwinstowe Parish Council maintains a consistent approach to employee recruitment in order to employ and/or promote the most appropriate applicant in a manner that is fair, transparent and free from direct or indirect discrimination or bias.

This council is committed to ensuring that there is no direct or indirect discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees or promoted employees.

The Council will monitor the composition of its workforce in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

Roles and Responsibilities

All recruitment of employees to roles within Edwinstowe Parish Council is the responsibility of the Human Resources Committee. Advice (including legal advice), guidance and administration of the recruitment process is the responsibility of the Parish Clerk. The Chair of the Parish Council will be included in all stages of recruitment regardless of whether they are a member of the Human Resources committee.

Advertising

Advertisements for all roles within the Parish Council will clearly outline the roles, responsibilities and pay scales applied to post. Advertisements will clearly identify essential skills, experience and/or qualifications required for the vacant post. Advertisements will make clear that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. All advertisements will carry the statement *"This Council is an equal opportunities employer"*.

All vacant Parish Council roles will be advertised internally and externally. This includes forwarding internal advertisements to employees on long-term leave including maternity leave, paternity, and parental leave.

A closing time and date for applications will be included in the advertisement and only applications received by this time and date will be considered for selection.

Application forms

Application forms (where applicable) will be forwarded to all applicants. Application forms will contain relevant questions needed for shortlisting and selection and will comply with Equality and Diversity and Employment legislation. A supporting letter will be requested if required.

Where the applicant indicates they need reasonable adjustments making to the recruitment and selection process, this must be taken account of as part of the recruitment process.

References

All applicants will be asked to provide two referees. At least one referee must relate to past employment, education (if school leaver) or voluntary work.

Recruitment Panel

A recruitment panel will be agreed by the Human Resources committee and will carry out both the shortlisting and interview of applicants. Other councillors' and current employees' specialist knowledge may be sought to assist in the shortlisting or recruitment process if this is deemed necessary by the Chair of the Human Resources committee.

The recruitment panel will aim to reflect diversity in its make up as much as is reasonably possible.

Shortlisting

All applications will be reviewed through a shortlisting process. Criteria for selection will be matched to the job and agreed prior to shortlisting. Screening will be carried out by matching details of applicants to the criteria identified. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained securely by the Parish Council **for a period of ONE YEAR after appointment.**

Where the applicant has indicated they need reasonable adjustments making to the recruitment and selection process, this must be taken account of as part of the recruitment process.

Interviews

In order to demonstrate fairness, consistency and transparency, interviews will be carried out in the following way.

Where the applicant has indicated they need reasonable adjustments making to the recruitment and selection process, this must be taken account of as part of the interview process.

- Interview questions will be agreed in advance by the recruitment panel.
- Scoring criteria will be agreed in advance by the recruitment panel.
- Interviews will be carried out by the recruitment panel.
- Interview questions will be asked to all applicants. Follow up questions may only be asked for clarity or depth.
- Interviewers will complete an interview assessment form for each candidate and each applicants' responses will be assessed against the agreed criteria.
- It should be clear from the notes made and/or scoring, why applicants are judged successful or not successful.
- No assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- Records of the interview process will be retained securely by the Parish Council including questions asked, answers given, any interview notes and interview assessment forms for all interviewees **for a period of ONE YEAR after appointment.**

Appointment

It is the responsibility of the Chair of HR Committee to notify the successful applicant and make the official offer of employment. Following acceptance in writing, other applicants will be notified in writing or by email that they have not been successful on this occasion.

Note – Offers should indicate that all appointments are subject to receipt of satisfactory references.

Internal applicants

Unsuccessful internal applicants will be offered feedback and where appropriate opportunities for training or development.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

Disabled employees

As legally required by the Equality Act 2010, additional support will be provided to disabled employees to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the employee faces during the process.

References

All external candidates will be required to provide two satisfactory references prior to appointment. References must not be contacted without the permission of the candidate to whom they relate.

Right to work in the UK

The Council will only employ workers who are legally entitled to work in the United Kingdom. All applicants will be required to provide the Council with appropriate documentation or an online right to work check share code, wherever possible, to prove their eligibility to work in the UK.

Records

The Council will retain all records arising through the recruitment process for the period of five years.

Concerns with the recruitment process

Any employee who is concerned with this recruitment and selection policy or with its operation within the Council should follow the normal grievance policy and procedure.

Related policies

All aspects of this policy must be applied in line with the Council's Equal Opportunities and Data Protection policies and current employment legislation.

All new appointments will be subject to a six-month probationary period.

On acceptance of employment with Edwinstowe Parish Council the appointee agrees to abide by all terms, conditions and policies relating to their employment.

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