



Heybridge Parish Council

Recruitment Policy

1. Statement/Aim

1.1 This policy is to ensure the:-

- The efficient and effective recruitment of staff
- Legislation in regard to recruitment is adhered to (including but not limited to The Sex Discrimination Act 1975, The Race Relations Act 1976, The Disability Discrimination Act 1995, The Employment Equality (Religion or Belief) Regulations 2003, The Employment Equality (Sexual Orientation) Regulations 2003, Data Protection Act 1998, The Asylum and Immigration Act 1996)
- Applicants are treated fairly, consistently and courteously
- Recruitment and selection decisions and skilled employees

2. Pre-Advertising

2.1 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.

2.2 Employee specification: is included in the job description, this identifies qualifications, skills and attributes required within the post.

2.3 Contracts: Brief explanation of contracts offered within the setting for example full time, part time, job share, casual within the post.

2.4 The salary and grade for the position will be determined in accordance with the National Agreement on Salaries and Conditions.

3. Advertising

3.1 In the interests of Equal Opportunities, Heybridge Parish Council will ensure that all job vacancies are advertised in a variety of places for example, EALC, Herald, Noticeboards and website to attract applicants from all of the community.

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

3.3 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 or telephone number. Advertising can be done externally or internally depending on the post being advertised.

4. Applications

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

4.2 The information that will be sent out with the request will be the job description including the person 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.

4.3 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.

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

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

5. Shortlisting

5.1 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.

5.2 All staff: The vacancy will be reported to the Parish Council. The panel will be agreed by the Personnel Committee.

5.3 At the shortlisting the panel will establish the applicants:-

- Full employment history
- Medical suitability for the position

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

6. Interviewing

6.1 The 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.

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

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

6.4 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.

6.5 Interview Process

- a) If a presentation is required to be made by the candidate and is time limited a warning will be given to candidate they have specific time remaining.
- b) The panel 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.
- c) A check should be made to check the applicants identify 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 additional documentation if the applicant's name has changes such as marriage certification, divorce details or deed poll documentation.
- d) Candidates will be invited to ask questions.
- e) 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.
- f) 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.
- g) The interview panel will make an appointment in all cases of employee.

- h) The successful candidate will be notified and that the offer of the post would be subject to satisfactory references and a medical declaration.
- i) 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.

6.6 All unsuccessful application forms, interview questions and other documentation forming part of the selection process will be retained for 6 months after which they will be destroyed.

7. References

7.1 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.

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

8. Pre-Employment Checks

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

- References: how and when they will be obtained (2 references required)
- 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 individuals' staff file
- The Asylum and Immigration Act 1996: The 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 relates to 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.)

9. 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
- Routines of the setting, 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.)

10. Reviewing the Policy

10.1 Recruitment, selection, employment procedures and practice will be kept under review in line with the latest guidelines produced by ACAS. Reviewed May 2016.

26 March 20215

Clerk