

Killamarsh Parish Council

KPC 62 Recruitment and Selection Policy

DETAILS OF POLICY	
Policy No	KPC 62
Policy Title	Recruitment & Selection Policy
Committee/Working Party Responsible	Health, Safety and Well Being Committee
Review Date	27th March 2023
Last Reviewed	February 2022
Next Review Date	March 2024

The Policy

1. Recruitment and Selection Policy Aim:

To set out the minimum requirements of a recruitment process that aims to:

- Attract and select the best possible applicants to vacancies.
- Ensure current employment legislation is adhered to. Meet statutory requirements of the Equality Act 2010.
- Treat all applicants fairly, consistently and courteously. .
- Recruit suitably qualified and skilled employees based on merit alone.

2. Equality:

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

Killamarsh Parish Council will consider all the circumstances before making a recruitment decision including its duties under the relevant employment legislations.

3. Advertising:

Before a post is advertised the current job description will be reviewed and amended as necessary and approved by the Health, Safety and Wellbeing Committee. If there is no job description one will be written.

Included within the job description will be a person specification which will identify the qualifications, skills and attributes required for the position.

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

The wording of the advertisement will clearly communicate 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 / pay scale, hours, key duties and functions of the post, essential skills, qualifications, knowledge and experience type of contract, closing date and where possible an interview date. The advert should also include contact details for anyone wanting additional information and an application pack.

4. Interview Panel:

For the recruitment of the Clerk or RFO position - An interview panel is appointed comprising of three Councillors from the Health, Safety and Wellbeing Committee, and the Chair of the Parish Council.

For the recruitment of the Deputy Clerk and Events and Marketing Manager – An interview panel comprising of two Councillors from the Health, Safety and Wellbeing Committee and the Clerk. A serving Councillor not on the Health, Safety and Wellbeing Committee who the committee feels may have more relevant experience may be appointed to the recruitment panel.

For the recruitment of all other posts – The committee may choose to delegate the recruitment of lower grade posts to the Clerk and Deputy Clerk / Events and Marketing manager.

It is sensible that the Council gives this panel the delegated power to deal with the appointment process from beginning to end.

5. Job application pack / recruitment materials:

Any person enquiring about the post will be supplied with a job application pack which, will include:

1. Job description and person specification.
2. The application form.
3. A copy of our Recruitment and Selection Policy (this document).

All applicants must complete, in full, an application form - CV's will not be accepted.

6. Recruitment Incentives:

Relocation fees - these are only made available for the most senior role of Parish Clerk. Relocation fees are limited to a maximum of 10% of the appointed candidate's salary, are subject to status and only applies to full-time roles. Relocation fees are available within the first 24 months of appointment. In the event that the appointee leaves within 24 months, any claimed relocation fees shall be repayable to Killamarsh Parish Council. Any relocation fees should be claimed through the normal expenses claim policy.

7. Shortlisting:

The shortlist of candidates 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.

Shortlisting should be completed by all members of the interview panel.

The shortlisting should be made against the criteria set out in the person specification and a shortlisting matrix for each candidate completed to support the decision of the panel.

The Clerk will invite the shortlisted candidates to attend an interview in writing, either by email or letter.

The invitation letter should confirm the time and date of the interview, the location of the interview, who the interview panel is made up of, the format of the interview, invitation for an informal chat prior to interview and to ask if the candidate needs any special adjustments making to facilitate their interview. The candidates should be asked to respond as to whether they will be attending.

In the setting of an interview Killamarsh Parish Council will do everything in its power to provide any special facilities at the interview requested by a candidate.

8. Interview stage:

Interviews will be conducted face to face where possible. If this is not possible due to Government restrictions, consideration will be given to using Zoom. If Zoom is deployed, then no offer of employment shall be made until the pre-employment checks have been made in person.

At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving license) and produce documentation to prove they are eligible to work in the UK. These will be photocopied and retained on file for the successful candidate.

Each candidate will be asked to wet sign their online application form if an electronic signature was not provided.

All candidates will be questioned using the same set criteria and same questions.

The questions will be formulated from the essential criteria listed in the person specification.

Candidates will be required to:

- Explain satisfactorily any gaps in employment.
- Explain satisfactorily any anomalies or discrepancies in the information available.
- Explain their suitability for the role and their skill set, knowledge and expertise.

Candidates' answers will be given a score out of 5, 3 being adequate. The interview panel will use these scores to make a scoring matrix for each candidate and determine the best candidate for the post.

Either: The selection/interview panel will determine the most suitable candidate, or in the case of employment of the Clerk and RFO, the recommendation of the interview panel will be submitted to Full Council for approval.

Each candidate will be informed at the earliest opportunity whether they have been successful or not and feedback will be given on request from the Parish Clerk or in the event of the interview being for the vacancy of Clerk and RFO, from the Chair of the Parish Council.

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

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.

9. Employment checks:

The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference.

References will be taken up BEFORE employment commences and an offer of employment will be subject to satisfactory references. One of the references MUST be from the current or most recent employer.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. Referee addresses and email addresses must be linked to the place of work and not be home communications.

All qualifications will be checked against actual certificates (photocopies are not

acceptable) and copies taken for the successful candidate's personnel files.

If the post gives the employee, access to working with children or vulnerable adults an Enhanced DBS clearance may be required before any offer of employment is made.

10. 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. The offer of employment shall be initially for a probationary period of 6 months.

Full Contract details 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.

All new members of staff will be shown where to find the Parish Council Employee handbook and encouraged to read its contents.

For all new staff, a clearly written and structured induction program will be put in place. The program includes shadowing/handover training and opportunities to read and discuss the Council's policies and procedures.

Throughout the induction/probationary period, all new staff members will receive regular meetings with their line manager to discuss how it is going and identify any further training and development needs.

11. Reviewing the Policy

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

Policy reviewed: 20th March 2023

Policy approved by Full Council on:

