

Ditton Priors Parish Council

DRAFT Recruitment Policy

1. Principles of Recruitment

- 1.1. Ditton Priors Parish Council is an Equal Opportunity Employer and will always seek to recruit the person most suited to the job in question, irrespective of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity.
- 1.2. All recruitment will be carried out by a working group consisting of three councilors and (optionally) one lay member with appropriate experience, if available. Those involved in the recruitment process must be aware of the Council's Equal Opportunities Policies and confirm to the highest standards of confidentiality as per the council's general policies. The Lay member will sign a confidentiality agreement.

2. Advertising the Vacancy

- 2.1. All vacancies that occur in the council will be advertised and will be subject to the same procedures as set out below.
- 2.2. When a post becomes vacant a Job Description will be drawn up by the Working Group which will accurately reflect the duties of the post.
- 2.3. The Working Group will conduct a Job Evaluation to determine the correct starting salary and associated benefits based on the Job Description.
- 2.4. A Person Specification should be created that covers only the qualities essential to the duties of the post as outlined in the Job Description and Evaluation. Unnecessary physical or language requirements should be avoided.
- 2.5. The Person Specification and Job Description should be checked to ensure that it complies with the Equal Opportunities Policy and any other relevant policies.
- 2.6. A job Advertisement will be created that must be gender neutral (save where gender is a genuine occupational qualification for the position). The adverts should make it clear that the Council is an Equal Opportunity Employer and will not discriminate on the grounds of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership or Pregnancy and Maternity.
- 2.7. The advertisement may call for applications may be submitted by CV with a covering letter or by application form. Applications should, at this stage, be accompanied by the details of two referees although references will only be taken up for the successful candidate.
- 2.8. The vacancy should be advertised so as to promote equal opportunities. This will usually mean advertising internally and externally at the same time. Media should be used that reaches all parts of the community.

3. Receiving Applications and Short Listing

- 3.1. All applications should be acknowledged on receipt.
- 3.2. On or shortly after the closing date, the Working Group will draw up a short list for interview. Selection requirements or conditions must be justified and relate to the needs of the position. (For example, a numeracy test may not be appropriate where it

- does not relate to the requirements of the job) and qualifications should not be required where they are unrelated to the position.
- 3.3. A record of the shortlisting process and reasons for selection and non-selection must be kept for 12 months.
 - 3.4. All applicants who are invited to an interview must be informed as soon as possible where and when the interview will take place, at least five working days notice must be given and, where a candidate is unable to attend an interview date, alternative dates and times must be provided.
 - 3.5. Applicants should be asked to bring to interview proof of identity and address (a photo-card driving license or passport) and, if not a British Citizen, any documents necessary to show that they have the right to work in the United Kingdom.
 - 3.6. Applicants for interview must be asked if they are related to any staff member or councillor, and if they are, that councilor must not be included in any part of the process related to interview or selection.
 - 3.7. Applicants must be asked if any reasonable adjustment is required in order to assist them in attending the interview due to a recognised disability.

4. Interview and selection

- 4.1. The interview panel shall consist of three people, including the Lay Member, if possible, drawn from the Working Group or from other councillors if necessary.
- 4.2. Each member will have a list of questions as approved by the Working Group, which must relate to the duties of the post and/or the qualities of the candidate, and which will be asked of all candidates. Questions must conform to the principles of equal opportunities.
- 4.3. The value of skills gained through a range of activities such as voluntary work, homemaking, pastimes, hobbies and others should be considered alongside competence gained through employment experience.
- 4.4. Criminal offences should not be in themselves a reason for debarring an applicant from equal treatment in recruitment and selection processes where the offence is irrelevant to the vacancy applied for. The only consideration should be whether the offence is one that makes the applicant unsuitable for the type of work.
- 4.5. During the interview, each panellist will make notes on an interview score card which will be used to inform discussion during the selection meeting. The cards will be retained as a record should the selection process be challenged.

5. Appointment of Successful Candidate

- 5.1. Once the interview panel has selected a candidate, the appointment must be confirmed by full council, either at a normal council meeting or during an extraordinary meeting called for the purpose.
- 5.2. If the full council does not confirm the appointment as proposed by the Working Group, the post must be re-advertised and candidates asked to re-apply.
- 5.3. Applicants who have not been successful should be informed as soon as possible and confidential feedback procedures should be available for candidates should they be so required.
- 5.4. Where an applicant is appointed:
 - 5.4.1. The offer should be in the approved form and subject to conditions (i.e. references, qualifications, the requirement of a driving license, proof of right to work, etc.)

- 5.4.2. Where references are required, or a qualification is to be confirmed, it must be made clear that the position is subject to satisfactory references or the qualification. This is particularly so where the candidate is to commence work before receipt of references or the qualification.
- 5.4.3. References should be applied for in writing, however if employment is to start within 14 days of the interview date, an initial phone call to referees may be made to ascertain their willingness to be a referee only, and followed up with an application for a reference in writing.
- 5.4.4. Candidates will be subject to a probationary period of six months.