

St Peter the Great County Parish Council Worcester

Recruitment and Appointment Policy and Procedure

Introduction

Section 112 of the 1972 Local Government Act gives the Parish Council the power to employ staff.

This document sets out St Peters Parish Council policy and procedure for selection and appointment of an employee after the council has determined that a vacancy exists.

The Councils aims at all times to recruit the person who is most suited to the particular job. Recruitment should be on the basis of the applicant's ability and individual merits, measured against the job criteria and competencies.

No job applicant or employee will receive less favourable treatment because of their race, sex, region and belief, disability, marital or civil partnership status, age, pregnancy or maternity, sexual orientation, gender reassignment, or caring responsibilities; or will be disadvantaged by condition or requirements which cannot be justified.

Purpose

The purpose of this policy is to provide a procedural framework for recruitment and selection which:

- Ensures that through consistent procedure and fair criteria, the best person is appointed to meet the requirements of every vacancy, based on merit.
- Seeks in the first instance to redeploy existing staff whose position may be at risk.
- Ensures equality of opportunity for all applicants and that all candidates are treated with respect and courtesy, aiming to create a positive candidate experience irrespective of the outcome.
- Ensures that recruitment and selection of staff is conducted in a professional, timely and responsive manner and is fully compliant with relevant employment legislation.

Recruitment

A job description and person specification shall be prepared and adopted by decision of the council to confirm the details of any position. These shall be made available by electronic means on the council web site and by email to any member of the public that requests a copy.

A document that sets out the employment parameters (including salary scales, pension and leave, any fixed term) shall be prepared and adopted by decision of the council. The council shall determine salary by reference to any currently available national salary scales agreed by NALC and SLCC.

The council shall identify sufficient funding for all employment costs in its budget(s) for the appropriate period prior to advertising the post.

The council shall use a contract of employment that is based on any model contract(s) available

from NALC, SLCC or the City Council. The actual (general) contract of employment (excluding personal data) shall be adopted by decision of the council.

When the decision is taken by the Council to advertise the position the vacancy shall be advertised on the council web site, parish council notice boards, and if the timing is appropriate through Newslink. If suitable applicants are not forthcoming then the vacancy will be advertised wider subject to Council decision and incurring only expenditure that has been approved by the council.

All applications shall be made to the Employee Portfolio holder in writing (including by email), in accordance with any specific requirements included in the job advertisement and by the deadline stated in the advertisement. Applications that are not received by the Employee Portfolio holder by the deadline shall not be considered. All applications, howsoever made, will be retained for a 12 month period.

The Employee Portfolio holder shall keep all applications confidential in accordance with Data Protection principles, subject only to the requirements for selection (below). When a successful candidate has been appointed (or a decision not to appoint has been made).

Selection

The council shall establish a selection panel ('Advisory Committee') for the purpose of reviewing all applications in order to make a recommendation to the council regarding appointment. The selection panel shall comprise the Chairman, the Employee Portfolio Holder and 1 additional member of the council, determined by decision of the council prior to the commencement of the selection process.

A member of the selection panel shall declare an interest if any applicant is known personally to them and immediately withdraw from the selection panel. The council shall appoint a replacement councillor. In exceptional circumstances a maximum of 1 member of the selection panel may not be a councillor.

The selection panel will short-list all candidates who, based on the information provided by the candidate in the application, meet the person specification. The Chairman of the selection panel shall record the reasons for rejecting candidates not shortlisted, and this record shall be kept by the council for a period of 1 year after any appointment.

Short-listed candidates shall be invited to interview by the selection panel. The interview will validate selected areas of the person specification and invite evidence of the candidates likely performance against the job specification. This is to assist the selection panel determine the best candidate from amongst those who meet the person specification.

At interview the Selection Panel will receive applicants information that ensures compliance with the Immigration, Asylum and Nationality Act 2006.

The selection panel shall determine the best candidate from those interviewed, and:

- The candidate will be informed that the selection panel wishes to recommend them for appointment, that appointment is subject to (i) decision of the council; (ii) the candidate agreeing to the following pre-employment checks and to providing the necessary personal information; (iii) satisfactory outcome of all pre-employment checks.

- Subject to the candidate's agreement to pre-employment checks, make a recommendation to the council regarding appointment, with appropriate supporting evidence. This may be a confidential item if it is necessary to reveal personal or sensitive data in order for the council to make a decision.

In the event that no suitable candidate is found, the selection panel will so advise the council. The selection panel shall record the basis for selection of the recommended candidate and rejection of the other candidates interviewed. This record shall be kept for a period of 1 year from the date of any appointment.

Appointment

If the council decides to accept the recommendation of the selection panel the following pre-employment checks shall be conducted by the Employee Portfolio Holder or Chairman supported by the Clerk where appropriate:

- In consideration of the position of trust in relation to handling public money, search for county court judgements, orders & fines (for example using TrustOnline);

Original documents shall be inspected by the Employee Portfolio Holder, Chairman or where appropriate Clerk in the presence of the applicant. Copies of relevant parts of the documents shall be made and stored by the Parish Council for the duration of the employment and for 2 years after the termination of the employment.

On satisfactory completion of pre-employment checks, an offer letter shall be prepared that confirms the employment parameters (as decided by council, see above) and together with a contract of employment be sent to the successful applicant for review and signature.

In the event that the successful candidate declines the offer at this stage the selection panel may recommend any 2nd or 3rd choice candidates to the council, or advise the council that no suitable candidate is found.