

DRAYTON PARISH COUNCIL
STAFF RECRUITMENT POLICY

PURPOSE

The purpose of this Staff Recruitment Policy is to ensure:

- A professional and consistent approach to recruitment and selection
- Compliance with the Council's Equal Opportunity Policy
- That staff are recruited on the basis of their ability
- The Council are able to attract and recruit high calibre staff.

POLICY STATEMENT

In order to improve our performance, the Council aims to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of service and contribute to the Council's success.

The Council will normally advertise vacancies both internally and externally, however, in exceptional circumstances and on rare occasions, there may be a strong business case for making appointments without advertising the opportunity.

To achieve these objectives the Council will:

- Regularly review the organisation and the job responsibilities and roles of individuals within it, including undertaking annual staff appraisals
- Consider the extent to which vacant posts could lend themselves to flexible working (eg. job sharing, an element of home-working) to attract a wider range of candidates
- Ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice
- Ensure that the administration of the selection process is user friendly and carried out to the highest professional standard.

RESPONSIBILITY

The responsibility for recruiting staff is the role of the Staffing Committee who also have the power to recommend using external resources to aid the recruitment process.

If an established post becomes vacant, or a new position of any nature is proposed, the Staffing Committee will make recommendations to the Council for approval. When approval has been granted, consideration should be given to whether the main accountabilities of the role could be satisfactorily met on a part-time or job-sharing basis.

JOB DESCRIPTION AND PERSON SPECIFICATION

- A job description is a key document in the recruitment process and must be finalised before taking any further steps in the process.
- The job description will include a person specification which outlines the essential and desirable criteria (to include qualifications, experience, knowledge, skills and expertise required to perform the job). The details set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process.
- Advice may be sought from external resources, if appropriate, to formulate a job description and advise in terms of hours and responsibilities.

ADVERTISING THE VACANCY

- Internally – on the Council's Office noticeboard.
- Externally – Placing advertisements on the Parish Council's website, in the local press, on the Norfolk Association of Local Councils website, on the Norfolk Parishes Training Services website, recruitment agencies (e.g. Indeed, LinkedIn).
- Vacancies will be advertised for a period of 2 weeks.

The advertisement and Job Description and Person Specification will be made available to all prospective candidates.

APPLICATIONS AND SHORTLISTING

The Council will expect the submission of a Curriculum Vitae as an application for a vacancy together with a submission of further information to demonstrate their suitability for the role.

All applications will be treated with confidentiality and ensure that they are assessed consistently against the criteria. The Council is also responsible for recording the reasons why candidates are shortlisted or not shortlisted.

INTERVIEWS AND SELECTION

Once the Staffing Committee has assessed the candidates, those selected for interview will be invited to attend with a panel of Councillors. They may be required to complete tasks or give a presentation as part of the interview process. They may also be required to attend a second interview if necessary.

The panel will ensure candidates are assessed consistently against the criteria and the reasons for selection and non-selection must be recorded.

APPOINTING NEW EMPLOYEES

The Council will normally make the offer of appointment to the preferred candidate in writing within 2 weeks of the interview. The Council will require two references, confirmation of educational and/or qualification, and confirmation of the right to work in the UK. Once these have been received the Council will confirm the appointment and issue a Contract of Employment.

The Council will notify all unsuccessful applicants of the Council's decision and provide feedback where requested.

EQUAL OPPORTUNITIES

Throughout the recruitment process it is vital to avoid discrimination as this can give rise to a claim for unlimited damages before an employment tribunal. Under employment law and employer **MUST NOT** discriminate on the protected characteristics of age. Gender, gender reassignment, pregnancy, marital status or civil partnership, race, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation, religion, belief or previous convictions (except for posts exempt under the Rehabilitation of Offenders Act).

The Council will not discriminate either directly or indirectly, on the grounds of politics, official trade union activity or any grounds that are not justifiable at any stage of the recruitment and selection process or during employment.

The Council will maintain records of successful and unsuccessful candidates in order to monitor progress of equality of opportunity.

DATA PROTECTION/CONFIDENTIALITY

The Council will keep confidential all candidate information gathered through recruitment processes and will fulfil the requirements of the relevant legislation, including the Data Protection Act 1998.

COMPLAINTS

All complaints will be dealt with in accordance with the Council's Complaints Policy.

Dated: 3 March 2022

To be reviewed: March 2025