

POLICY: RECRUITMENT

PURPOSE: The purpose of this Policy is to ensure that:

- The efficient and effective recruitment of staff takes place
- Applicants are treated fairly, consistently and courteously
- Recruitment and selection decisions are based on merit alone
- Legislation in regard to recruitment is adhered to

SCOPE: This Policy applies to the recruitment of employees/candidates to Melbourn Parish Council.

POLICY:

1. Principles

1.1 Melbourn Parish Council is an Equal Opportunities employer. The aim of this Policy is to ensure that the Council select the most suitable person for the job on the basis of their relevant merit and abilities and that no employee/candidate is unfairly treated on any grounds, including those protected characteristics identified in the Equality Act 2010.

1.2 An up-to-date copy of this Policy shall be available on Melbourn Parish Council's website.

PROCEDURE: The Recruitment Process

2. Pre-Advertising

2.1 For all job vacancies, a job description and person specification must be provided. These documents set out the duties of the job and the skills needed to fill it. The objective criteria contained within these documents must consist of minimum standards considered to be essential for the effective performance of the job. Desirable criteria may be included, but these must be referred to only if candidates have met the essential criteria.

2.2 An application form will be reviewed and prepared in advance of the job being advertised. Application forms should ask candidates to confirm that they are legally entitled to work within the UK.

2.3 The salary and grade for the job vacancy will be determined in accordance with the National Association of Local Councils (NALC). Melbourn Parish Council will take advice on this issue from relevant bodies such as Cambridge and Peterborough Association of Local Councils (CAPALC), as necessary.

3. Advertising

3.1 A job advert will be prepared for each job vacancy. Job adverts will be carefully

constructed and include an equal opportunities statement, encouraging applications from all sections of the community.

3.2 All job adverts will include; the job title, job location, intended pay range, qualifications and experience required and closing date. Job adverts will state where further information can be obtained and that all candidates will be required to complete an application form.

3.3 Melbourn Parish Council job vacancies will be advertised as widely as possible. As a minimum, all job vacancies will be advertised on Parish Council notice boards and on the Council's website.

4. Shortlisting

4.1 Following the job vacancy closing date, and as soon after the closing date as possible, all applications will go forward to the shortlisting process where each application shall be assessed against the person specification for the role applied for. Shortlisting will be undertaken by more than one person from the HR panel and may also include council employees and councillors.

4.2 It is important that the Council keeps records of reasons for not shortlisting candidates.

4.3 Shortlisted candidates will then be invited to interview and given a minimum of a weeks' notice of the interview date.

5. Interview & Selection

5.1 Interview questions will be drawn up in advance and the same questions will be applied to each candidate applying for the same job vacancy, to ensure a consistent and fair approach. As appropriate, questions will be assigned a scoring system so that different candidates can be properly compared post interview.

5.2 Interviews will be conducted by an interview panel, comprising of at least two HR panel members. Other council employees and councillors may also be invited to be part of the interview panel. All effort will be made for the same interview panel to interview all candidates applying for the same job vacancy.

5.3 Notes will be made throughout the interview recording candidates' responses to questions.

5.4 At this stage, checks and photocopies should be taken of one of the following documents to verify candidates ID and entitlement to work in the UK:

- UK British passport or full UK birth certificate and proof of NI number
- EU passport or ID card
- Non EU passport and Visa

5.5 Selection of the preferred candidates will be made through discussion between the interview panel members, judged on each candidates' response to interview questions and comparative scores given by each panel member. Selection decisions must be defensible and founded on interview findings. A record must be kept of this process (see 6.4).

6. Appointment

6.1 Once the interview panel has made a decision, the successful candidate can be offered the post, subject to confirmation of documentary evidence of their right to work in the UK, satisfactory references and, where relevant, any other pre-employment checks. Once all information has been satisfactorily received, a formal job offer will be issued.

6.2 All employees will be subject to a probationary period of 6 months, after which there will be a review.

6.3 Once the appointment has been confirmed, all unsuccessful applicants should be informed in writing.

6.4 It is a legal requirement that details of every application must be retained for a period of 12 months. Notes detailing the recruitment decision, both of the successful candidate and those who were not selected, must be kept in written form and retained.

Policy Review

Melbourn Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.



Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 25 February 2019