

NETTLEHAM PARISH COUNCIL

Staff Recruitment Policy



Responsibility for Recruitment

Recruitment interviews for the role of Clerk/RFO and all other posts are undertaken by the Council's Personnel and Standards Panel but any appointment must be approved by Council before a formal job offer is made. The Clerk will also form part of the interview panel for other posts.

Equalities

Nettleham Parish Council is an Equal Opportunities employer. The aim of the Council's Recruitment Policy is to ensure that the Council select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including:

- Race
- religion or belief
- sex
- sexual orientation
- marriage and civil partnership
- age
- disability
- gender/ gender reassignment
- Pregnancy/Maternity

The Council accepts that although it may be necessary to appoint new employees at short notice, because of unforeseen circumstances, the recruitment process will always be approached in the broadly the same way to ensure the most suitable person is selected.

The Council will ensure it appoints well qualified and experienced staff by:

- deciding what skills and qualities it requires in a new employee appropriate to the vacancy
- the preparation of a Job Description
- the preparation of a Person Specification
- the preparation of an application form
- advertising the position internally and/or externally as widely as possible and in a manner that is designed to attract candidates with the required skills and qualities
- ensuring the candidates are legally entitled to work in the UK
- drawing up a short list of suitable applicants whose skills and abilities match those in the Job Description/Person Specification
- undertaking an interviewing process which ensures an objective assessment of the candidates
- interviewing candidates fully, keeping detailed notes and a proper record of the interview

Advertising Job Vacancies

The Council when selecting the most suitable advertising methods will need to consider which methods effectively reach the "target group", for the job role at the best rate. The Council will monitor the number and quality of replies from each type of advertising so that their relative success can be judged.

Pre-Interview Arrangements

The Clerk (or arranged by the Chairman in their absence) will contact the candidates to invite them for interview, detailing the time, date and location.

The job application form and letter inviting candidates for interview should request that candidates notify the Council with details of any arrangements or reasonable adjustments required to help them to overcome any disability and the Council will make arrangements, accordingly

Selection Panel

The panel will consist of at least three Councillors (for selection of the Clerk) or two Councillors and the Clerk for other posts.

A range of selection methods may be considered, including use of: a set of standard interview questions asked of all candidates, ability tests, personality questionnaire, presentations, group exercises, in-tray exercises, written papers.

Prevention of Illegal Working

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016.

An offer of appointment made by the Council will be subject to the prospective employee producing documents from the Government's approved documents list. All documents shown as proof must be originals as the Council will be liable for a fine, if they employ an illegal worker.

References

Post selection, references will be taken up. However whilst they can be helpful they should be used with care and likely to be most beneficial for checking factual information such as job title, length of service, attendance record.

Post Interview Arrangements

On completion of the selection process the Council will:

- write to the best candidate offering employment and enclosing a terms and conditions letter;
- take up references and check them before confirming the appointment;
- inform unsuccessful candidates in writing once the appointment has been confirmed.

Reviewed and adopted at the meeting of Nettleham Parish Council 13 January 2020

Reviewed and adopted at the Annual meeting of NPC – 31.05.22

Reviewed and re-adopted at the Annual meeting of NPC – 16.05.2023

Review Date:31/05/2024