

LITTLETON & HARESTOCK PARISH COUNCIL

Recruitment & Selection Procedure Policy

Littleton & Harestock Parish Council's Recruitment and Selection Policy aims to:

- Be fair and consistent
- Be non-discriminatory on the grounds of sex, race, age, religion or disability;
- Conform to statutory regulations and agreed best practice.

PROCEDURE

The Recruitment Process

The following procedure should be used when a post is to be filled.

1. An Appointments Committee would need to be drawn up from within the Parish Council, comprising the Parish Clerk and at least two Parish Councillors, one of whom will act as the Chair of the Appointment Committee and this Committee will also then act as the interview panel.

2. The Chair of the Appointments Committee must:

- Define the job. If it is an existing post, is an exact replacement required or is this an opportunity to revise the requirements?
- If it is a newly established post be clear on the exact requirements, or draw up a job description and consult the Clerk of Littleton & Harestock Parish Council in relation to the appropriate grade and salary.
- Complete a Job Vacancy Form, which confirms details of the post.
- In the event of the job being newly established, confirm with the Clerk of Littleton & Harestock Parish Council that funding is available.

The Job Vacancy form, Job Description and Person Specification should be up to date. An information package appropriate to the post should also be put together.

This package should include:

- Job description and if appropriate, the person specification
- Information about Littleton & Harestock Parish Council
- Terms and conditions of employment.

The pack should promote the professional image of Littleton & Harestock Parish Council; therefore out-of-date or poorly presented information is not suitable.

Discuss with the Clerk of Littleton & Harestock Parish Council regarding the most appropriate and effective means of obtaining suitable candidates.

The following options should be explored:

- Internal advert
- External advert within the job centre
- External advert in the local press
- External advert in the appropriate technical/professional Journal

Design the advertisement.

All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible. External adverts must be approved by the Appointments Committee before being placed.

The Selection Process

Appropriate selection procedures must be used for each post.

At least three people should be involved in short listing and sit on the interview panel, two councillors and the Parish Clerk.

The application forms received by the closing date will be forwarded to the Chair of the Appointments Committee for short listing. Applicants must be chosen against the person specification.

It is the responsibility of the Chair of the Appointments Committee at this stage to record (in writing) the reasons why an applicant has not been shortlisted. Applicants shortlisted will be invited for interview, references sought and necessary housekeeping arrangements made for the interview. Candidates who have not been shortlisted will also be informed.

At least one week prior to the interview, each panellist will receive an interview pack containing:

- Copies of application forms/cv's
- Blank interview report forms
- A copy of the job advertisement
- A copy of the job description
- A copy of the person specification

The Chair of the Appointments Committee will, in conjunction with the other members of the committee:

- Decide on the interview format and determine which areas to concentrate on with the questioning.
- Receive the references for candidates, and be responsible for ensuring that confidentiality is observed.

At the interview, the Chair of the Appointments Committee will ensure that the Interview report forms are completed as fully as possible.

When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin.

When all candidates have been interviewed, the Appointment Committee will decide on the best person for the job. The Chair of the Appointments Committee will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary or inform the Appointments Committee if the appointee refuses the offer, or if there are any other details to be cleared before the successful candidate take up employment.

Upon return of the interview report forms the Chair of the Appointments Committee will:

- Telephone all unsuccessful candidates with outcome of interview within one working day; this will be confirmed in writing:
 - Write to the appointee, offering the post. Initiate a personnel file for the new member of staff
- Littleton & Harestock Parish Council will arrange an individual programme of induction for the new starter, which will be arranged and agreed before the appointee commences.