



STONDON PARISH COUNCIL

Recruitment Policy

1.0 GENERAL

1.1 Recruitment of staff is the responsibility of the Council who has delegated this task to the Personnel Committee (see Terms of Reference for the Personnel Committee).

1.2 Stondon 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 amongst others:

- race
- colour
- nationality
- ethnic or national origins
- religion
- sex
- sexuality
- marital status
- age
- social background
- disability

1.3 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.

2.0 RECRUITMENT PROCESS

2.1 The Council will ensure it appoints well qualified and experienced staff by adopting a number of recruitment strategies from the following options:

- deciding what skills and qualities it requires in a new employee
- 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 – see also 2.3 below
- ensuring the candidates are legally entitled to work in the UK (Restriction on Employment) Order 2007
- drawing up a short list of suitable applicants whose skills and abilities match those required
- 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

2.3 Any vacancy will be advertised in the public domain using one or more of the following:

- Parish Council notice board
- Parish Council website
- Local newspaper(s)
- The Bugle
- BATPC
- Any other appropriate publication or location

2.4 All candidates will be asked indicate their right to work in the UK; this will be checked at the stage of inviting candidates in for interviews. The successful candidate will be asked to provide evidence of their right to work in the UK on appointment. A copy of the documentation that is provided will be retained. This can be in the form of:

- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate evidencing birth in the United Kingdom or in the Republic of Ireland.
- A European Economic Area (EEA) passport or national identity card or a Passport.
- A passport or travel document endorsed to show that the person is exempt from immigration control or a letter issued by the Home Office confirming that the person named has such status (IND stamp/entry clearance certificate).
- A United Kingdom residence permit.
- A letter issued by the Immigration and Nationality Department confirming the individual's status.

3.0 OFFER OF EMPLOYMENT

3.1 On completion of the selection process the Council will:

- obtain references prior to notifying successful applicants
- write to the best candidate offering employment and enclosing a Contract of Employment
- obtain the approval for the appointment at the next full Parish Council meeting
- inform unsuccessful candidates in writing once the appointment has been confirmed.
- Salary will be commensurate with the type of employment and experience of the person.
- A staff appraisal will be conducted every 6 months for the first year and thereafter annually.
- Retain details in written form of every application for the vacancy - whether made verbally (face to face or on the telephone) or in writing, for a period of 12 months.
- Retain details in written form of the recruitment decision, both of the successful candidate and those who were not selected for a period of 12 months.
- selected candidate completes a Post-Offer Medical Questionnaire
- Review any necessary adjustments are line with the Equality Act 2010

3.2 Temporary employees covering the work of employees on Ordinary or additional Maternity or Adoption Leave must be informed that they are “temporary replacements and that their employment will end when the established employee returns”.

3.3 Temporary employees may be employed on a fixed term contract or via an agency or other local authority.

Adopted on as per schedule

Review as per schedule