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**DOCUMENT CONTROL**

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| Organisation  | **Stanton under Bardon Parish Council** |
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| Creator | **Joanne Lowe – Parish Clerk** |
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**INTRODUCTION**

1.1 Stanton under Bardon Parish Council recognises that, in its aim to deliver high quality and appropriate services to its community, people are a very valuable resource.

1.2 This staff recruitment policy sets out the procedure that the Council will use to attract and retain high calibre employees into relevant job vacancies.

1.3 The procedure will ensure that the recruitment process provides a lawful, consistent, equitable and fair process to all candidates.

2. **Scope of Policy**
2.1 The policy and its procedure will be applied when any vacancy is required to be filled because a new position has been created or an existing position has become vacant.

2.2 The policy will be followed by the Clerk, any other employees and all Councillors involved in the procedure for recruitment.

3. **Legal Framework**
3.1 The Equality Act 2010 – provides protection against discrimination.
3.2 The Rehabilitation of Offenders Act 1974 – provides for certain criminal offences to be regarded as spent for recruitment purposes.
3.3 Immigration, Asylum and Nationality Act 2006 – provides guidance on a person’s right to work in the UK.
3.4 Data Protection Act 2018 – provides a person with rights regarding information held about them.

**4. Dissemination and training**
4.1 The Council will issue this policy to all employees as part of their induction and the policy will be included in the Employee Handbook, available on the Parish Council website.

4.2 For members of the public, volunteers and contractors the policy will be available on the Council’s website.

**5. Monitoring and review**

5.1 A review of the policy shall be undertaken annually; necessary amendments will be advised by the Clerk, reviewed by the Employment Committee and reported to the Council for approval.

5.2 Changes in the law will be monitored and, if necessary, amendments/reviews made to the policy.

6. **The Procedure**
6.1 When the job role becomes vacant

6.1.1 The Clerk and members of the Parish Council will undertake a review of the vacant job role, looking at the job description and staffing structure to determine if the role is a straightforward replacement or whether an opportunity exists to redefine other roles or restructure in order to increase efficiency in the delivery of services to the community.

6.1.2 If recruitment is to take place, a job description and person specification is created to define the role and identify the skills necessary. A salary grade for the role is then agreed.

6.1.3 An information pack is prepared for candidates which includes information about the Council, the job description, person specification and instructions on how to apply for the role (either cv and accompanying letter or application form).

6.2 Advertising the role

6.2.1 An advertisement is placed using methods to ensure wide and diverse dissemination, such as the Council noticeboards and website, local press, local authority website, Society of Local Clerks (SLCC) website and Leicestershire and Rutland Association of Local Councils.

6.2.2 An interval of at least two weeks is available from advertising the role to the closing date for receipt of applications.

6.3 Dealing with enquiries and applications

6.3.1 All requests for an information pack are dealt with within two working days of receipt.
6.3.2 All completed applications are stamped with the date of receipt and stored in the office safe.

6.3.3 No application form is accepted after the closing date.

6.4 Shortlisting

6.4.1 All applications are considered against the criteria in the person specification. Any application which does not demonstrate the essential criteria will be removed. Reasons for not meeting the shortlist criteria will be recorded.

6.4.2 All candidates with a disability who meet the minimum selection criteria will be invited to an interview and all reasonable adjustments will be made.

6.4.3 If the maximum number of candidates to be invited for interview (normally eight unless agreed otherwise by the Parish Council) is exceeded following the removal of candidates who do not fit the essential criteria, applications will be considered against the desirable criteria, with applications ranked from those with most desirable criteria to those with the least, and up to eight top ranked candidates will be invited to interview.

6.5 Interviewing

6.5.1 Applicants selected for interview will be contacted by telephone, email or post to arrange an interview time from two possible dates assigned.

6.5.2 At least three Councillors will sit on the Interview Panel. Normally, the Clerk is present during the interview process, to provide assistance and guidance and take written notes. The Clerk may also be actively involved in the interview process if the vacancy is one which the Clerk manages day-to-day.

6.5.3 All interviewees will be required to answer the same interview questions which will allow candidates to demonstrate the skills and attributes described as essential on the person specification. Follow up questions which relate to the responses given may be also be put to each candidate by the panel.

6.5.4 The Interview Panel will take adequate notes during the interview, making an assessment of each candidates’ answers to the questions asked, by scoring answers up to a maximum of 5 points, using a proforma recording sheet to do so.

6.5.5 At the end of each Interview, once the candidate has departed, the Interview Panel will give brief feedback of initial impressions; this will be written down and used to assist in selecting a candidate once all interviews are completed.

6.6. Selection

6.6.1 Following interviews, Councillors will compare notes and observations, share their candidate scores and agree on a preferred candidate.

6.6.2 Feedback for unsuccessful candidates will be agreed and recorded for dissemination by the Clerk.

6.6.3 The successful candidate will be informed by telephone by the Chair of the Interview Panel.

6.6.4 Unsuccessful interview candidates will be informed by telephone by the Clerk as soon as the successful candidate has accepted the job offer. The feedback which was recorded for each candidate will be offered.

6.6.5 All records of job applicants and interview notes will be kept for a minimum of 12 months and held in accordance with current Data Protection requirements.

6.7. Unsuccessful candidates
6.7.1 Candidates who were not shortlisted for interview will be informed that they have been unsuccessful by email or post following the acceptance of the job offer by the successful candidate.

6.8 Formal offer of employment and references

6.8.1 A formal letter to confirm the job offer made (subject to satisfactory references), the proposed start date and the draft contract of employment will be posted/emailed to the successful candidate as soon as telephone confirmation of the acceptance of the role has been received.

6.8.2 Requests for references will be sought by email/post from two of the successful candidates’ referees.