

Recruitment Policy

1 Introduction

Recruitment and selection is a process which needs to be carried out with care. The results of following less than good procedure may have to be lived with for a long time. Parish councillors should seek professional advice and/or training if they are in doubt at any stage of the procedure. While final decisions will be made by the full council, it may wish to delegate most of the work to a working group which may eventually become the interviewing panel.

Rodborough Parish Council aims to recruit the best possible candidates for posts and by adhering to this recruitment policy, we ensure that our practices reflect good practice and are free from bias and discrimination.

Rodborough Parish Council recognises that it is unlawful for an employer to discriminate against a candidate for a job because of their protected characteristic in any part of the recruitment process. Further, it is not appropriate to discriminate between candidates on any other grounds except ability to perform the duties of the job.

The process outlined below relates to all stages of recruitment - from identifying the need for a post to taking up references of the successful candidate.

2 Identifying the need

The parish council may wish to make an appointment either because an existing employee is leaving or because the council wishes more work to be done than existing staff are capable of performing, either because of level of skill or size of workload. However, the steps listed below should be followed in all cases.

- (a) Set out what tasks the council require to be performed.
- (b) Determine the level of pay that is appropriate to these tasks
- (c) Determine how many hours per week this will take. This will enable the council to decide whether the post should be full or part time or, even, whether there should be more than one post. This step will indicate how much the post(s) will cost.
- (d) Examine the budget to see whether the council can afford what is proposed. If not, it will be necessary to revisit the decisions made in (a), (b) and (c) above.
- (e) Decide whether the post(s) should be permanent or for a fixed term.

3 Drawing up a job description and person specification

From the decisions made in the previous stage a Job description will be drawn up which will include information on:

- position to be filled
- the responsibilities involved

- the hours to be worked
- the location of the workplace
- salary and benefits
- the need for ISA registration and CRB clearances

A person specification will also be drawn up which will detail the abilities, qualifications and experience required for the post. The council will satisfy itself that they are asking for only what is essential for performance of the job. Only applicants who meet all of the requirements in full will be shortlisted for the job. The council may wish to list abilities, qualifications and experience which are desirable - not essential - but reference to these will only be made if (a) the shortlist would otherwise be too long or (b) the selection panel are unable to decide between two or more candidates after all other selection procedures (see 4 below) have been followed. These specification points will then form a checklist against which applications can be objectively judged in order to draw up a shortlist. At this stage it should also be decided whether a CRB check and any other checks will be required before the appointment is confirmed.

4 Selection procedure

Before advertising the post(s) it will be necessary to decide how the successful candidate will be selected. This process will almost certainly include an interview, but the council may wish to use other tools such as a written test or an in-tray exercise.

5 Advertising

Advertising will be via the Parish website and notice boards, the Job Centre and for substantive posts the Stroud News and Journal, Stroud Life and The Citizen. Other opportunities for free advertising will also be taken up where possible.

The advertisement will contain a contact name and number or address to request an application form and the closing date for applications. The date of interviews should be given if possible and a brief account of any other selection procedures to be used. There should be reference in the advertisement to the fact that the organisation respects and reflects Equality legislation. Potential applicants will also be told of any checks - e.g. CRB check - that will be made before an appointment is made.

6 Application pack

The items to be sent to potential candidates will comprise application form, job description, person specification and information about the organisation. There may be reference to the fact that the application form is in two parts- with the first part containing personal information. (This is removed from the application prior to shortlisting).

7 Selection panel

Ideally, the rest of the procedure should be conducted by the same group of people, who should be identified by this stage at the latest, to enable them to prepare. The selection panel - of at least three people - will, preferably, reflect the make-up of the council as a whole and, if possible, include someone with specialist knowledge of the work which the successful candidate will be required to do. However, this may not be possible and it is from this stage on that formal training may be most beneficial. If the interviewing panel is to be a different group, its make-up should be determined at this stage, too.

8 Receiving applications

On receipt of an application form the form will be numbered and the personal information sheet removed before the application forms are passed on to the shortlisting panel.

9 Shortlisting and notifying candidates

In order to ensure that shortlisting is based on merit, the person specification is used as a checklist against which candidates are assessed. Only applicants who meet all the essential requirements will be shortlisted. Desirable requirements may be used to eliminate candidates if the shortlist would, otherwise, be too long. Shortlisted applicants will be sent a communication outlining the date and time of interview, the location and format of the interview and what else they may be required to do (e.g. presentation or a test).

10 The interview

All candidates should be put at ease and their interviews should be held at a venue where interruptions can be minimised.

A list of questions will be agreed in advance by the interview panel and formatted into a marking grid. Interviewers will treat each candidate equally by interviewing them on the basis of the person specification and prepared questions.

A scoring sheet with a score out of 5 or 10 for each criteria will be used to ensure objectivity by the interviewers, an example of which is shown in appendix 1

Decisions will be made through consensus by the interview panel on consideration of the scores.

11 Selection

Selected candidate will be offered the post subject to satisfactory references and CRB and any other checks where necessary as part of the post. The offer will be confirmed in writing with a return slip for the candidate to sign and return.

The post will be subject to a 3 month probationary period.

Unsuccessful candidates will be informed by post at this point.

12 Checks

References are taken up before a candidate starts in post and a standard form is used to obtain references.

CRB checks will be taken up before the candidate is able to work on their own with vulnerable groups and the where necessary for the post are dependent on satisfactory clearance being received.

13 Monitoring and reviewing the policy and procedures

A monitoring form (appendix 2) will be sent out with each recruitment pack and the form will be included in a review of the recruitment and selection process after each process is ended.