

Tunstead and Sco Ruston Parish Council Recruitment Policy

Purpose:

This policy outlines some of the key issues we need to identify and action during the recruitment and selection process. It is applicable to any paid roles that the council is seeking to fill and, if required, can be used to recruit to any volunteer positions the council may have. Processes, procedures and legislation may change over time and it is important that each time the council seeks to recruit the councillors involved check current processes, procedures and legislation with ACAS to ensure compliance.

Objective of recruitment:

In filling vacancies, the council is seeking to find the best person for the position regardless of their age, ethnicity, religion, gender, sexual preferences, marital status or health status and to do so in a way that ensures no discrimination takes place within the processes used. Positive discrimination can take place in certain circumstances however, where this is proposed, the selection panel must check this with ACAS before the process begins.

Managing the process:

Prior to undertaking any part of the recruitment process the council must identify a councillor who will lead, or chair, the overall process which will include agreeing the job description, agreeing the advertising route and any costs, identifying the person specification, chairing the sifting process, chairing the interview process, leading the decision- making process and feeding back the results at all stages to all applicants. It is important that councillors involved, come from as diverse a background as possible and that at least two, but ideally three, are involved in the entire process.

Key Documents:

Job Description and Person Specification are the key documents to ensure an effective recruitment process takes place. They outline the roles and skills required in the positions we are recruiting to and are also used to establish applicants' competence at both the sift and interview stage. These documents are sent to potential applicants to increase their understanding of the roles we are recruiting to and they should be updated annually in line with any formal reviews undertaken.

Other documents such as application forms, sifting records, interview records and offer letters can be obtained from the ACAS website as required.

Document Retention:

Only key documentation required to maintain details of the successful applicant should be retained. All other documentation should be destroyed no later than 6 months after the recruitment exercise has been completed.

Right to Work in the UK:

Evidence must be obtained that the successful applicant has the right to work in the UK and this must be retained on file to satisfy possible future compliance checks. Confirmation should be sought regarding the legal requirements each time a recruitment exercise takes place. Failure to comply could result in significant fines being levied against the employer.

Referencing:

Councillors should decide before the process begins whether or not references will be sought bearing in mind that there is no legal requirement to provide a reference. Where references are sought councillors should decide whether successful candidates will be appointed on a “conditional” basis before references are received. Where possible this should be avoided.

Statement of employment:

Councillors involved in the process should ensure that the Statement of Employment is updated before the process begins and that it is issued to the successful candidate within three months of them taking up the position.

Probation:

New employees should be advised that they will be asked to undergo a probationary normally lasting 6 months prior to their appointment being confirmed. The performance expected during this period should be outlined to the new employee at the point of appointment so they are aware of the requirements. Performance should be monitored regularly and feedback provided on a monthly basis.

Adopted: 21st June 2022

Review: June 2024