

## **Kilburn Parish Council**

### **Recruitment Policy**

#### **General**

Kilburn Parish Council's Recruitment and Selection Policy will:

- 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.

This Recruitment Policy follows guidelines suggested by the relevant Codes of Practice from the Equal Opportunities Commission, Commission for Racial Equality and the Advisory Conciliation and Arbitration Service (ACAS). The codes do not impose any legal obligations themselves, nor are they authoritative statements of law. However, the provisions of the codes are admissible in evidence and can be taken into account in court or in Employment Tribunal proceedings.

#### **The Recruitment process**

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

The job will be defined.

Consideration must be given to:

- The type of position being recruited for;
- The details of the duties to be undertaken by the post-holder;
- Whether the position is for a fixed period of time or is an established post and whether it is full or part time;

For all new or replacement posts a job description and person specification must be provided. These documents set out the duties of the job and the skills needed to fill it. The objective criteria contained within these documents must consist of minimum standards, considered to be essential for the effective performance of the job. Desirable criteria may be included, but these must be referred to only if candidates have met the essential criteria.

The Parish Council will take advice from relevant bodies such as Derbyshire Association of Local Councils, Amber Valley Borough Council or Derbyshire County Council.

The salary and grade for the position will be determined in accordance with the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. The Parish Council will take advice from the Derbyshire Association of Local Councils as necessary.

The position will be advertised in the Parish Council notice board, through Derbyshire Association of Local Councils and local newspapers.

An equal opportunities statement will be included within a job advert encouraging applications from all sections of the community.

The advert will include a closing date.

Applicants will be asked to provide a letter of interest and curriculum vitae.

A selection panel comprising the Parish Council chairman and a minimum of two councillors will be convened.

The applicants will be short listed. Selection criteria will be carefully drawn up at the outside and consistently applied to all candidates. These should directly relate to the requirements of the job, be clear, precise and objective.

When considering applicants with disabilities, the Council should note the positive obligation to make reasonable adjustments to ensure that a disabled applicant is not disadvantaged in the recruitment process because of their disability. This could be by, for example, ensuring that arrangements are made to facilitate attendance at interview.

The short listed applicants will be invited for an interview. Interview questions will be confined to the broad requirements of the job and should relate to the criteria set out in the Person Specification.

As a matter of courtesy and good practice, any unsuccessful candidates should be informed of the outcome of their interview, as soon as possible in person, or by telephone if this is not possible.

Once the appointment panel has made a decision, the chair of the panel (or nominee) may telephone the successful candidate and offer them the post 'subject to the terms of employment'. Once accepted, however, this offer is legally binding. All such offers must therefore contain the following statement: "This offer is subject to confirmation, of, documentary evidence of your right to work in the UK, references which are satisfactory to us, and where relevant, pre employment medical reports which are also satisfactory us, having been received".

Temporary employees covering the work of employees on Ordinary or Additional Maternity of Adoption Leave must be informed that they are "temporary replacements and that their employment will end when the established employee returns." They may be employed on a fixed term contract or via an agency or other local authority.

It is a legal requirement that details of every application be retained for a period of 12 months.

Adopted by Kilburn Parish Council at its meeting on 12 January 2008

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Chairman

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Clerk