

## APPLETON WISKE PARISH COUNCIL Recruitment and Selection Policy

### Aim:

To set out the minimum requirements of a recruitment process that aims to:

- Attract and select the best possible applicants to vacancies
- Meet statutory requirements of Local Government and Housing Act 1989 (where relevant)
- Meet statutory requirements of the Equality Act 2010
- Treat all applicants fairly and clearly.
- Offer a fair, equitable and competitive process.
- **This policy is subject to an annual review by Appleton Wiske Staffing Committee, and approval by Appleton Wiske Parish Council.**

### Procedures:

To be followed whenever a new employee is to be recruited.

### Recruitment/Interview Panel:

- Interview panel is appointed **by the Staffing Committee and comprises** three people with the delegated power to deal with the appointment process from beginning to end;

### Advertising:

- YLCA website and circulation
- Local noticeboards
- **Other channels as determined by Staffing Committee**

### Job application pack / recruitment materials:

- Any person enquiring about the post will be supplied with a job application pack which as a minimum, will include:
  - Job description
  - Person specification
  - An application form
  - An outline of our recruitment and selection process
  - ~~A copy of our recruitment and selection policy (this document)~~

### Short-listing:

- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- We will ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.

### Interview stage:

- Interviews will always be conducted face to face unless this is not possible due to government guidelines regarding Covid-19 regulations. An online Zoom meeting or a telephone call will be offered in this instance.
- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK.
- At the interview, candidates will be questioned using the same set criteria and same questions.
- The questions will be formulated from the essential criteria listed in the person specification

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- Candidates will always be required
  - to explain satisfactorily any anomalies or discrepancies in the information available
  - to explain their suitability for the role and their skill set, knowledge and expertise
- Interview/selection panel will use a scoring matrix to determine the best candidate for the post.
- Each candidate will receive communication **in writing**, whether they have been successful or not.

The recommendation of the selection/interview panel will be submitted to the council for approval.

**Employment checks:**

- The successful candidate will be offered the position subject to a satisfactory reference.
- References will be sought directly from the referee.
- All qualifications will be checked against actual certificates and copies taken for their personnel files.

**Induction:**

- For all new staff, a clearly written and structured induction programme is in place. The programme includes shadowing/handover training, **where possible** and **opportunities requirement** to read and discuss the council's policies and procedures.
- Throughout the induction period, all new staff members will receive regular meetings with their line manager to discuss how it's going and identify any further training and development needs.
- Required to undertake YLCA training for clerks and **RFO, as deemed necessary.**
- **A review after completion of 6 month probationary period.**

Staffing Committee final draft 02/02/2022