**HENFIELD PARISH COUNCIL**

**RECRUITMENT AND SELECTION POLICY**

This policy and accompanying procedures (Appendix 1) provide guidance to those involved in recruiting and selecting employees of Henfield Parish Council (“the Council”).

The Council will also use the employment guidance provided in the National Joint Council for Local Government Services National Agreement on Pay and Conditions (the “green book”) and NALC guide “How to be a good employer”.

The key aims of this policy are:

* to maximise the effectiveness of the recruitment and selection process;
* to ensure that the process is consistent, fair and transparent, and in accordance with employment legislation; and
* to ensure that the process is in accordance with the Council’s Equality and Diversity Policy (adopted October 2020) and the GDPR.

In order to achieve these aims:

* Vacancies will not be advertised in such a way that potential candidates from any section of the community may be ruled out;
* Selection processes, including short-listing, interviews and any practical tests, will be designed to allow all candidates to demonstrate their relevant abilities, skills and experience;
* Selection processes will be conducted by at least two members of staff and Councillors;
* Any records relating to the recruitment process will be kept for six months from the date of appointment of the successful candidate(s). Documents relating to unsuccessful candidates will be securely disposed of at the end of this period.
* Following the selection process, any verbal offer of appointment will be formally confirmed in writing. Offers of appointment will be conditional on the Council receiving satisfactory references and copies of qualification certificates, together with, where applicable, proof of eligibility to work in the UK and/or a health check.
* Written statements of employment particulars will be provided to new employees, on or before their first day of work.

***Adopted December 2020***

**Appendix 1 – recruitment and selection procedures**

 **1. Job Advertisements**

1.1 Vacancies for all positions will be advertised, except where the Council is amending a temporary or fixed-term contract to a permanent position, where the existing post-holder (assuming their performance is satisfactory) may be offered the position prior to any other advertising. Vacancies for the posts of Clerk and Operations Manager will be advertised both internally and externally; other vacancies may be advertised internally, at the discretion of the Council’s committee responsible for personnel matters.

1.2 Vacancies will be advertised as widely as is economically reasonable, using a variety of media as appropriate.

1.3 Advertisements will state:

* the position advertised
* the job location
* working hours
* type and length of contract
* the intended pay
* the qualifications and experience required
* how to apply for the job and details of the person to contact if more information Is required.
* if known, the date(s) when interviews will be held
* the date by which applications should be submitted.

1.4 Advertisements will include a statement of commitment to equal opportunities and will avoid any unjustifiable reference to age, gender or culture.

1.5 The Council will consider the viability of part-time and/or job share candidates for each role, and will make it clear in advertisements if this will be considered.

1.6 All potential applicants should be directed to apply formally through the official contact named in the advertisement.

1.7 Potential applicants will be sent a recruitment pack, which will include:

* the job description
* the person specification for the role
* an application form (Appendix 2)

**2. Job descriptions and person specifications**

2.1 The Council will provide a job description and person specification for each vacancy, and these documents will form the basis for the selection process. The Clerk will be responsible for ensuring that these are reviewed and reflect the current responsibilities of the role.

2.2 The job description will contain

* the main purpose of the role
* the main tasks and responsibilities, including the number of people to be supervised
* the person to whom the employee reports.

2.3 The person specification will be created after the job description is written. It will detail the skills, qualifications and experience which are essential for the role and those which are desirable, for example:

* education and training (but only so far as is necessary for satisfactory job performance)
* qualifications
* skills and knowledge
* aptitude directly related to the job
* type of experience necessary
* necessary competencies.

The person specification should state how these attributes will be measured, e.g. through the application form, at interview or by test.

**3. Application forms**

3.1 The Council will use application forms for recruitment in respect of all staff, and will not accept CVs alone; this ensures that the same information is obtained from each applicant and that decisions are based on the criteria in the job description and person specification.

3.2 In addition to questions relating to the job description and person specification, application forms will enquire:

* whether the applicant has permission to work in the UK
* whether the applicant has been convicted of a criminal offence and, if so, for details (where the conviction is not spent under the Rehabilitation of Offenders Act 1974).

3.3 Applicants will be asked to supply details of two referees, of whom one should be their current, or most recent, employer.

3.4 Application forms will not ask for the applicant’s age.

3.5 Applicants will be informed whether a health check is required before the successful candidate can start work.

3.6 Applicants will be advised how the Council will use and protect their personal information.

**4. Shortlisting**

4.1 The Council will appoint a shortlisting panel to assess the applications. The composition of the panel will vary according to the type of post being filled and will normally include the person who is to be the line manager of the new employee.

4.2 Any Councillor with a personal connection to any of the candidates will be excluded from the entire selection process.

4.3 As soon as possible after the closing date for applications, the shortlisting panel will select candidates for interview by assessing the information in their application form against the job description and person specification.

4.4 When candidates are invited for interview, they will be asked whether they need any special arrangements to be available, e.g. wheelchair access.

**5. Interviews**

5.1 The Council will appoint the interview panel, ideally consisting of three people.

5.2 To ensure a consistent and fair approach, all candidates will be asked a standard set of questions, based on the job description and person specification. Different supplementary questions may be asked, to enable individuals to demonstrate their relevant skills and abilities.

5.3 The interview panel will not ask personal questions relating to the candidate’s

* age
* disability
* race (including colour, nationality, ethnic or national origins)
* religious belief or political opinion
* membership or non-membership of a trade union
* gender, including gender re-assignment
* sexual orientation
* marital or civil partnership status
* family circumstances, including pregnancy or parental responsibility.

However, the panel may ask a candidate whether they would require any reasonable adjustments to be made in the workplace, in order that they might carry out the role

5.4 Interview panels will allow time for candidates to ask questions about the Council and the job.

5.5 Each member of the interview panel will take notes to support their assessment of the candidates’ suitability for the role, and the panel may agree a scoring system to help with objective assessment of the candidates.

5.6 Interviewers’ notes should be specific to the answers given and should avoid subjective comments. These notes will be the basis of any feedback given to unsuccessful candidates, if requested.

5.7 Once all of the candidates have been interviewed, the panel members will compare their notes and agree the most suitable candidate, ensuring that their decision is based on the criteria in the job description and person specification.

5.8 Any records relating to the recruitment process, including interviewers’ notes, will be kept for 6 months. Documents relating to unsuccessful candidates will be securely disposed of at the end of this period.

**6. Notification and appointment**

6.1 Post-interview arrangements are the responsibility of the Clerk, or where the vacancy is for the Clerk role, the Chairman or Vice-Chair of the Council.

6.2 Candidates will be notified as soon as possible of the outcome. A verbal offer of appointment may be made to the successful candidate, but will be formally confirmed in writing. The offer letter will contain:

* the job title
* the job offer, stating that it is conditional on obtaining satisfactory references and, where applicable, proof of eligibility to work in the UK, copies of qualification certificates and a health check.
* the terms of the offer (e.g. hours, place of employment, salary, benefits, pension arrangements, holiday entitlement)
* the start date and any probationary period
* action which the candidate needs to take in order to accept the offer or decline it (e.g. returning a signed acceptance of the offer; informing the Council whether the start date is affected by the notice period of the present job).
* the name and contact details of the person who will answer any questions which they may have.

6.3 A written statement of employment particulars, summarising the main terms of their employment, will be provided to the new employee, on or before their first day of work (Appendix 3).

6.4 If unsatisfactory responses to references are received, the Council may reconsider the offer of appointment. If the offer is subsequently withdrawn, the Council may make an offer to one of the original unsuccessful candidates, or decide to begin the recruitment process again.

***Adopted December 2020***

**Appendix 2 – Application Form**

**Appendix 3 - Written Statement of Employment Particulars**

The following must all be included in the same document:

* the employer’s name – the Council
* the employee’s name
* the employee’s start date
* the date that “continuous employment” (working for the same employer without a significant break) started for the employee
* job title, or a brief description of the job
* the Council’s address
* the places or addresses where the employee will work
* pay, including how often and when (e.g. amount per month, day of the month on which payable)
* working hours, including which days the employee must work and if and how their hours or days can change
* holiday and holiday pay, including an explanation of how these are calculated if the employee leaves
* the amount of sick leave and pay ) if this information is not included in the
* any other paid leave ) document, the employer must state

 ) where to find it

* any other benefits, including non-contractual benefits
* the notice period either side must give when employment ends
* how long the job is expected to last (if it is temporary or fixed term)
* the length of any probation period, including its conditions
* training that must be completed by the employee, including training the Council does not pay for.

 The following must be provided no later than 2 months after the beginning of the employment:

* pension arrangements
* any terms and conditions that apply to other employees too (“collective agreements”)
* details of any training provided by the Council that is not compulsory
* disciplinary rules and the Council’s disciplinary and grievance procedures.

**Reviewed 20 December 2022**