

FYLINGDALES PARISH COUNCIL

Chair: Cllr Carolyn Watkinson
Cllr.c.watkinson@fylingdalespc.org.uk

Clerk: Jude Wakefield
clerk@fylingdalespc.org.uk

Recruitment and Selection Policy

	DATE	CHAIR'S SIGNATURE
POLICY ADOPTED:	April 2021	
Review Date 1:	October 2024	
Review Date 2:		

INTRODUCTION

Fylingdales Parish Council seeks to attract and retain high-calibre employees to its job vacancies and seeks to use best practice in its recruitment and selection. This policy sets out the requirements of a recruitment and selection process designed to

- Attract and select the best possible candidates
- Meet the statutory requirements governing recruitment and selection (including relevant aspects of the Local Government and Housing Act 1989)
- Meet the statutory requirements of the Equality Act 2010
- Meet the statutory requirements of the Rehabilitation of Offenders Act 1974
- Treat all applicants fairly and clearly
- Undertake a transparent and equitable competitive process.

The Policy has been adapted in accordance with the recommendations of the National Association of Local Councils (NALC) and outlines the procedures to be followed by Fylingdales Parish Council whenever a new employee is to be recruited.

The Parish Council's Staffing Committee has delegated authority to oversee the recruitment and selection process, although the position of Parish Clerk/RFO is not confirmed until it has been formally agreed at a meeting of the full Parish Council.

The policy is underpinned by the Council's commitment to equalities and seeks to eliminate any unfair discrimination or bias.

The Recruitment and Selection Policy is implemented in conjunction with the Council's Equality and Diversity Policy, the Equality Act 2010 and any relevant legislation.

PROCEDURES

1. Recruitment/Interview Panel

- i. The Staffing Committee has delegated responsibility for preparing the documentation relating to the post available, including job description, person specification and candidate application pack. The Chair and Vice Chair of the Council are ex officio members of the Staffing Committee
- ii. The selection panel will comprise the Chair of the Staffing Committee and at least 2 other members of the Staffing Committee to ensure a selection panel of mixed gender. The appointed selection panel has delegated power to design and conduct the recruitment process from the outset and to make a recommendation for appointment to the Full Council.
- iii. Members of the selection panel will be given appropriate training in recruitment and selection.

2. Advertising:

- i. The Council recognises the advantages of recruiting individuals with specialist knowledge and experience of local needs. In order to attract the widest possible field of candidates, we are committed to advertising both within the local community and more widely, including:
 - Parish Council website
 - YLCA website and circulation
 - Local noticeboards
 - Local job centre
 - Local publications
 - Local authority job vacancy website
 - Social media
 - Other advertising opportunities as appropriate
- ii. We welcome applications from all sections of the community.

3. Job application pack / recruitment materials

- i. Prospective applicants will be supplied with a candidate application pack which as a minimum, will include:
 - An introduction to the Parish and the Parish Council, together with other information about the role, salary, working arrangements, guidance on application, including closing date.
 - Job description
 - Person specification
 - Application form
 - Declaration form
 - Diversity monitoring form
 - An outline of our recruitment and selection process
 - A copy of our recruitment and selection policy (this document)
- ii. All applicants must complete and return the application form supplied. CVs will not be accepted.

4. Short-listing

- i. We shortlist (blind) all applications against the person specification for the post. We ask candidates to return the diversity monitoring and declaration forms separately from the application form and these are not seen by the selection panel. This enables us to ensure that:
 - Applicants are 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.
 - Candidates are not rejected solely on the basis of any criminal conviction unless the Council feels the type of criminal conviction renders them unsuitable for a specific role.
- ii. All candidates are informed in writing whether or not they are successful in reaching the interview stage.

5. Interview

- i. Candidates who are successful at the shortlisting stage, will be invited for interview. Interviews will be conducted face to face except under exceptional circumstances.
- ii. At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate (and marriage certificate if appropriate) or driving licence) and also proof of their eligibility to work in the UK if necessary.
- iii. The interview will be based on the same questions, activities and criteria for all candidates. These will be derived from the person specification to test individuals' suitability for the role, skill set, knowledge and expertise. Candidates may be required to prepare an activity in advance or to take part in a practical exercise reflecting an essential element of the role.
- iv. Candidates will always be required
 - to explain satisfactorily any gaps in employment
 - to explain satisfactorily any anomalies or discrepancies in the information provided
 - to discuss their understanding of the role and their suitability against the background of their previous experience, skill set, knowledge and expertise
 - to discuss their immediate training needs
- v. Candidates' responses will be scored against common criteria and a scoring matrix will be used to determine the best candidate for the post. In the appointment of the Clerk/RFO, the selection panel will make a recommendation to the Council before making a formal offer to the successful candidate.
- vi. All candidates will be notified in writing of the outcome of their interview.
- vii. Unsuccessful candidates may request feedback on their interview.

6. Employment checks

- i. The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences.
- ii. References will be sought directly from the referee, using the reference proforma provided by the Council. References or testimonials provided by the candidate will not be accepted.

- iii. Additional reference material will be required if the post includes that of Responsible Financial Officer (RFO).
- iv. All qualifications will be checked against actual certificates and copies taken for their personnel files.

7. Induction

- i. For all new staff, a clearly written and structured induction programme is in place. The programme includes
 - shadowing/handover training where possible
 - 2 hrs 1:1 with a mentor from YLCA
 - An opportunity to meet Councillors
 - An opportunity to tour the Parish and view the Council's assets
 - A training and development plan
- ii. Throughout the induction period, all new staff members will receive regular meetings with their line manager and/or the Chair of the Staffing Committee to discuss any issues arising and any further training and development needs.

8. Probationary Period

- i. New appointments are subject to a probationary period of not less than 13 weeks.

9. Records of the Recruitment Process

- i. All records of job applicants and interview notes for unsuccessful applicants must be kept for six months in accordance with statutory regulations. After this period, records will be permanently and safely deleted/destroyed.
- ii. Records must be held in accordance with the Data Protection Act 2018 and meet General Data Protection Regulations relating to the secure storage of personal information.
- iii. Records relating to the successful candidate will be held in accordance with statutory requirements.

10. Training and Development

- i. The best candidate for the role may not be someone with previous experience in an identical or similar role. Training will be offered to new appointees as appropriate.

11. Policy Review

- i. The effectiveness of this policy will be reviewed by the Staffing Committee prior to each new appointment process and any recommendations for improvement made to the Parish Council.