

Walton Parish Council

Recruitment Policy

1. Introduction

1.1 Walton Parish Council recognises that to deliver our purpose of providing the best possible value on behalf of parishioners will require the services of a skilled and competent Clerk, contractors and potentially, subject to need and affordability, additional employees. Therefore, our policy is to enable lawful and effective recruitment processes.

1.2 To that purpose, our recruitment policy sets out the procedure that the council will use to attract appropriately skilled employees into the relevant vacancy,

1.3 The procedure will ensure that the recruitment process is effective, lawful, consistent, equitable and fair to all applicants and candidates

2. Scope of Policy

2.1 The policy and its procedure will be applied when any vacancy is to be filled, where a new position has been created, or an existing position has become vacant.

2.2 The policy will be applied by councillors and the clerk who are responsible for recruitment and selection

3. Legal Framework - Current, relevant legislation will apply at all stages of recruitment, selection and appointment together with good practice as prescribed by ACAS and advised by NALC including:

3.1 The Equality Act 2010 – provides protection against discrimination.

3.2 The Rehabilitation of Offenders Act 1974 – provides for certain criminal offences to be regarded as spent for recruitment purposes.

3.3 Immigration, Asylum and Nationality Act 2006 – provides guidance on a person's right to work in the UK.

3.4 Data Protection Act 2018 – provides a person with rights regarding information held about them.

3.5. Employment Acts and Regulations – various in force – provides protection of employee's rights and guides the processes associated with the issuing of employment contracts and the rights of employees in respect of hours of work, pay and rights to leave of absence.

4. Dissemination Learning and Development

4.1 The council will make this policy available on its website and ensure that employees, councillors and members of the public are aware of the policy.

4.2 The council will ensure that councillors and the Clerk will be offered appropriate learning and development to be familiar with and understand this policy.

5. Monitoring and review

5.1 A review of the policy shall be undertaken every three years, or sooner in the event of significant legislative changes or experiential learning. Mandatory amendments will be advised by the Clerk, reviewed by the Employment committee and reported to the council for approval.

5.2 Changes in the law will be monitored and, if necessary, amendments/reviews made to the policy.

6. The Procedure

6.1 When a vacancy arises

6.1.1 The Clerk and members of the Council's Employment Committee will undertake an analytical review of the requirement and consider the appropriate method for meeting the requirement in terms of addressing the vacancy

6.1.2 If recruitment is to take place, a role profile and person specification will be defined for the role including the competences/ skills /abilities / knowledge and attributes required. An evaluation of relative job weight will be completed to determine the recommended NALC spine point for the role

6.1.3 Information will be prepared for candidates concerning the opportunity with instructions on how to apply for the role.

6.2 Advertising the role

6.2.1 An advertisement will be placed to attract candidates from within the Warrington local labour market and this may include noticeboards, websites, Society of Local Clerks (SLCC), CHALC and NALC.

6.2.2 An interval of at least two weeks will elapse between advertising the role and the closing date for receipt of applications.

6.3 Dealing with enquiries and applications

6.3.1 Responses to requests for Information will be provided within 5 working days.

6.3.2 All completed applications received will be saved as they are received.

6.3.3 No application form is accepted after the closing date.

6.4 Shortlisting

6.4.1 All applications are considered against the advertised criteria. Any application not satisfying the advertised criteria will not be considered and reasons for noncompliance recorded.

6.4.2 Disabled applicants satisfying the selection criteria will be invited to interview and reasonable adjustments will be offered to the candidate.

6.5 Interviewing

6.5.1 Applicants selected for interview will be contacted by email with the dates for interview specified.

6.5.2 Three councillors from the employment committee, including the Chair and /or Vice Chair will form the Interview Panel. Normally, the Clerk will be present during the interview process and will make written notes.

6.5.3 The same preliminary interview questions will be asked of all candidates with follow up questions reflecting a candidate's response to preliminary questions.

6.5.4 Each panel member will record the evidence provided by the candidate matched against the advertised selection criteria using a proforma sheet to make notes

6.5.5 At the end of each Interview after the candidate has left the room, the Panel will discuss and clarify initial feedback.

6.6. Selection

6.6.1 Councillors will compare written candidate evidence and candidate scores and agree the preferred candidate.

6.6.2 Feedback for unsuccessful candidates will be agreed and recorded for dissemination by the Clerk.

6.6.3 The successful candidate will be informed by telephone by the Chair of the Interview Panel and be asked to confirm that wish to take the position

6.6.4 Unsuccessful interview candidates will be informed by telephone by the Clerk as soon as the successful candidate has accepted the job offer.

6.6.5 Written records of job applicants and interview notes will be retained in line with the DPA by the Chair for 6 months.

6.7. **Unsuccessful candidates**

6.7.1 Candidates who were not shortlisted for interview will be informed by email that they have been unsuccessful

6.8 **Formal offer of employment and references**

6.8.1 A letter confirming that an offer of the role is being made will be issued, subject to the receipt of satisfactory references. The proposed start date and draft contract of employment will be emailed to the successful candidate after acceptance of the role has been given verbally.

6.8.2 Requests for references will be sought by email from two of the preferred candidate's referees.

Adopted November 2024