

HARTINGTON UPPER QUARTER PARISH COUNCIL

Recruitment Policy

1. Introduction

How the Council handles its recruitment and selection process is a key introduction for prospective staff to the Council's culture, how it works with its staff and how it provides its services. The recruitment experience can often determine whether a candidate takes the job if it's offered.

The Council will ensure that its recruitment and selection procedures are legally sound, well-structured, thorough, consistent, fair and professional, in order to help make the right appointment, and also to reduce the risk of successful challenge to the process once completed.

2. Deciding who will undertake the recruitment

It is unlikely to be easily workable for all the councillors to be involved in a recruitment, so the Council, each time there is a post to be filled, will delegate the task to a small group of, usually, 3 councillors, including, when possible, those with knowledge and experience of good recruitment practice. (However, once the preferred candidate has been chosen, a full Council meeting must decide whether to ratify that decision.) The Parish Clerk, if one is currently in post, will assist and advise the nominated councillors in undertaking the recruitment.

3. Ensuring fairness and avoiding discrimination

The councillors delegated to manage a recruitment will ensure:

a. that it is effective, efficient and fair:

- **effective** attracting candidates and then distinguishing between those suitable and those who are not
- **efficient** being cost-effective and timely
- **fair** maintaining and enhancing the Council's reputation with existing and new staff by dealing fairly, openly and courteously with all applicants.

b. that discrimination is proactively guarded against. Discrimination can be direct (i.e. knowing it will disadvantage someone from, or associated with, a protected group) or indirect (i.e. using procedures, documents or criteria that inherently tend to put someone from, or associated with, a protected group at a disadvantage). Potential claims for discrimination can be made under the Equality Act 2010 on the basis of one or more of the following protected characteristics:

- sex
- race
- marriage and civil partnership
- age
- gender reassignment.
- pregnancy and maternity
- disability
- religion or belief
- sexual orientation

4. The recruitment process

The Council's recruitment process will normally be planned to consist of the following stages:

- preparing the job description
- preparing the person specification
- preparing a recruitment information pack
- deciding whether to use application forms, or instead to ask applicants for a CV
- deciding the deadline date for applications
- deciding the intended date for selection interviews
- deciding where and how to advertise the role
- agreeing (utilising the person-specification) a short-list of applicants to interview
- agreeing a set of interview questions to be asked of every candidate
- holding the selection interviews
- deciding the preferred candidate, and then seeking references for them
- making an offer to the preferred candidate (subject to full Council ratification)
- making any adjustments or adaptations needed to accommodate the successful candidate
- producing and issuing a contract of employment
- induction and probation.

If no suitable candidate emerges, the above process may be re-run.

5. Post-recruitment

Once the above process is complete, the Council will review how the process operated, and record any lessons learned, to enable these to be considered when undertaking recruitment in future.

(End)