



BOX PARISH COUNCIL **RECRUITMENT AND SELECTION POLICY**

Adopted:

Contents

Introduction	1
Aims	1
Recruitment/Interview Panel	1
Job description	2
Advertising	2
Job application pack / recruitment materials	2
Short-listing	2
Interview stage	2
Employment checks	3
Induction	3

Introduction

This policy document presents the process to be followed whenever Box Parish Council want to recruit a new member of staff. Typically, this would be for the part-time Parish Clerk/Responsible Finance Officer (RFO) role.

Aims

The process sets out the minimum requirements of the 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

Recruitment/Interview Panel

An Interview panel, the Personnel Committee, will be appointed comprising three people (ideally, mixed gender).

The Personnel Committee will be given the delegated power to deal with the appointment process from beginning to end.

Terms of reference will need to be developed and agreed for the Personnel Committee.

Job description

A job description will be created for the role.

For an existing role, this will be produced by reviewing the existing job description to ensure that it is current and modifying, as necessary.

A person specification should be produced indicating the essential and desirable skills and experience required to carry out the role.

The Person Specification for this role is on the website as a separate document.

Advertising

The vacant position will be advertised in several locations giving at least two weeks of the closing date for applications. The following advertising media will be considered, subject to cost:

- NALC/WALC website and circulation
- Parish noticeboards
- Wiltshire Council Job Vacancy website
- Parish Website
- Local job centre
- Local newspaper
- Parish Magazine
- Local Social Media Groups

The advertisement will be on the website as a separate document.

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 and person specification
- An application form
- A copy of our recruitment and selection policy (this document)

An application form is provided on the website as a separate document.

All applicants must complete, in full, an Application Form - CV's will not be accepted.

Short-listing

When the application closure date is reached:

- We shortlist (blind) all candidates against the person specification for the post.
- We welcome applications from all sections of the community.

Applicants will be considered based on their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

- We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.

Interview stage

When the short-list has been produced an interview will be held with each short-listed application.

- Interviews will always be conducted face to face.
- 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 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 and desirable criteria listed in the person specification and specific areas of the role.
- Each candidate will be scored against each selection criterion
- Each criterion will carry a weight which reflects the importance of the various aspects of the role
- Candidates will always be required to explain satisfactorily:
 1. any gaps in employment
 2. any anomalies or discrepancies in the information available
 3. their suitability for the role and their skill set, knowledge, and expertise
- Each shortlisted candidate may be asked to take part in a practical exercise which reflects an essential element of the role.
- The Interview/selection panel will use a scoring matrix to determine the best candidate for the post.
- Each candidate will receive communication whether they have been successful or not.

The Interview/selection panel will determine the most suitable candidate for and submit to the council approval.

Employment checks

- The successful candidate will be offered the position subject to at least two satisfactory 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.
- References will be sought directly from the referees. References or testimonials provided by the candidate will never be accepted.
- Additional reference material will be required if the post is that of Responsible Financial Officer (RFO).
- 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 and opportunities 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 is going and identify any further training and development needs.