

Naseby Parish Council

Recruitment Policy

Naseby Parish Council is an equal opportunities employer and applies a professional approach to recruitment.

This policy provides guidance to those involved in staff selection for Naseby Parish Council, with the selection process adhering to the framework laid down by this policy.

Any vacancy will be advertised in the public domain using one or all of the following and will state that Naseby Parish Council is a committed Equal Opportunities employer and committed to implementing its Equal Opportunities Policy:-

- Local newspapers
- Parish Council website
- Parish Council notice board
- Parish Council newsletter
- Any other appropriate publication or location

- 1) All persons seeking a position will be required to complete an appropriate job application form including the provision of references.
- 2) All prospective employees will be provided with a Person Specification and Job Description, which forms part of the selection process.
- 3) Applicants will only be considered on their ability to meet the requirements of the position being sought.
- 4) The filling of the position of Parish Council Clerk will be the responsibility of a designated Working Group of council members.
- 5) The filling of other positions will be the responsibility of the Chairman, Councillors and Parish Clerk.
- 6) If any member of the working group personally knows any of the candidates selected/interviewed, they must declare an interest and must not be further involved in the recruitment process.
- 7) Interviews will be held as appropriate for the position being filled and the offer of a position will be subject to the most suitable candidate being identified against the defined criteria in the person and job specification, and on receipt of satisfactory references.
- 8) Successful applicant will receive an offer in writing and will be provided with a Contract of Employment, which includes a Written Statement of Employment Particulars, as pursuant to the Employment Rights Act 1996.
- 9) After the interview process, a list of the unsuccessful candidates must be recorded and the reason why they were not offered the position. However, the reasons must relate to the comparison against the job and person specification, not against the successful candidate.
- 10) The result of the recruitment process should also be reported to Council at the next available council meeting.
- 11) Salary will be commensurate with the type of employment and experience of the applicant.
- 12) The successful candidate will have an initial 6 month probationary period, after which there will be a probationary review.
- 13) Performance Reviews/staff appraisals will be conducted annually, and review objectives will be based on the job description and must be specific, measurable, achievable, realistic and timebound.
- 14) All recruitment paperwork will be filed for 6 months and a personnel file maintained for the successful applicant.
- 15) All employment will be subject to English Employment Law, i.e. Employment Rights Act 1996.
- 16) This policy will be reviewed annually, unless required earlier by legislation or additional material.