Recruitment Policy

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Scope and Aims of the Policy:

This policy applies to all employees of Meriden Parish Council.

Meriden Parish Council's policy is to recruit the best person for each vacancy based upon its responsibilities under the Local Government and Housing Act 1989 (section 7) and the Equality Act 2010 in considering relative merits and abilities, regardless of gender, marriage/civil partnership, race, religion/belief, pregnancy/maternity, sexual orientation, gender reassignment, age or disability. In no circumstances will any appointment be made based on personal recommendation; all prospective employees will be subject to a formal selection process.

General Principles:

Meriden Parish Council recognises the benefits of a diverse workforce and values the different contribution that individual employees bring to the workplace. The Council is committed to a programme of action that will enable it to recruit and develop a diverse workforce and create an environment that allows each employee to feel valued for their individual talent and where individual skills, knowledge and competencies are fully nurtured. The Council recognises the potential conflict between ensuring a diverse and varied workforce, its commitment to open recruitment and the career development of existing employees. The Council's recruitment policy endeavours to provide an appropriate balance between these conflicting interests.

Meriden Parish Council will comply fully with any legislative requirements but will aim to go beyond mere compliance. The Council will take positive action wherever possible to create opportunities for personal development for employees and will ensure that all persons with a disability who meet the person specification will be invited for interview and, if required, special arrangements are made for the interview.

Those people involved in the recruitment process will be given appropriate training to ensure they have the skills to recruit the best candidate. No person shall Chair a recruitment panel until such time as they have received or have evidence of previous substantial recruitment experience or training.

Pre-recruitment:

All posts will have a job description that sets out the context of the post, the key tasks against which the post-holder's performance will be reviewed. A person specification setting out the required skills, abilities, knowledge, work experience, qualifications and competencies will also be prepared.

Recruitment to all posts shall be by application form. CVs will not be accepted. The application form shall be reviewed regularly to ensure that it continues to meet the recruitment needs of the organisation and meets legislative requirements.

Recruitment Advertising:

To achieve a consistent approach to the filling of vacancies and to ensure that all posts reflect current organisational requirements, the Council or Finance, Governance and Personnel Committee shall be responsible for authorising recruitment.

All posts shall be advertised as widely as possible within the constraints of the budget allocated for the recruitment process. The Council will be proactive in utilising a variety of mechanisms to reach applicants from diverse backgrounds.

Recruitment may be monitored for age, disability, ethnic origin, and gender.

Internal Recruitment:

This policy recognises the benefits of a diverse workforce. It also recognises that the nature of the Council's work is such that projects may sometimes be funded for a fixed-term, and that the retention of staff, following the completion of a project, may be in the best interests of the Council, provided suitable alternative employment is available. Equally, this policy recognises that the talents required to fill a vacancy may already exist within the organisation.

The Council will have authority to restrict the advertising of a vacancy to internal applications only, if it can be demonstrated that this represents the best interests of the Council. In a situation where a vacancy cannot be filled by internal selection, the external recruitment process will then be applied.

Interview Process:

An interview panel will comprise of three Councillors, supported by the Clerk. The Chair of the Panel must be experienced in recruitment and selection.

Shortlisting will only be carried out by those persons on the interview panel.

The assessment of candidates called for interview may be through a variety of mechanisms which, in all cases, will include an application form, but may also involve presentations, relevant tests, questionnaires, or other appropriate assessments each of which will relate to the requirements within the person specification.

Interviewing:

Interviews shall follow the same general pattern for each candidate but shall not prevent the use of follow-up questions that relate to an applicant's individual experience or response to a question, whilst ensuring that the conduct of the interview remains within the equality framework.

The authority to appoint employees lies with the Council which should take into account not only an applicant's performance at interview, but their application form and their performance in other tests etc.

Where it is considered helpful, one or more candidates may be invited back for further interview. In such cases, at least two of the three initial panel members must be present.

Post Interview:

Where employees are working with vulnerable people or in the community, appropriate checks shall be required. The cost of any such check required will be met by the Council.

All appointments shall be subject to the receipt of satisfactory references. Where references are not satisfactory and there are no mitigating circumstances to consider, or there are medical problems that make the applicant unsuitable or unable to fulfil the post to which they have been appointed, the Council must take appropriate action to withdraw the offer.

All appointments are subject to a six-month probationary period, a satisfactory declaration by the applicant under the Rehabilitation of Offenders Act 1974 (as amended), a satisfactory medical record (if required), and the requirements of the Asylum and Immigration Act 1996 (together with the Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016) being met.

All unsuccessful applicants called for interview shall have the right to feedback.

All employees shall have an induction arranged for them that relates to their specific needs and arrangements made for their probationary period to be meaningfully monitored.

Confidentiality:

All aspects of the recruitment process will be considered to be wholly confidential.

Equality:

The Equality and Human Rights Commission may issue Codes of Practice for the elimination of discrimination and the promotion of equality of opportunity in employment. Councillors and officers, acting as members of a recruitment panel are responsible for ensuring that the Code is implemented. The Council may be liable if discrimination occurs. Panel members will also be expected to comply with the Code of Conduct for members of Parish and Town Councils.