



# LONGSTANTON PARISH COUNCIL

## Staff Recruitment Policy

Adopted: 13<sup>th</sup> April 2015

Amended: 17<sup>th</sup> May 2021, min item 21-22/

1. Recruitment of staff is the responsibility of the Council which has delegated this to the Employment Committee (see Terms of Reference for the Employment Committee).
2. Longstanton Parish Council is an Equal Opportunities employer. The aim of this Recruitment Policy is to ensure that the Council selects the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/applicant is unfairly treated on any grounds including:
  - race
  - colour
  - nationality
  - ethnic or national origins
  - religion
  - sex
  - sexuality
  - marital status
  - age
  - social background
  - disability
3. Any vacancy will be advertised in the public domain using one or more of the following:
  - Parish Council noticeboards
  - Parish Council website
  - Local newspaper(s)
  - Any other appropriate publication or location
4. The Council accepts that although it may be necessary to appoint new employees at short notice, because of unforeseen circumstances, the recruitment process will always be approached in broadly the same way to ensure the most suitable person is selected.
5. The Council will ensure it appoints appropriately qualified and experienced staff by:
  - deciding what skills and qualities it requires in a new employee
  - the preparation of a Job Description
  - the preparation of a Person Specification
  - the preparation of an Application Form
  - advertising the position internally and/or externally as widely as possible and in a manner that is designed to attract candidates with the required skills and qualities.
  - ensuring the candidates are legally entitled to work in the UK (Restriction of Employment) Order 2007
  - drawing up a short list of suitable applicants whose skills and abilities match those required
  - undertaking an interviewing process which ensures an objective assessment of the candidates
  - interviewing candidates fully, keeping detailed notes and a proper record of the interview.
6. The Council will ensure that it complies with the Immigration Act 2016 (part 7, sections 77 – 84), to ensure that all public sector workers in public-facing roles speak fluent English. The Council will refer to the statutory Code of Practice which supports public sector employers in complying with this duty.

7. On completion of the selection process the Council will:
  - write to the best candidate offering employment and enclosing a Statement of Particulars, pending references and Full Council approval.
  - take up references and check them before confirming the appointment.
  - obtain the approval for the appointment at the next full Parish Council Meeting
  - inform unsuccessful candidates in writing once the appointment has been confirmed.
8. Salary will be commensurate with the type of employment and experience of the person.
9. A staff appraisal will be conducted at the end of the probationary period and annually thereafter.

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