



## **KIPPAX PARISH COUNCIL**

### **RECRUITMENT AND SELECTION POLICY**

**Approved: 18<sup>th</sup> May 2023**

**Item 011/FC/2324b.**

**Review date: May 2024**

***M Eyre***

**Signed by Chairman, Councillor Martin Eyre**

#### **Aim:**

To set out the minimum requirements of a 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.

#### **Procedures:**

To be followed whenever a new employee is to be recruited.

#### **Recruitment/Interview Panel:**

- Job Descriptions, Person Specifications and Contracts for any new posts required by the council will be drafted by the Personnel Committee, but will be referred with a recommendation for the salary scale for decision by full council
- With the exception of the role of Clerk, the Personnel Committee will appoint three people to an interview panel which has delegated power to shortlist, interview and recruit applicants.
- For the role of Clerk, shortlisted applicants will be required to give a presentation to full council. The recommendation of the selection/interview panel for the role of Clerk will also be submitted to council for approval.

#### **Advertising:**

- YLCA website and circulation
- Local noticeboards

- Local job centre
- Leeds City Council job vacancy website
- NALC website and circulation

### **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
  - Guidance for the application form
  - A copy of our recruitment and selection policy (this document)
- All applicants must complete, in full, an application form - CV's will not be accepted.

### **Short-listing:**

- Kippax Parish Council shortlist (blind) all candidates against the person specification and job description for the post.
- Kippax Parish Council welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- Kippax Parish Council ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.

### **Interview stage:**

- Interviews will be conducted face to face where possible
- 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 also 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 criteria listed in the person specification and specific areas of the job description
- Candidates will be given feedback on their interview if requested
- Candidates will always be required
  - to explain satisfactorily any gaps in employment
  - to explain satisfactorily any anomalies or discrepancies in the information available
  - to explain their suitability for the role and their skill set, knowledge and expertise
- Each shortlisted candidate will be asked to take part in a practical exercise which reflects an essential element of the role where appropriate.
- Interview/selection panel will use a scoring matrix to determine the best candidate for the post.
- For the role of Clerk, shortlisted candidates will be required to do a short presentation to full council.
- Each candidate will receive communication whether they have been successful or not.

### **Employment checks:**

- The successful candidate will be offered the position subject to at least two 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 referee. 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's going and identify any further training and development needs.