

# OLD CATTON PARISH COUNCIL

## STAFF RECRUITMENT POLICY

### 1. Purpose

The Parish Council is committed to ensuring a fair, transparent, and inclusive recruitment process that attracts and appoints the most suitable candidates while promoting equality, diversity, and compliance with employment legislation.

### 2. Scope

This policy applies to all recruitment activities undertaken by the Parish Council, including the hiring of permanent, temporary, part-time, and volunteer staff.

### 3. Legal Framework

This policy is underpinned by the Equality Act 2010, the Employment Rights Act 1996, and other relevant legislation to ensure non-discrimination and equal opportunity.

### 4. Principles

The Parish Council's recruitment practices are guided by the following principles:

- **Equality and Diversity:** Ensuring equal access and opportunities for all candidates, regardless of age, disability, gender, race, religion, sexual orientation, or other protected characteristics.
- **Transparency:** Maintaining clear, consistent, and open communication throughout the recruitment process.
- **Merit-Based Selection:** Appointing candidates based solely on their skills, experience, and suitability for the role.
- **Confidentiality:** Ensuring that all personal data and application details are handled in compliance with data protection regulations.

### 5. Recruitment Process

#### 5.1 Job Description and Person Specification

- A clear and accurate job description and person specification will be prepared for each vacancy, detailing the key responsibilities, qualifications, and competencies required.

#### 5.2 Advertising Vacancies

- Job vacancies will be advertised widely to reach a diverse pool of candidates.
- Advertisements will include clear information on how to apply and highlight the Parish Council's commitment to equal opportunities.

#### 5.3 Application Process

- Candidates will be required to apply using the official application form. Curriculum Vitae will not be accepted.
- Provide two references including one from the most recent employment. References will only be applied for once a candidate is offered and has accepted a position;

- Provide evidence of work entitlement in the UK before being interviewed.
- All applications will be acknowledged and treated confidentially.

#### **5.4 Shortlisting**

- Applications will be assessed against the criteria outlined in the job description and person specification.
- The recruitment of staff will be the responsibility of the Staffing Committee, through delegated responsibility, upon the recommendation of the Parish Clerk. The recruitment of the Parish Clerk will be the responsibility of the Parish Council upon the recommendation of the Staffing Committee.
- A shortlist of candidates who meet the requirements will be invited for an interview.

#### **5.5 Interviews and Assessments**

- Interviews will be conducted by a delegated Staffing Committee to ensure fairness and consistency.
- Candidates may be asked to undertake practical assessments or tasks relevant to the role.
- Candidates will be informed as quickly as possible after a decision has been made.

#### **5.6 References and Pre-Employment Checks**

- References will be sought for the preferred candidate before an offer of employment is made.
- Necessary pre-employment checks, such as eligibility to work in the UK and disclosure checks, will be conducted.

#### **5.7 Job Offer**

The successful applicant will receive:

- A formal written offer will be made to the successful candidate, including details of the role, salary, and terms and conditions of employment.
- A Contract of Employment – stipulating a minimum of 3-month probationary period.
- Employment Policy details.

### **6. Reasonable Adjustments**

The Parish Council is committed to making reasonable adjustments during the recruitment process to accommodate the needs of candidates with disabilities or other requirements.

### **7. Training and Awareness**

All individuals involved in the recruitment process will receive training on equality, diversity, and non-discriminatory practices.

### **8. Monitoring and Review**

- Recruitment practices will be monitored to ensure fairness and compliance with this policy.
- This policy will be reviewed annually or as required by changes in legislation.

## **9. Complaints**

Candidates who believe they have been treated unfairly during the recruitment process may raise their concerns through the Parish Council's complaints procedure.

## **10. Policy Approval and Adoption**

This policy was approved and adopted by the Parish Council on 13<sup>th</sup> January 2025.

**Adopted: 13<sup>th</sup> January 2025**

Reviewed: 12<sup>th</sup> January 2026