MAULDEN PARISH COUNCIL
Recruitment Policy

Adopted: September 6, 2021
Next Review Date: Annually

1 GENERAL

1.1 Recruitment of staff is the responsibility of Maulden Parish Council (MPC) who have delegated this task to the Finance & General Purposes Working Group, to be approved by MPC.
1.2 MPC are Equal Opportunities employers. The aim of MPC's Recruitment Policy is to ensure they select the most suitable person for the job on the basis of their relevant merits and abilities, and that no employee or job applicant is unfairly treated on any grounds including their:

- Age.
- Colour.
- Disability.
- Ethnic or national origins.
- Nationality.
- Race.
- Religion.
- Sex.
- Sexuality.
- Social background.

1.3 MPC accept 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 the broadly the same way to ensure the most suitable person is selected.

2 RECRUITMENT PROCESS

2.1 MPC will ensure they appoint well-qualified and experienced staff by adopting a number of recruitment strategies from the following options:

- Decide what skills and qualities MPC require in a new employee.
- Prepare a job description.
- Prepare a person specification.
- Prepare an application form.
- Advertise the position internally and externally as widely as possible and in a manner that is designed to attract candidates with the required skills and qualities – see also 2.2 below.
- Ensure candidates are legally entitled to work in the UK under the Immigration (Restrictions On Employment) Order 2007.
- Draw up a short list of applicants whose skills and abilities match those required.
- Undertake an interview process which ensures an objective assessment of the candidates.
- Interview candidates fully, keeping detailed notes and a proper record of the interview.

2.2 Any vacancy will be advertised in the public domain using one or more of the following:

- MPC noticeboards.
- MPC website.
- MPC social media.
- Local newspaper(s).
- The Bugle.
- Beds Association Of Town And Parish Councils (BATPC).
- National Association Of Local Councils (NALC).
- Other appropriate publications or location.

2.3 All candidates will be asked to indicate their right to work in the UK, this will be checked at the stage of inviting candidates for interview. The successful candidate will be asked to provide evidence of their right to work in the UK on appointment. A copy of the documentation that is provided will be retained. This can be in the form of:

- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate evidencing birth in the United Kingdom or in the Republic Of Ireland.
- A European Economic Area (EEA) passport or national identity card or a passport.
- A passport or travel document endorsed to show the person is exempt from immigration control, or a letter issued by the Home Office confirming the person named has such status (IND stamp/entry clearance certificate).
- A United Kingdom residence permit.
- A letter issued by the Immigration and Nationality Department confirming the individual's status.

3 OFFER OF EMPLOYMENT

3.1 On completion of the selection process MPC will:

- Obtain references prior to notifying successful applicants.
- Write to the best candidate offering employment and enclosing a Contract of Employment.
- Obtain the approval for the appointment at the next full council meeting.
- Inform unsuccessful candidates in writing once the appointment has been confirmed.
- Ensure salary will be commensurate with the type of employment and experience of the person.
- Conduct a staff appraisal every six months for the first year and annually thereafter.
- Retain details in written form of every application for the vacancy – whether made verbally (face-to-face or on the telephone) or in writing – for a period of 12 months.
- Retain details in written form of the recruitment decision, both of the successful candidate and those who were not selected, for a period of 12 months.
- Ensure the selected candidate completes a post-offer medical questionnaire
- Review and put in place any necessary adjustments in line with the Equality Act 2010.

3.2 Temporary employees covering the work of employees on ordinary or additional maternity or adoption leave must be informed that they are “temporary replacements and that their employment will end when the established employee returns”.

3.3 Temporary employees may be employed on a fixed-term contract or via an agency or other local authority.