

Staff Recruitment Policy

The ethos of Glapwell Parish Council

The ethos of Glapwell Parish Councils role, as an employer, is to act effectively to make its employees feel important and valued by having in place clear employment policies and procedures. To exercise its statutory functions Glapwell Parish Council may recruit its Clerk/RFO, Centre Manager, Assistant Centre Manager, Support Assistant and Lengths-man, under section 112 of the Local Government Act 1972.

Under its recruiting process, existing job descriptions/personal specifications would be reviewed (and annually thereon) and a non-discriminatory advert, avoiding any gender, age or culturally specific language would be placed, including a statement of commitment in line with its *equal opportunities policy*, welcoming applications from all sections of the community. The advert would be placed in local newspapers, DALC, NALC and SLCC publications, parish newsletters, parish noticeboards, and website.

The application form would enquire whether the applicant has been convicted of a criminal offence and if so, to give details. The Council would check an applicant’s entitlement to work in the UK as part of the selection process, as under the *Immigration, Asylum and Nationality Act 2006* it is a criminal offence to employ a person who does not have permission to work in the United Kingdom.

During interviews, the council would ensure candidate(s) were comfortable and at ease, with wheelchair access in place. Panel members would introduce themselves, asking a standard set of agreed questions to avoid potentially discriminatory questions. Records relating to the recruitment process would be kept in case a candidate brings an employment tribunal claim. Under our *Recruitment Policy*, Councillors would declare any interests as necessary. The selection process would display transparency. The council would issue 'Employment Contracts' to all employees.

Under the council's *Risk Management Policy,* the Performance Management Process, states the clerk manages the caretakers, undertaking annual appraisals.

The chair and whole council acts as line manager to the Clerk and undertakes annual appraisals. Training needs will be identified under these annual appraisals.

The clerk acts as line manager to:

The Centre Manager

The Assistant Centre Manager

The support Assistant

The lengths-man

and will undertake annual appraisals. Training needs will be identified under these annual appraisals.

The Parish Council is an equal opportunity employer and applies a professional approach to recruitment.

Councillors will be ineligible to take part in the recruitment process if applicants include relatives, near relatives, friends or associates of the Councillor.

The Council will prepare a Job and Person Specification, advertisement, and Application form for approval by the full Council. The Council will recommend an appropriate salary and benefits range for approval by the full Council, after taking due regard of guidance from the NALC.

The vacancy will be advertised in the public domain using one or all of the following:

* DALC
* NALC
* SLCC publications,

• Parish Council Notice Board

• Parish Council Website

• The Parish Newsletter

Any other publication or location considered appropriate by Councillors

All candidates will be provided with the Job and Person Specification and required to

complete the Application form; this must include the provision of references and curriculum vitae. The Council may reject candidates without interview, but the reasons for rejection must be recorded.

The Council will interview the selected or short-listed candidates, and prepare written notes of the interview. The Council will make a decision on the basis of a majority vote.

The council will prepare a Contract of Employment (in accordance with English Law) after taking due regard of advice from NALC.

The Council will determine whether an offer should be made to the successful candidate but such offer shall be subject to the receipt of satisfactory references. The Council will approve the proposed Contract of Employment.

Successful applicants will be provided with a Contract of Employment, such contract to provide for an initial trial period of 6 months, (unless not deemed necessary), after which there will be an annual review and appraisal.

Adopted on 15th May 2025. Minute number: 187/25 c) xiv

Review date May 2026.