

Findern Parish Council

Recruitment, Selection and Equality and Diversity Policy

Introduction:

The purpose of this policy is to set out Findern Parish Councils approach to recruitment and selection and our commitment to equality, diversity and fairness.

Our approach to Recruitment and Selection:

Having the right person in the right place at the right time is crucial to Findern Parish Councils performance.

Findern Parish Council is committed to ensuring that all stages of the recruitment process including writing the person specification, advertising, attracting and managing the applications, selecting the candidates, making the appointment and inducting the new employee are conducted fairly and effectively.

The Chairman (in his absence the Vice Chairman) and the Clerk to Findern Parish Council are responsible for recruitment. Everyone involved in recruitment and selection has a responsibility to make sure that this policy is followed.

Selection Guidelines:

Findern Parish Councils selection methods will be reliable, objective and guard against bias. Essential and desirable requirements for roles will be stated within the role profile and personal specification. The selection process normally consists of an application form which requests a copy of a current CV, applicants are then invited for interview.

As part of Findern Parish Councils commitment to customer care, we offer feedback to all unsuccessful interviewed candidates on request.

How our Equality and Diversity Policy is reflected in the recruitment and selection process:

Findern Parish Council recognises the positive value of diversity, promotes equality and challenges unfair discrimination. Findern Parish Council aim at all times to recruit the person who is most suited to the job and Findern Parish Council welcome applications from people of all backgrounds, men and women, people of all ages, nationalities, religions and beliefs, sexual orientation and Disabled people.

Selection for any employment will be fair and equitable and based solely on the basis of the applicant's abilities and individual merits assessed against the criteria for the job. Findern Parish Council will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, transgender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any other irrelevant factor in any aspect of employment.

Findern Parish Council roles are open to discussion about flexible working, which would include arrangements such as part time working, formalised flexitime, fixed (non-standard) working hours or working from home.

Monitoring recruitment and selection procedures is one way of helping Findern Parish Council to ensure that there is no unfair discrimination in the way in which we recruit people. To do this we ask about the diversity profile of people who apply for posts with Findern Parish Council. This information is given in confidence, separate from the application form, and is not seen by any person involved in making selection decisions. However, if applicants would prefer not to answer any of these questions, they may leave them blank.

If any candidate feels they have been unfairly discriminated against during the recruitment and selection process, they may contact the Clerk/RFO by requesting a copy of the Findern Parish Council complaints procedure.

Disabled Applicants:

Findern Parish Council have made a positive commitment to employing disabled people. Reasonable adjustments will be made to the recruitment procedure as required in consultation with the applicant to ensure no-one is disadvantaged because of their disability. If a disabled person is selected for a position, reasonable adjustments will be made to the workplace, including premises and equipment, work duties and practice and policies, as appropriate. All disabled applicants (as defined by the Disabled Discrimination Act 1995, as amended) who meet the minimum criteria for the role as set out in the personal specification will be guaranteed an interview. The following gives guidance on how the Guaranteed Interview Scheme is applied.

Minimum Criteria:

These are the essential requirements that have been agreed for the post – which may include qualifications, experience and skills. In setting the essential requirements, care will be taken to ensure that disabled candidates will not be disadvantaged. For scoring purposes, Findern Parish Council uses the following ratings:

- 1) No evidence
- 2) Little/some evidence
- 3) Acceptable evidence
- 4) Good evidence
- 5) Excellent evidence

To be successful at shortlist stage, applicants should achieve an aggregated score of 60% of the total possible marks across the essential requirements. However, candidates scoring 1 in any of the essential criteria will not be invited to interview.

Making reasonable adjustments:

Reasonable adjustments will be made as appropriate to shortlisting, interview and assessment arrangements, and to support candidates to do the job, should they be appointed. Findern Parish Council invite disabled candidates to indicate on the application form if they need us to make any reasonable adjustments during the shortlisting process. Only shortlisted candidates are asked if they need us to make reasonable adjustments to interview or assessment arrangements. When an offer of appointment is made, successful disabled candidates will be invited to discuss their requirements for reasonable adjustments to support them to do the job. Disabled applicants may discuss their requirements for reasonable adjustments at any stage of the recruitment process with the Chair or the Clerk/RFO to Findern Parish Council.

If a candidate wishes to apply for consideration under the Guaranteed Interview Scheme, they will need to complete the appropriate section on the application form.

Entitlement to work in the UK:

To comply with the provision of the Asylum and Immigration Act 1996, successful candidates will be asked to provide evidence of their entitlement to work in the UK before an offer of employment can be confirmed. Findern Parish Council does not hold a sponsor license and, therefore, cannot issue certificates of sponsorship under the points based system.

Complaints Procedure:

Any candidate who considers that they have been unfairly treated or discriminated against should contact the Clerk/RFO to Findern Parish Council within two weeks of a selection decision being made. Any complaints received will be taken seriously and investigated promptly and sensitively, and we will advise of the outcome. Please note that practical redress may not always be possible.