



Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

Recruitment Policy

1. Purpose and Scope

Moulton Parish Council has a responsibility to implement and monitor fair, objective, and systematic procedures for recruitment.

The purpose of the council's recruitment policy is:

- To maximise the effectiveness of the recruitment and selection process.
- To ensure the recruitment and selection processes are consistent, fair and transparent, and in accordance with legislation.
- To ensure the recruitment and selection processes are in accordance with the councils' Equality, Diversity, and Inclusion Policy.

This policy applies to all staff and Councillors involved in the recruitment process.

2. Legal Responsibility & Policy Support

- [Employment Rights Act 1996 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Human Rights Act \(1998\) \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Special Educational Needs and Disability Act 2001 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Equality Act \(2010\) \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Local Government Act 1972 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Data Protection Act 2018 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Modern Slavery Act 2015 \(legislation.gov.uk\)](http://legislation.gov.uk)

Civility & Respect Recruitment Guide - SLCC

Being a Good Employer Guide - National Association of Local Councils

3. Recruitment

Moulton Parish Council will ensure that:

- All employment opportunities are advertised on the Parish Council notice boards, website, and social media.
- Send out Advert, Job Description and Person Specification to all applicants.
- The council has made clear its aim for our workforce to be truly representative of all sections of society, as outlined in our Equality, Diversity and Inclusion Policy. All selection processes must take place within the framework laid down by this policy.
- Applicants are assessed according to their capability to carry out the tasks as set out in the job description.
- Qualifications/requirements are justified in terms of the work to be undertaken. Requirements will be split between essential and desirable. All applicants who meet the essential requirements will be interviewed.

- Age limits are retained only if they are appropriate to the job. The Parish Council reserves the right to ask all employees from the age of 70 (and then yearly) to obtain medical conformation (at the Parish Council's expense) of their ability to remain in employment in their existing post.
- Interviewing can be carried out by panel comprising of the Executive Officer and Library, Health and Wellbeing Manager or Centre Operations Manager.

4. Post Interviews

Post interview arrangements are the responsibility of the Executive Officer or where the vacancy is for the Executive Officer role, the Chair of the Council.

Candidates should be notified as soon as possible of the outcome. A verbal offer of appointment may be made to the successful candidate but must be formally confirmed in writing. The offer is conditional on obtaining satisfactory references and, where applicable, proof of eligibility to work in the UK and any copies of qualification certificates.

If unsatisfactory responses to references are received, the council may reconsider the offer of appointment. If the offer is subsequently withdrawn, the council may make an offer to one of the original unsuccessful candidates or decide to begin the recruitment process again.

5. Induction, Training and Probationary Period

Once an employee has commenced employment an induction and training plan will be provided for them to follow.

Induction will include:

- A clear outline of the job/role requirements.
- An introduction to all staff and relevant partners.
- An organisation chart and discussion on how the role fits into the team and the council's strategy and goals.
- Physical orientation of the work location and facilities.
- Systems and procedures including the IT packages.
- Health and safety information about the workplace and role.
- Detail of the council's history, services, culture and values.
- An explanation of the key terms and conditions of employment, policies, and procedures.
- Any other job relevant information.
- A training plan.

A minimum probationary period of three months will apply for all newly recruited staff; however, this will vary depending on the role.

6. Performance Management

After completing the induction period employees are expected to complete annual appraisals as outlined in our Appraisals Policy.

7. Related Policies

This policy applies to all employees of Moulton Parish Council and should be read in conjunction with our other policies and procedures. These policies have been written with the needs of the employee at the centre, and the council recognises that employees who are happy and well at work will perform at their best. Please refer to additional workplace policies:

- Dignity at Work Policy
- Equality, Diversity, and Inclusion Policy
- Flexible Working Policy
- Appraisal Policy
- Health and Safety Policy
- Induction Checklist

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024
Review Due: January 2025