

CRANFIELD PARISH COUNCIL

Section 2 ⁽²⁰²³⁾ Employment of staff

1. Policy Statement.

Offers of permanent employment by Cranfield Parish Council are made solely on merit and by fair and open competition and are subject to satisfactory references, if required. No potential employee will receive less favourable treatment due to their race, sexual orientation, ethnic origin, disability, age, religion, gender or marital status. It is important that all employees who are responsible for recruitment are aware of and carry out their responsibilities to ensure that all job applicants are treated fairly.

The purpose of this policy is to explain the principals of recruitment, the types of appointment which may be offered and their status. Annex 2A is a simple recruitment guide.

2. Types and Status of appointments.

The different types of appointment are listed below. Terms and conditions will partly depend on the basis on which appointments are made.

Permanent.

This applies to most employees, whether full or part-time. Employment will not be time limited and will be subject to the normal retirement age.

Fixed Term.

The letter of appointment will state whether employment is fixed term and, if so, its duration. Employees will be expected to leave Cranfield Parish Council employment at the end of this period unless their contract is specifically extended.

Casual.

Employment is for a maximum of 12 months. Employment can be terminated at any time subject to 1 week notice. A casual employee cannot become a permanent member of staff unless they obtain a post which has been advertised externally or were recruited under fair and open competition. A casual will normally be used for a short interim period e.g. to cover a period of maternity leave or sick absence, or between the resignation of an employee and the recruitment of a permanent replacement.

Periods of notice.

All permanent staff must give a minimum of 1 month notice of leaving employment after the probationary period. A longer period of notice may be appropriate in certain circumstances and will be set out in the letter of appointment as appropriate. Fixed Term employees must normally give 1 months notice that they wish to terminate their contract. Casual employees must give 1 week notice of leaving employment.

Cranfield Parish Council will abide by the Employment Protection (Consolidation) Act 1978. The only exception to this will be if the employment is terminated under Sections 8 of this handbook.

Whilst the statutory requirement is that an employee is entitled to 1 week notice for up to two years' service and additional weeks' notice for each completed year of service up to a

maximum of 12 weeks notice after 12 years' service; Cranfield Parish Council will normally provide the following unless a historic specific contract is different prior to 1/1/19.

Employee for 1st year – 1 weeks' notice.

Employee after 1 year and up to 4 years -- 1 months' notice

Employee after 4 years and up to 12 years' service -- 1 month plus 1 additional week each year until 12 years have been completed after which time it will be 12 weeks' notice.

Employee after 12 years' service – 12 weeks' notice

Fixed Term Contract employee's period of notice will be as per the specific contract but will be not less than 1 week and may be to the contract end date.

Casual Employees period of notice is 1 week.

All periods of notice are subject to Section 8 of this handbook.

3. **Recruitment.**

The fundamental principle is that appointments must be made on merit on the basis of fair and open competition. Equality of opportunity must apply throughout the recruitment process. To this end:

- a) prospective applicants must be given equal and reasonable access to adequate information about the job and its requirements, and about the selection process.
- b) applicants must be considered equally on merit at each stage of the selection process.
- c) selection must be based on relevant criteria applied consistently to all the candidates.
- d) selection techniques must be reliable and guard against bias.

There are two main reasons for this:

- First to find the best available person for the job considered, on individual merit and regardless of race, gender, or (subject to the requirements of the job) disability.
- Secondly, to put all appointments above suspicion of patronage. If friends, relations or business contacts comprise most of the applicants for a job, it is clearly not possible to defend the procedures – even if the successful candidate is perfectly competent.

To apply the principles effectively, Cranfield Parish Council need to ensure that:

- a) job opportunities are known about and publicised.
- b) selection is fair and objective at each stage.
- c) those appointed have the necessary skills and competencies for the job.
- d) the best candidate for the job is chosen.
- e) the recruitment principles can be demonstrated by taking these steps.

This is basically good professional selection practice. Spending time to secure the best candidate in the field is often critical to the success of the organisation. The costs of appointing the wrong person can be severe and immediate. Exceptionally there may be an occasion where it might be considered feasible to select internally. This is often possible in large organisations where there are large numbers of employees. Cranfield Parish Council has few employees and so internal selection without competition is unlikely. The only time this may be appropriate is where a staff member has been filling the job temporarily for a long period of time and the performance has been satisfactory or better.

Part-time appointments are subject to the same selection requirements as full-time appointments. Responsibility for ensuring that recruitment is conducted in line with these rules' rests with the Council Chair. Complaints about application of the recruitment policy must be addressed to the Council Chair in the first instance. The Council Chair will consider complaints alleging that the principles of this recruitment policy have been breached provided that the complaint is raised within three months.

Recruitment agencies or selection consultants may be used to assist in part or all of the recruitment process. Nevertheless, it is still the responsibility of the Council Chair and Chair of HR Committee to ensure that the recruitment exercise is carried out in accordance with this policy and be able to demonstrate that this has been done. Recruitment competitions need to

be able to demonstrate that they have complied with this recruitment policy. Accordingly, recruitment competitions should be fully documented, and the papers should be retained for 12 months from the end of the competition. For fixed term appointments/short term contracts the advertisement and supporting literature must be retained for the duration of the appointment.

4. **Selection Process.**

ADVERTISING. All vacancies must be openly advertised. The text of any advertisement or publicity must be approved by the Council Chair. The advertisement and supporting literature must together contain whatever applicants need to know to give them a clear picture of the job and what is required to do it. The advertisement should say who the employer is, what the job involves, what the location and salary are, and give a brief description of the qualifications, skills, experience and personal qualities needed. The supporting literature (e.g. additional information or pack sent with application form) can expand on these and should also set out the nature of the selection process. Providing this information will help create a fair and open field and reduce the number of inappropriate applications. The advertisement must make clear whether the job is permanent or a short-term contract. Short term appointments are constrained by the terms on which they were originally advertised. It is therefore important to consider carefully at the outset whether a short-term appointment may be renewed. Providing that the prospect of renewal is set out in the initial advertisement, its subsequent realisation would not give rise to any conflict or complaint. The advertisement must also contain a closing date for applications which should be made plain at the beginning of the process (normally 2 to 3 weeks). It is not fair to close the list early because lots of applications have already been received. The advertisement must contain the following statement: Cranfield Parish Council is an equal opportunity employer.

SELECTION CRITERIA. All applicants must be treated on merit at each stage of the selection process. An objective means of dealing with the problem of large numbers of applicants must be used. Throughout the selection procedure decisions based on individual merit of the candidates should determine which one's progress to the next stage. At the final stage acceptable candidates should be placed in order of merit and offered appointment in that order. The purpose of setting criteria is to differentiate on a consistent and objective basis between candidates at each stage of the selection process. The criteria (including eligibility requirements) must be relevant to the job.

The initial minimum selection criteria should therefore be set before the advertisement is placed. They should be consistent with the experience, qualifications, skills and qualities relevant to the job and should be specified in the advertisement. At each stage of the selection process, it is important to be consistent in assessing the candidates against the same criteria. Using irrelevant criteria or not applying such criteria consistently could be held to be unlawful under equal opportunities legislation if it led to unfair discrimination.

Attached at Annex 2.B. is a Selection Criteria Form containing standard criteria. Additional criteria can be agreed depending upon the post and added to the form before the selection process begins. This form should normally be used for setting criteria and during the interview process for assessing the candidate's suitability for the job.

APPLICATION FORMS AND SELECTION TECHNIQUES. It is advisable to use standard application forms for all job applications which can be augmented by additional information dependent on the specific technical requirements of a job and the level of it. Attached at Annex 2.C. is the recommended application form which should be used as the basis of all recruitment exercises. The normal procedure is for the standard Application Form to be sent out to all persons responding to the advert. Upon receipt of the Application Form and other specified information the papers should be stored until the closing date and then the selection criteria applied. A short list of candidates will be invited for interview. As selection at all stages must be demonstrably fair and objective and unaffected by gender, race or other irrelevant considerations. Short listing and all selection decisions should be conducted by at least two people to guard against individual bias. At this stage references should be obtained.

INTERVIEWS. The selection criteria must be used as the basis for selection at interview. It is appropriate to use selection criteria in a consistent and fair way. Interviews must be conducted by at least two people and questions during the interview must test each criterion. The questions must be open and objective, and the selection criteria should be completed on the basis of the responses. See Annex 2.B.

At the conclusion of the interview process the interview panel will draw up a list of successful candidates in order of merit and following receipt of references all applicants contacted and advised of the outcome of the selection process. This will normally be by phone in the first instance to the successful candidate and by letter to those candidates not being offered an appointment. Offers of employment conditional upon receipt of satisfactory references can only be given if the individual is unemployed. A reference letter is set out at Annex 2D. Once the successful candidate has indicated that an offer of employment is accepted a letter of appointment must be sent.

5. **Letters of Appointment.**

When an employee joins Cranfield Parish Council their letter of appointment will set out information which is personal to them. These will be the Terms and Conditions of Employment and will include:

- the date on which the employment started.
- whether the employment is permanent, fixed term or casual.
- the starting salary, work location and job title.
- the probationary period that they are required to work before the appointment is confirmed. and a reference to the Cranfield Staff Policies.
- the annual leave allowance.
- any other specific terms and conditions applicable.

Sample Letter of Appointment can be found at Annex 2.E.

6. **New Employees.**

Whilst Cranfield Parish Council does not have any arrangements for a formal Probationary period it does ensure that all new employees are carefully monitored during the first year of employment. This is considered important to ensure that the new employee is given every encouragement to settle into the new employment.

The purpose of carefully monitoring new employees during the first year is for managers to ensure that new employees:

- fully meet the requirements of the post.
- have a satisfactory attendance and conduct record.

Managers must ensure that all new employees fully understand:

- the standards of performance, attendance and conduct required.
- the Cranfield Parish Council Appraisal system.
- that their performance will be monitored and a report as to their fitness to be confirmed in the post will be completed at the end of the first year in employment.
- that their employment will be terminated should they fail to meet the required standards.

Managers who are responsible for new employees should also refer to the:

- Cranfield Parish Council Appraisal Policy which explains the roles and responsibilities of managers and job holders (Section 7).
- Disciplinary Policy (Section 8).
- Inefficiency Policy (Section 9).
- Managing Attendance Policy (Section 10)

7. **Personal Details.**

Cranfield Parish Council must ensure that accurate employment records are maintained. The Clerk to the Council will keep the following information on each employee including themselves:

- full name.
- marital status.
- home address and telephone number.
- a contact in case of emergency.
- details of the application and recruitment papers.
- working hours.
- salary and job title.
- copies of appraisals, probation and annual reports.
- a copy of annual leave slip.
- a copy of sick record card.

Each employee may be asked for other information on a voluntary basis such as ethnic origin, whether or not they are disabled. Such information will be kept on a strictly confidential basis and used solely for the purposes of monitoring the effectiveness of the equal opportunities policy.

Each employee is responsible for notifying the Clerk to the Council of any change to their personal details. Changes to personal details must be made in writing.

Employees are entitled to have access to the information which is held on them. Should they wish to confirm any details held on computer they must contact the Clerk to the Council.

If any employee requires information to be supplied to banks or finance companies a written and signed request must be sent to the Clerk to the Council. This is to protect the confidentiality of the employees' records from anyone seeking information about them.

8. **Responsibility.**

All people referred to within the scope of this policy are required to adhere to its terms and conditions.

RECRUITMENT SIMPLE GUIDE

Decide upon post to be advertised and the initial selection criteria. Use Annex 2.B.

Send all interested persons letter and standard Application Form. Use Annex 2.C

At closing date undertake initial sift using selection criteria. 2 Persons.

Invite short listed applicants to interview.

Use selection criteria at interview. Use Annex 2.B

Draw up list of successful candidates in order of merit advise of outcome.

Send for references Annex 2.D.

Letter of Appointment Annex 2.E.

ANNEX 2.B

SELECTION CRITERIA

ESSENTIAL CRITERIA

	Highly Demonstrated	Demonstrated	Not Demonstrated
Interpersonal Skills			
Judgement			
Communication Skills			
Initiative			
Foresight			

Provide examples in boxes.

DESIRABLE CRITERIA

Numeric Ability			
Working with Children			
Knowledge of Excel			
Adaptability			

Provide examples in boxes.

ANNEX 2.C

CRANFIELD PARISH COUNCIL

APPLICATION FORM

Job Title:

Please complete parts 1, 5, 6 & 7 of this form. If you have prepared a C.V. but not yet submitted it, please attach it to the form. Otherwise, complete parts 2,3 & 4.

Please return the completed application to: **Cranfield Parish Council Parish Office, Cranfield Community Centre, Cranfield, MK43 0WP.**

1. Personal Details.

Mr/Mrs/Ms Forenames..... Surname.....

Address

..... Postcode.....

Telephone Date of Birth.....

2. Education.

Please list in date order Secondary Schools/Colleges attended, with qualifications gained etc.

Dates	School/College	Qualifications/Certificates

3. Personal Interests.

Please indicate any personal interests, hobbies etc.

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4. Employment Experience.

Please list any employment experience, starting with your present or latest job.

Dates	Employer	Nature of Job	Salary/Wages

5. Referees. Please give the names, addresses and relationship (e.g. previous employer) of two people who can provide you with a reference. Indicate which (if any) we may approach before interview.

1.....	2.....
.....	
.....	
.....	
.....	
May we approach before interview? YES / NO	May we approach before interview? YES / NO

6. Signature of Applicant and Supporting Statement.

If you wish, write a short statement in support of your application setting out any work experience, qualifications or personal qualities which you can offer and which you feel are particularly relevant.

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SIGNATURE.....

DATE.....

CRANFIELD PARISH COUNCIL

REFERENCE

NAME
ADDRESS

DATE OF BIRTH

Dear Sir or Madam.

The above-named person has applied for the post of.....
at The Cranfield Parish Council and has given your name as a reference. I should be
grateful if you would provide a reference and in particular answer the following questions?

How long have you known the applicant?.....

How long has the applicant worked for you?.....

Would you re-employ the applicant?.....
If not, why not.....

Is the applicant:

1. Honest?.....
2. Reliable?.....
3. Punctual?.....

Please provide details of the number of days taken as Sick Absence over the last 12
months and the number of spells (times off)

Please provide a pen picture of..... Setting out both strengths and
weaknesses and their suitability for the above post.

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LETTER OF APPOINTMENT

Dear Mr/Ms

NAME OF POST e.g. (Clerk to the Parish Council)

I write to confirm that you were successful at your recent selection interview for the above post, and I am pleased to offer you appointment to this post at Cranfield Parish Council (conditional upon receipt of satisfactory references).

This is a permanent/casual/fixed term appointment (for the period of 12 months) commencing Monday (insert date). This appointment to the post of.....is based at Cranfield (insert address of work location) and I confirm that the starting salary is £.....per annum.

You are required to complete a probationary period of 12 months commencing (insert start date) after which your appointment will be confirmed subject to satisfactory performance, attendance and conduct.

You are entitled to.....days Annual Leave and 8 days public holidays. You will also be provided with (insert any other benefits) subject to the rules set out in the Parish Councils Policies. (Insert here any other terms and conditions specific to the particular post)

All other terms and conditions of your appointment are set out in the Cranfield Staff Policies, (a copy of which I enclose for your information).

Finally, may I welcome you to Cranfield Parish Council. You should report to at 9am on (insert start date) and I look forward to seeing you. Please retain one copy of this letter and sign and date the other copy as an acknowledgement of receipt of this letter.

Yours sincerely

I acknowledge receipt of this letter and have read and understand its contents.

Signed.....Dated.....