

# Bonsall Parish Council

## Recruitment, Selection and Equality and Diversity Policy

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### Bonsall Parish Council

### Recruitment, Selection and Equality and Diversity Policy

#### Introduction:

The purpose of this policy is to set out Bonsall Parish Council's approach to recruitment and selection and its commitment to equality, diversity and fairness. Upon implementation this policy will apply to the future engagement and employment of staff.

#### Recruitment:

Job Advertisement should contain a reference to a contact to whom informal enquires regarding the nature of the post will be directed (normally the Clerk).

#### Applications:

The Council uses application forms for recruitment in respect of all staff. All potential applicants should be directed to apply formally through the officially named contact. This is essential to ensure co-ordination of the recruitment process, appropriate equal opportunities monitoring and notification of unsuccessful candidates at the conclusion of the exercise. The form is designed also to elicit essential information from candidates. All applications for a position must be submitted using an application form.

#### Shortlisting:

If required and as soon after the closing date as possible those involved in the shortlisting will meet to draw up a shortlist. The composition of the Shortlisting Panel will vary according to the type of post being filled.

Shortlisting will be undertaken by a minimum of two individuals. The person specification and the further particulars must be used as the basis for shortlisting against the factual elements and criteria specified. It is essential for monitoring purposes and for defence purposes in the event of a claim for unlawful discrimination that the Council keeps records of reasons for not shortlisting candidates.

### **Interviews:**

The Interview Panel will comprise normally of the members of the Shortlisting Panel.

The aim of the interview is to ascertain who the most suitable candidate for the position is and to ensure that the candidates have a clear picture of what the position entails.

Before the interviews begin the Panel will establish, at the outset, aspects of the candidates' qualifications and experience to be explored by each panel member. To ensure equity, all candidates should be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities.

Interviewers should be careful not to imply discrimination by asking questions about personal circumstances which are unrelated to the job, such as questions contrary to the Council's Equal Opportunities Policy.

Panel members should be aware that asking the same question of all candidates does not necessarily ensure non-discrimination; the use to which answers are put may be discriminatory.

Note taking is highly recommended at interviews to ensure that relevant information is not forgotten when assessing all candidates at the end of the interviews.

### **Our approach to Recruitment and Selection:**

Bonsall 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 Chair (or in their absence the Vice Chair) and the Clerk to Bonsall 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:**

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

Bonsall Parish Councils will offer feedback to all unsuccessful interviewed candidates on request.

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

Bonsall Parish Council recognises the positive value of diversity and promotes equality and the employment of those with disabilities.

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. Bonsall 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.

Bonsall 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.

Bonsall Parish Council will ensure that there is no unfair discrimination in the way in which we recruit people. To do this we may ask about the diversity profile of people who apply for posts with Bonsall 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 Bonsall Parish Council Complaints Procedure.

#### **Disabled Applicants:**

Bonsall 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, Bonsall 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. Bonsall 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 Bonsall 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. Bonsall Parish Council does not hold a sponsor license and, therefore, cannot issue certificates of sponsorship under the points based system.

Prior to appointment documents to confirm right to work in the UK should be produced and checked to confirm compliance with the Home Office document "*An employer's guide to acceptable right to work documents*", dated May 2015 or any such later revision. The attached Home Office appendix "Right to Work Checklist" dated November 2014 will be used to confirm entitlement. Further guidance on this process is available at <https://www.gov.uk/check-job-applicant-right-to-work>.

**Complaints Procedure:**

Any candidate who considers that they have been unfairly treated or discriminated against should contact the Clerk/RFO to Bonsall 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 the candidate of the outcome.