

# PROCEDURE FOR CHANGES IN ESTABLISHMENT



## 1. Leavers

When a vacancy of an existing job occurs the first step is to review the need to fill it. The role and purpose of the job needs to be reassessed, e.g. can the duties be reallocated, are they still relevant, would a part-time arrangement be more suitable, do the working hours need revising?

In the case of all posts the following steps should be taken.

The Chair, Parish Manager and the Chair of Personnel-Sub Committee should meet as soon as possible in order to:

- Consider whether to fill the post on a temporary or permanent basis. Temporary appointments are appropriate for several reasons
- if it is necessary to cover a vacancy in the short term e.g. sickness or maternity cover
- to test out a new working arrangement
- to provide a secondment opportunity for a member of staff
- Update the existing job or description or prepare a new one to reflect the duties and responsibilities of the post
- If appropriate check the grading of the post. If there have been changes in existing duties a revised grading may be appropriate.
- Prepare a person specification detailing the type of person required for the job. Any skills and/or qualifications specified as essential, must be strictly relevant to the requirements of the job, and must not be unnecessarily restrictive so as to exclude any particular group.
- Prepare a draft advertisement based on the job description and person specification, detailing the job title, salary, hours of work and any other relevant details as well.
- Consider the time period to be allowed to enable all internal candidates to apply for the post; prior to it being advertised externally.

If the duties of the post are to be significantly changed consultation should take place with other staff members in order to ascertain the effects of the changes on them.

A report providing the recommendations for the recruitment to the post should then be submitted for consideration by the Personnel-Sub Committee, and resolution by the Parish Council.

## 2. Recruitment

The recruitment of employees by the Parish Council is a very important process for a number of reasons:

- to recruit the very best people for the job by aiming to secure the best match between the job and the qualities of candidates.
- to show the Parish Council in the best light to potential recruits as a good, efficient employer providing interesting work and career opportunities
- to ensure that all candidates (both internal and external) are treated on a fair and equitable basis.



### **Temporary appointments only**

Short term temporary requirements (i.e. less than 3 months) or casual appointments may be filled or covered by:

- staff from employment agencies
- Job Centre
- Local advertising on Parish Noticeboards

### **3. Advertising**

All advertisements must be written in a clear and unambiguous way so that applicants will be able to determine their own suitability for the post and not to exclude any disadvantaged groups of people.

Internal advertisements should be displayed in areas to which all staff have access.

Advertisements should be placed in a local news publication, on the Parish Noticeboards and on the Parish website. Dependent on the seniority of the post being advertised, consideration should be given to regional or national advertising via LRALC, NALC or SLCC.

Consideration should be given to the timing of placing the advert (i.e. holiday times should be avoided as response rates may be poor). Closing dates will be set to allow for the issue of forms and to give candidates adequate time to respond. Normally for all advertisements a period of two weeks is allowed.

### **4. Selection and short-listing process**

The short listing and interviewing panel must consist of the same people. A panel of Members will be fully involved in the selection process for a Parish Manager and Clerk to the Council.

- The panel should consist of at least two people and a maximum of four people. It is essential that at least one member of the panel has been trained in interview techniques.
- If any panel member is related to an applicant or has a close relationship with him/her outside work, then they should not take part in the selection process.
- Only applications made on the Council's application form will be accepted.
- The panel should prepare a shortlist. This may not be accomplished at one and the same time, but all panel members should see all the applications received for the vacancy and an agreed shortlist should be drawn up.
- Selection of any internal and external candidate for interview should be based on the candidate's ability to meet the essential criteria listed on the person specification.
- It will be necessary to decide if any testing will be used to assist with the assessment. Use of selection tests must be related to the requirements of the job and shown to be valid as part of the selection process.

### **5. Interviews**

Responders to advertisements should be provided with an information pack containing an application form, job description and person specification. For applications to senior positions additional information such as the Corporate and Neighbourhood Plans', Conditions of Service and information on Broughton Astley should also be supplied.



Candidates selected for interview should be invited to attend interview by letter; giving details of time, location, duration of the interview and the number on the interview panel.

- It is necessary to ensure that any new person employed is eligible to work in this country in accordance with The Immigration Act 2016. Therefore, the following must be included in the invitation letter for interview: -  
'under The Immigration Act 2016 we are required to check that all new employees are eligible to work in the United Kingdom. Please bring one of the documents on the attached list to interview'.

The document the candidate brings to the interview should be checked to confirm the person's eligibility to work in this country and a photocopy taken for payroll records. These documents should be treated in the strictest confidence. If a candidate is not appointed the copy must be confidentially destroyed.

Arrangements need to be made to ensure there is a suitable room available for the interview; with facilities available for any presentation required, a waiting area, car parking spaces, refreshments etc. should also be considered for applicants.

A predetermined set of questions matched to job requirements which will form the basis of the interview, need to be agreed prior to interviews taking place. Using a set of standard questions does not mean that clarifying follow-up questions cannot be asked. It does mean that the interview will be conducted on an equal basis, ensuring that each candidate is asked essentially the same questions.

Candidates should be asked to bring qualification certificates to the interview so these can be verified where appropriate.

Every effort must be made to accommodate a person with a disability should they consider themselves suitable for the post advertised, if they match the essential criteria on the person specification. Reasonable adjustments to access points, offices, and the job itself can be made and should not preclude anyone from being called for interview.

### **References and police check**

References must be taken up for all candidates provided the candidate has given permission for this to happen. It is recommended that this is done before the interview. References should be available before any formal offer of appointment is made. If not, a conditional offer may be made.

- Normally two references should be obtained which should include the present or most recent employer. In the case of first-time employees this may include a school or other educational institution.
- There is also a requirement to comply with the Children Act 2014, that staff working closely with children or vulnerable people should have a Disclosure & Barring Service check.

### **Appointment process**

Once a decision has been made by the panel, an initial offer can be made to the candidate, subject to references and police check if applicable. The starting salary offered should normally be at the grade minimum.

On receipt of positive references and police check a letter confirming the terms and conditions of appointment should be issued including starting date and salary; accompanied by a Contract of Employment, which should be signed by the applicant and returned prior to the agreed starting date.



## **New employees**

On commencement of employment the new employee must complete a 'New Starters Form' providing personal and national insurance details, next of kin, bank details and current pension arrangements. A copy of this form should be sent to the Payroll section at Harborough District Council and a copy kept in their personal file.

## **Probationary period**

The appointment of a new starter will be subject to the satisfactory completion of the probationary period of six months, with the exception of those who have transferred from another local authority. During this period training, advice and guidance will be given and performance monitored. The probation period is subject to termination during any stage of it on giving the appropriate period of notice under the terms of employment.

Employees whose performance has been satisfactory will have their appointment confirmed in writing at the end of the 6 months period.