THE PARISH OF
ST WILFRID
HARROGATE

Appointments Policy

1 Preamble

1.1 The operation of the Parochial Church Council, its officers, Committees and other bodies in regard to appointments requires clear guidance, transparency and probity. We act corporately observing clear legal requirements, including as charity trustees.

1.2 Notwithstanding any legal requirements, and without prejudice to the rights and appurtances of office holders, a transparent policy also safeguards individuals and legal bodies from any real or apparent appearance of impropriety or wrongdoing.

1.3 The aim of this policy is that we will:

- Attract good candidates
- Ensure equal treatment of all applicants
- Identify and appoint the best applicants
- Maintain an effective and streamlined recruiting process which makes the best use of time and money
- Follow good practice for 'Safe Recruitment' under the prevailing safeguarding policy.

2 Equal Opportunities

2.1 Equal Opportunities Policy applies equally to the recruitment process and must be complied with at every stage of the recruitment process.

2.2 This means that prospective applicants should not be discriminated against either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, sexual orientation, cultural or religious beliefs, disability and age. In addition, candidates should not be discriminated against based on pregnancy.

2.3 Preparation of job descriptions, person specifications, advertisements, short-listing, interviewing and selection of applicants should reflect a commitment to achieving and maintaining equal opportunities within the workplace.

2.4 Interviewers must only ask job-related questions.

2.5 This policy shall apply to recruitment of paid staff, consultants, contractors and all who are paid, directly or indirectly by the parish. Recruitment by brief, or tender, must be achieved within the aims of this policy.

3 Recruitment Preparation

Before a post or position is advertised the following information should be prepared:

- An up to date job description and/or specialist brief
- A person / team specification
- Draft advertisement and/or online portal procurement/recruitment identification
- Where a specialist is required, their own professional institute's standard application form may be required in place of an 'in house' application form.

4 Job Description

4.1 The job description (or brief) should define the nature of the tasks, duties and responsibilities that the post/consultancy/team will require and where the post fits into the organisational structure.

4.2 A named person shall be responsible for the preparation of the job description/brief.

4.3 The job description/brief should be written in clear and simple language.

4.4 Where a job description/brief already exists for the vacancy then it should be reviewed to ensure that it still accurately describes the role and should be updated where necessary.

4.5 The salary for the post/consultancy/position/task should be determined and included in the job description. Expenses for both interview and 'in post' should be determined as part of each job description or brief following current good practice.

4.6 A copy of the job description should be sent out to all persons applying for the post to enable them to prepare adequately for the interview process

4.7 The job description will eventually form part of the applicant's contract of employment or contract to provide services in forming a service level agreement.

5 Person/Team Specification

5.1 It is the role of the named person to prepare the person/team specification.

5.2 This differs from the job description as it provides a summary of the qualifications, skills, experience, knowledge and personal characteristics required to undertake the role – or shared amongst the appointment of a whole team. Any criteria set should be related to the post and ability required for the post. There should be no unnecessary conditions attached, or the use of words, which would imply unjustifiable bias.

5.3 A copy of the person/team specification should be sent out to all persons applying for the post.

5.4 Such a specification and/or job description may be replaced by an invitation to express interest. This may be particularly suitable where the field of work is to be defined in conjunction with, or requires room for negotiation from a specialist appointee.

6 Advertisement

6.1 All vacancies must also be advertised internally to all members of staff.

6.2 The job advertisement should be prepared by the same author of the job description and person specification to ensure consistency.

6.3 The advertisement should be kept short and simple and provide all the relevant information to enable individuals to determine whether they have the relevant skills, experience and qualifications for the post.

6.4 Vacancies should also be advertised externally in as wide a range of publications as possible. For example, national and local newspapers, free newspapers and the Internet. Employment agencies, jobcentres and community & business networks should also be considered. Specialist journals and portals may also be used where there are appropriate technical skills required to fill the post.

6.5 The advertisement should also specify the closing date for the return of the application forms.

6.6 Any advertisement should be carefully worded so as to be free of any discriminatory words, phrases or intention. Where possible relevant skills, rather than qualifications should be highlighted.

7 Shorlisting

7.1 A shortlist should be prepared with ideally a minimum of three candidates

7.2 The shortlist should be drawn up by scoring each applicant against the criteria set out in the job description and person specification.

7.3 Wherever possible, application forms should be anonymised for those shortlisting. Those who short list should also be members of any interviewing panel, to maintain continuity of process. Any notes from shortlisting should be retained for future reference.

7.4 Shortlisted applicants should then be invited for interview. Unsuccessful candidates should be notified as soon as is practically possible and offered constructive feedback.

7 Interview

7.1 An appointments panel will interview candidates. Specialist advisors may also be asked to contribute to the appointment interview where technical help or knowledge is required.

7.2 Candidates should be interviewed on the evidence they present in application including CV or expressions of interest. Questions must be limited to the role.

7.3 Candidates should also have the opportunity to ask their own questions

8 Appointment

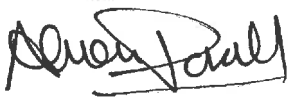
8.1 The successful candidate (or Team) should be the person who scores highest against the agreed criteria, subject to meeting minimum appointment requirements.

8.2 All candidates should be informed of the decision in a timely manner.

8.3 References should then be sought for the designated appointee, along with any security or DBS checks, including providing copies of professional qualifications.

8.4 An official offer letter will be sent to the successful candidate, who must by return signify their acceptance in writing.

8.5 A start date and induction programme should then be sent to the successful candidate.

8.6 All records of all applicants shall be kept securely for a period of up to six months from the date of initial advertisement.

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Signed: PCC Chairman	
Signed: PCC Secretary