

BURNISTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
Tel. 01723-870299

Email: clerk@burnistonparishcouncil.org.uk

PARISH COUNCIL MEETING

Thursday 7th November 2024 at 6.30pm
Burniston & Cloughton Village Hall

AGENDA

All declarations of interest in agenda items to be made by the member, in writing, on the form provided. If unsure, please contact the Clerk on receipt of the agenda.

1. To receive apologies for absence given in advance of the meeting.
2. To consider the approval of reasons given for absence.
3. To receive member's declarations of interest in items of business on this agenda.
4. To note the Declaration of Acceptance of Office in respect of the Chairman of the Staffing committee has been signed and counter-signed.
5. Minutes of the Council meeting held on 3rd October 2024 (*enclosed*) to approve and sign.
6. Minutes of the Staffing Committee meeting held on 14th October (*circulated to committee members*) to approve and authorise committee chairman to sign.
7. Public Open Forum.
8. To consider matters raised in the Public Open Forum & if appropriate, agree action.
9. Reports to receive (as available) & agree action – Police [*emailed to councillors 29/10/24*], Unitary, Parish, Clerk, Staffing Committee, Working Groups.
10. Updates on matters from October meeting:-
 - a) Rocket Station [*Minute 80/24b* refers] -1] to receive update from Cllr. Parsons and 2] to agree to employ a solicitor to advise/act on Council's behalf.
 - b) Sandbags, pedestrian refuges, ginnel, Bridge Close trees [*Minute 80/24b* refers] - to receive updates from Clerk & agree action as appropriate.
11. Europa Oil & Gas potential planning application:-
 - a) To consider putting in place a Liaison Councillor to liaise with any interested parties as a support to all (Clerk's note, any councillor appointed to this role cannot have authority to speak or act on behalf of Council.)
 - b) To consider forming a working group to look at the proposed planning application and take a view from any interested party, so as to allow the full Council to make an informed decision on any planning application received. The working group to retain a position of impartiality with the intention of creating a report for the full BPC when required.
12. Correspondence
 - a) To note 1] the Clerk is leaving her post at Council on 27th December and 2] the Staffing Committee has recruitment to the post in hand.
 - b) Consultation on remote meetings (*emailed to councillors 27/10/24*) – to receive & agree action as appropriate.
 - c) To receive & note - email from NYUC [*enclosed*] confirming the Model Agreement will be extended for a further year to cover 2025/26 and giving notice that the existing Model Agreement will then terminate and there will be no further payments under these arrangements.
 - d) Correspondence received after 1/11/24 & requiring a response before next meeting – to agree action as appropriate.
13. Planning Matters:-
 - a) Applications Received (to agree comments):- ZF24/01474/FL Erect 3 detached dwellings with associated access, landscaping and boundary treatments, 35 High Street.
 - b) Decisions Received (to note):-
 1. ZF24/01371/FLA Vary condition 1 of 22/00407/FL to alter position of building and alter land levels. Also to alter windows, porch, chimney and internal layout, Orchard House, 4 Wandales Road – granted with conditions;
 - c) To agree comments/note any planning matters/decisions received after 1/11/24.

14. Finance & Regulatory Matters:-
- a) Donation to British Legion in lieu of wreath – to agree amount and authorise signature of cheque.
 - b) Unity bank accounts – to update signatories by removing Messrs. Backhouse, Graves, Marley and Tidd.
 - c) Model Agreement 2025/26 – to agree to accept the offered £11,126-93 plus admin
 - d) To note 1] the National Joint Council for Local Government Services has agreed a pay award for the 2024/25 financial year which averages an increase of 62p/hour and 2] to resolve to pay this award (backdated to 1/4/24) to staff employed by council on 1/4/24 along with any resulting additional pension contributions.
 - e) Budget –
 - 1. to receive and note an update on budget V actual expenditure as at 30/9/24 (*enclosed*).
 - 2. to set a budget for financial year 2025/26 (*draft enclosed*).
 - f) YLCA Recruitment & Selection Policy (amended as required for Burniston Parish Council) [*copy enclosed*] – 1] to note recommendation from Staffing Committee that Council adopts this policy with immediate effect; 2] to note Clerk’s advice (at top of policy) that adoption of policy be deferred till after appointment of Clerk so as to avoid breaching the policy; 3] to agree action as appropriate.
 - g) Locum Clerk – to seek Council’s approval to engage the services of a locum clerk should it become necessary.
15. Accounts to Certify:- J Marley (reimburse laptop bag) £26-99; Deepdale Computer Services (purchase laptop & MS365) £822.18; YLCA (vacancy advert) £20-00.
16. Exclusion of Public and Press – To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matters referred to at item 14 below, due to the confidential nature of the business to be transacted
17. To consider a staffing matter in respect of salaries (verbal report by Cllr. Hill) and agree action as appropriate

J. Marley

J. Marley (Mrs)

Clerk to the Parish Council

2nd November 2024

MINUTES OF ORDINARY MEETING OF BURNISTON PARISH COUNCIL HELD IN THE VILLAGE HALL ON THURSDAY 3rd OCTOBER 2024 AT 6.30PM

Present: Councillor R Parsons (Chairman)
Councillors A Hill, B Marley, C Murray, V Powell, P Tidd, C Topham
North Yorkshire Unitary Cllr. D Bastiman (left 6.40pm). 3 members of public (1 present from 7.15 to end), Mrs J Marley (Clerk).

Absent: Cllr. P Grimwood.

73/24 **APOLOGIES:- Received** from Cllr. Grimwood (personal commitment).

74/24 **REASONS FOR ABSENCE:- Approved** - from Cllr. Grimwood (personal commitment).

75/24 **DECLARATIONS OF INTEREST:** None.

76/24 **MINUTES**

Having been previously circulated, **resolved** the minutes of the Council meeting of 5th September 2024 be **approved** as an accurate record and authorised for signature by the Chairman.

Council agreed to vary the order of business by taking the Unitary Councillor's report as the next item.

77/24 **REPORTS**

- a) **Unitary:** Cllr. Bastiman's report was **received**. He outlined his concerns re. the possible fracking in the village and the poor consultation/publicity by Europa Oil in respect of the neighbouring parishes (he had asked Europa to contact the neighbouring parish councils). It was believed that geophysical surveys would not take place till early 2025 and that, should commercially viable gas be found, the only way out for the pipeline would be down the cinder track.

At this point North Yorkshire Cllr. Bastiman left the meeting,

78/24 **PUBLIC OPEN FORUM** No matter raised by the two public present at this time.

79/24 **MATTERS RAISED IN PUBLIC OPEN FORUM** None.

80/24 **REPORTS**

- a) **Police:** the report for incidents during September had been emailed to councillors on 1/10/24 and was **received**.
- b) **Parish:** Cllr. Hill reported Highways had cleaned up around the pedestrian refuge opposite the War Memorial but not done any of the other reservations (Clerk to ask highways to do the others). Cllr. Murray reported the Mulgrave Estates contractors have said they would erect Council's new noticeboard. Cllr. Powell reported a lot of leaves at the war memorial and asked how the bagged up leaves could be disposed of – Cllr. Murray and Parsons offered to take them to the tip. Cllr. Topham 1] expressed concerns re the property on Wandales where building work was ongoing (site open to the road and easily accessible to public) – Clerk to bring Council's concerns to attention of relevant authorities; 2] reported a lack of sandbags at the store in the Oak Wheel car park (Clerk to speak with relevant person at NYC); 3] expressed concerns the trees on the beck bank in Bridge Close were now leaning over the road (Clerk to contact highways and NYC Cllr. Bastiman); 4] Christmas lights – the tree is for trimming this autumn, Minute 145/53b) refers. Cllr. Tidd reported the road still flooded at Highland Farm despite work by highways. Cllr. Parsons reported 1] no progress on the Rocket Station due to a lack of staff at NYC; 2] the ginnel at Overgreen had still not been done and he'd removed the worst of the nettles; 3] about 100 yards of the road/pavement opposite the Post Office was covered in grit and soil and badly in need of sweeping (Clerk to refer to Highways).
- c) **Clerk:** No matters to report.
- d) **Staffing Committee:** No report to receive,
- e) **Working Groups:** St. Catherine's Hospice not complying with the terms of the grant given to them from the Show Committee Residual funds (Chairman dealing).

81/24 **UPDATES ON ITEMS FROM SEPTEMBER MEETING**

- a) Prickybeck Balsam [*Minute 66/24c) refers*] - **received** email from Duchy with an update. Clerk to keep pushing Duchy for action and item to be brought to March 2025 meeting.

b) Drains near Post Office [*Minute 66/24c* refers] – **received** email from Area Manager Whitby Highways (which had been cc'd to Cllr., Parsons, Topham and Bastiman) explaining they were still waiting to hear from Yorkshire Water. Cllr. Topham reported the houses opposite were now being impacted. Clerk to reply to Highways Manager.

82/24 **CORRESPONDENCE**

- a) Meeting dates 2025 – to note 6th March is not available due to the Panto. **Resolved** to accept the offered alternative date of 10th March 2025.
- b) Correspondence received after 27/9/24 & requiring a response before next meeting – none.

1 member of public arrived during the planning matters items.

83/24 **PLANNING MATTERS**

- a) **Applications Received:-** none.
- b) **Decisions received & noted:-**
 - 1. ZF24/00154/FL Convert outbuilding to create 1no. holiday let (Unit A). Erect 1no. holiday let (Unit B) following demolition of outbuilding, Beaconsfield Farm, South End – granted with conditions - **granted with conditions**;
 - 2. ZF24/00487/FL Demolish abandoned dwelling, partial demolition and alteration to existing outbuilding to form domestic outbuilding, erect dwelling, form vehicular access to paddock, 38 Limestone Road – **granted with conditions**;
- c) **Planning matters received after 27/9/24:-**
 - 1. ZF24/01103/FL Demolish existing detached dwelling and garage and construct new dwelling and garage, 32 Limestone Road - **agreed** no objections in principle to replacement dwelling but the height of the garage is excessive and should be considerably reduced.

84/24 **FINANCE & REGULATORY MATTERS**

- a) Reserves & Budget information [*Minute 71/24a* refers]
 - 1. **Received & noted** an email [*sent 26/9/24*] to all councillors from the Chairman with files giving explanation of reserves & budget, details of levels of reserves at 31/3/24, and details of the current year's budget.
 - 2. **Received & noted** an update (*emailed to councillors 26/9/24 and circulated with agenda*) on budget V actual expenditure as at 31/8/24.
- b) Verge cutting – the Clerk's suggestion of a winter cut (right back to the hedges) on Coastal Road and Scalby Road so as to remove all brambles and thorns was considered and it was **resolved** the Council's contractor be asked to carry out the work at a cost not exceeding £500.

85/24 **ACCOUNTS TO CERTIFY** – Having been previously notified, the following were approved for payment via online banking (Cllrs. Hill and Parsons to do the online authorisation within 24 hours):-

B&C Village Hall	Hall hire April-Dec	£72-00
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There being no further business, the Chairman declared the meeting closed at 7.29 pm

MINUTES OF EXTRAORDINARY MEETING OF STAFFING COMMITTEE IN THE VILLAGE HALL ON MONDAY 14th OCTOBER 2024 AT 6PM

Present: Councillors Grimwood, Hill, Topham

Notes of meeting taken by Cllr. Grimwood

Absent: Cllr. R Parsons.

The meeting was brought to order at 6.11pm. Cllr. Topham (in her capacity as Vice Chairman of the Council) presided over the first item on the agenda.

S1/24 **ELECTION OF CHAIRMAN Resolved** Cllr. Hill be Chairman of the Staffing Committee until the next Annual Meeting. Further **resolved** the Committee Chairman's Declaration of Acceptance of Office be signed no later than 8th November 2024.

S2/24 **APOLOGIES:- Received** from Cllr. Parsons.

S3/24 **REASONS FOR ABSENCE:- Resolved** reason given by Cllr. Parsons (family commitment) be accepted.

S4/24 **EXCLUSION OF PUBLIC & PRESS: Resolved** that under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the next items.

S5/24 **PERSONNEL MATTERS**

S5/24.1 **Resolved** it be recommended to full Council that it adopts the YLCA Recruitment & Selection Policy (amended as required for Burniston Parish Council).

S5/24.2 **Resolved** salary recommendation for new staff be made to full Council.

S5/24.3 **Resolved** the arrangements for replacing the current Clerk to Council be agreed. If necessary full Council would be asked to approve the services of a locum clerk. For GDPR purposes, details of the arrangements to be held in a confidential note attached to the minutes.

The meeting was suspended between 7.05 and 7.07pm as a member of the Hall committee came to explain the Fire Service had been called to a fire on the tennis courts and not to panic if we saw blue lights.

There being no further business, the Chairman declared the meeting closed at 7.30 pm.

Cllr. B A Hill, Committee Chairman. 7th November 2024

Subject:Burniston Parish Council - Model Agreement Estimates 2025/26

Date:Mon, 28 Oct 2024 17:20:02 +0000

From:REDACTED

To:Burniston <clerk@burnistonparishcouncil.org.uk>

Email: clerk@burnistonparishcouncil.org.uk

For Attn: Jools Marley, Clerk to Burniston Parish Council

28 October 2024

Dear Mrs Marley

Burniston Parish Council

Model Agreement Estimates 2025/26

Prior to the formation of the new single council in North Yorkshire on 1 April 2023, it was approved that the payments made to Parish and Town Councils under the Model would be made under the 2022/23 arrangements between the Borough Council and the Parish Councils for the financial year 2023/2024. This arrangement was extended for a further year covering 2024/25 with a planned review of the model agreement undertaken in 2024/25. This work identified that the different service aspects within the Model Agreement could be explored across the wider North Yorkshire Council area and support the Council's ambition to provide devolution opportunities for Parish Councils. This would also harmonise the approach for such proposals and provide consistency of operation for services. Further work will therefore be undertaken to develop wider service-based proposals, they will not, however, be in the form of the existing arrangements within the Model Agreement. It is intended that the payments made to Parish and Town Councils under the Model will be extended for a further year covering 2025/26 and the details about any future proposals will be developed for implementation in 2026/27. All Parish and Town Councils under the existing Model Agreement will be included.

This letter confirms that the payments made to Parish and Town Councils under the Model will be extended for a further year covering 2025/26 and gives notice that the existing Model Agreement will then terminate and there will be no further payments under these arrangements.

Please find enclosed the proposed Model Agreement estimates for 2025/26. As outlined within the Payment Schedule of the Model Agreement, the payment is index-linked in line with the relevant index as at 1st September of each year which rose by 2.6% in the year to September 2024.

If you need to re-allocate estimated expenditure between the different categories, please mark any changes on the schedule before returning it, remembering to note the adjustments for your records. Please remember that, whilst re-allocations can be made between expenditure categories, the total estimate cannot be exceeded. Once approved, please return a copy of the model agreement to me **via email** to catherine.clarke@northyorks.gov.uk by 31 December 2024.

If you have any queries, please contact me.

Yours sincerely

REDACTED

Strategic Finance, Resources & Central Services
North Yorkshire Council

ACTUAL - V - BUDGET 2024/25

RECEIPTS			
BUDGET HEADS OF INCOME	BUDGET 2024/2025	ACTUAL EX VAT to 30/9/24	ACTUAL inc VAT to 30/9/24
Precept	£18,043.00	£18,043.00	£18,043.00
Agency services (NYUC)	£1,307.06	£1,307.06	£1,307.06
Agency services (MA)	£10,844.96	£12,200.58	£12,200.58
Interest on Invts & a/c	£707.00	£498.51	£498.51
Misc	£0.00	£0.00	£0.00
VAT recovered	£1,900.00	£0.00	£0.00
Capital grants	£0.00	£0.00	£0.00
RECEIPTS TOTAL	£32,802.02	£32,049.15	£32,049.15

PAYMENTS			
BUDGET HEADS OF PAYMENTS	BUDGET 2024/2025	ACTUAL EX VAT to 30/9/24	ACTUAL inc VAT to 30/9/24
Bus shelters (SBC)	£605.59	£0.00	£0.00
Churchyard (SBC)	£639.67	£639.67	£639.67
Parks (SBC)	£2,897.88	£811.87	£811.87
Prickybeck (SBC)	£0.00	£220.00	£230.00
Seats (SBC)	£504.92	£0.00	£0.00
Verges (SBC)	£6,196.90	£7,841.08	£9,409.32
Weed control (NYUC)	£412.62	£0.00	£0.00
Verges (NYUC)	£838.59	£250.00	£300.00
Payments-Sub-Total (1)	£12,096.17	£9,762.62	£11,390.86
Audit	£230.00	£240.00	£282.00
Bank charges	£72.00	£36.00	£36.00
Chair's allowance	£0.00	£0.00	£0.00
Clerk allowances	£460.00	£214.56	£214.56
Clerk expenses	£0.00	£0.00	£0.00
Clerk salary	£4,914.00	£1,693.44	£1,693.44
Hall hire	£120.00	£13.50	£13.50
Insurance	£350.00	£300.00	£300.00
Misc	£50.00	£0.00	£0.00
Newsletter	£100.00	£0.00	£0.00
Pension conts	£450.00	£221.16	£221.16
Petty cash	£30.00	£0.00	£0.00
Stat/off. Exp	£15.00	£0.00	£0.00
Subs	£550.00	£475.00	£475.00
Tax/NI	£1,000.00	£518.02	£518.02
Training	£50.00	£0.00	£0.00
Website	£120.00	£140.00	£140.00
Payments-Sub-Total (2)	£20,607.17	£13,614.30	£15,284.54
UNBUDGETED EXP.			
Capital Spending (Asset purchase)	£0.00	£0.00	£0.00
Other payments (Not listed here)	£0.00	£0.00	£0.00
S. 137 payments	£0.00	£0.00	£0.00
Grants made	£0.00	£0.00	£0.00
Community Assets	£0.00	£0.00	£0.00
Payments-Sub-Total (3)	£0.00	£0.00	£0.00
PAYMENTS TOTAL (1+2+3)	£32,703.34	£23,376.92	£26,675.40

BPC - Draft Budget for 25/26

RECEIPTS		
BUDGET HEADS OF INCOME	BUDGET 2024/2025	DRAFT BUDGET 2025/2026
Precept	£18,043.00	£0.00
Agency services (NYUC)	£1,307.06	£1,320.00
Agency services (MA)	£10,844.96	£11,126.93
Interest on Invts & a/c	£707.00	£600.00
Misc	£0.00	£0.00
VAT recovered	£1,900.00	£1,500.00
Capital grants	£0.00	£0.00
RECEIPTS TOTAL	£32,802.02	£14,546.93

PAYMENTS		
BUDGET HEADS OF PAYMENTS	BUDGET 2024/2025	DRAFT BUDGET 2025/2026
Bus shelters (SBC)	£605.59	£621.34
Churchyard (SBC)	£639.67	£656.30
Parks (SBC)	£2,897.88	£2,973.22
Prickybeck (SBC)	£0.00	£0.00
Seats (SBC)	£504.92	£518.05
Verges (SBC)	£6,196.90	£6,358.02
Weed control (NYUC)	£412.62	£425.00
Verges (NYUC)	£838.59	£850.00
Payments-Sub-Total (1)	£12,096.17	£12,401.93
Audit	£230.00	£250.00
Bank charges	£72.00	£72.00
Chair's allowance	£0.00	£0.00
Clerk allowances	£460.00	£500.00
Clerk expenses	£0.00	£0.00
Clerk salary	£4,914.00	£4,861.00
Hall hire	£120.00	£120.00
Insurance	£350.00	£350.00
Misc	£50.00	£50.00
Newsletter	£100.00	£100.00
Pension conts	£450.00	£437.00
Petty cash	£30.00	£30.00
Stat/off. Exp	£15.00	£0.00
Subs	£550.00	£550.00
Tax/NI	£1,000.00	£1,000.00
Training	£50.00	£500.00
Website/IT	£120.00	£1,000.00
Grit bins	£0.00	£500.00
Prickybeck	£0.00	£1,000.00
Payments-Sub-Total (2)	£8,511.00	£11,320.00
UNBUDGETED EXP.		
Capital Spending (Asset purchase)	£0.00	£0.00
Other payments (Not listed here)	£0.00	£0.00
S. 137 payments	£0.00	£0.00
Grants made	£0.00	£0.00
Community Assets	£0.00	£0.00
Payments-Sub-Total (3)	£0.00	£0.00
PAYMENTS TOTAL (1+2+3)	£20,607.17	£23,721.93

BURNISTON PARISH COUNCIL

DRAFT RECRUITMENT AND SELECTION POLICY

[Date of adoption]

[Review date]

Clerk's advice 19/10/24 – recommend you don't adopt this policy until AFTER you have appointed a new Clerk. If you adopt it before, then you will be in breach of the salary evaluation point in section 3 and the first bullet point of 4 (Selection Process).

1. Introduction

The intention of the recruitment policy is to ensure that the Council can attract and retain high calibre employees into its job vacancies. It aims to attract the widest possible response to any employment vacancy. The Council will take positive steps to advise minority groups of all vacancies and of its Equal Opportunity Policy. The Council recognises the advantages of recruiting individuals with specialist knowledge and experience of local needs.

The selection process is of crucial importance in this policy and must, therefore, be carried out according to objective, job-related criteria. The Council will ensure that, through appropriate training, people making selection decisions will not discriminate, whether consciously or unconsciously, in making these selection decisions.

There is a requirement under the Local Government and Housing Act 1989 that a parish sector council will appoint persons to vacant posts 'on merit'; in essence, the best person for the job.

2. Core Principles of the Recruitment and Selection Policy

The Council reserves the right under current legislation to advertise posts internally only, where the Council deems this to be appropriate and necessary.

The Council has delegated the entire recruitment process to its Staffing Committee. The Committee Terms of Reference gives details. This is apart from the decision to appoint a Clerk, for which a recommendation will be made by the Staffing Committee to allow the full Council to make an informed decision.

The Recruitment and Selection Policy will be implemented with regard at all stages to the Council's Equal Opportunities Policy, the Equality Act 2010 and subsequent legislation. All persons involved in the recruitment process will be made aware, through training, of the above legislation and its implications.

All stages of the selection process will focus on the needs of the job and the skills needed to perform effectively.

The Clerk and councillors will ensure that questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive.

All candidates with a disability that meet the minimum selection criteria will be invited to an interview.

It is the Council's practice to seek the successful candidate's consent to seek two written references and to ask for documentary proof of qualifications.

3. Recruitment and Selection Process

The Staffing Committee will:

- Consider information arising from any exit interview conducted with the former post holder;
- Consider whether a salary evaluation is required, and will ensure that this is carried out prior to an advertisement being placed;
- Consider whether the hours allocated to the post are sufficient;
- Conduct a review of the job description for the post;

- Draw up a person specification for the post; or will review any existing specification to ensure that it is fit for purpose;
 - Prepare an application form and any other supporting documentation required in this process.
- Advertisements will be placed appropriately to allow maximum exposure to all sectors of the community. The Staffing Committee will decide the outlets to be used for this purpose.

Candidates invited to interview where possible will be given at least one week's notice.

Letters sent to unsuccessful candidates will be issued as soon as practicably possible after the decision has been made. Reserve candidates may be kept 'on hold' for a period of time and should be notified of the delay in finalising the outcome of their application.

Job Description

- Each job will have an up-to-date job description that accurately reflects the job requirements;
- Job descriptions should be written in a clear and concise manner in the agreed Council format;
- Job descriptions should be reviewed and discussed prior to the commencement of the recruitment action;
- Where appropriate the equal rights dimension of service provision should be included.

Person Specification

- A person specification will be prepared for every job description reflecting the skills and qualities required to undertake the job;
- Criteria contained in the specification should be strictly relevant to the requirements of the job. The criteria should not be unnecessarily restrictive so as to exclude disadvantaged groups, since this may be viewed as indirect discrimination and therefore unlawful;
- All stated requirements must be clearly justifiable in terms of the principal function of the job vacancy, literacy, numeracy, qualifications, age and educational level achieved.

Attracting a Field of Applicants

- Publicity material must reflect the Council's adopted Equal Opportunity Policy;
- Publicity material should, where thought desirable, be translated into ethnic minority languages;
- Where necessary, use should be made of the ethnic minority press;
- Advertisements must be clear and unambiguous, so that applicants will be able to determine their own suitability.

Application Forms

- Assistance will be offered to candidates to complete any sections of the form if required;

Short listing

- Short listing will only be based on the information contained in the application form and any covering letter using the job person specification and the job description elements as the criteria;
- The criteria for short listing will be consistently applied to all applicants;
- The application form will not be used as a test of literacy unless a high standard of literacy is required as a genuine requirement of the job;
- There will be no unnecessary or unreasonable restrictions on the numbers to be short-listed;
- Any disabled applicant that meets the minimum requirements for the job should be short-listed;
- Reasons for not meeting the shortlist must be recorded for incorporation within the monitoring process;
- Original copies of educational/academic/qualification certificates or documents should be brought to interview by candidates;

4. Selection Interview

- All people responsible for short listing and interviewing will receive training/information in the appropriate techniques, and such training should include the equal opportunities dimension. No selection interview shall take place without someone that has received such training and is aware of the relevant legislation, in attendance;
- At least three people will sit on an interview panel.
- Interviews may also be attended by the Council's HR Adviser, purely for the purpose of advising members on procedural and legal matters.
- A scoring system will be used during the interviews to grade the candidates in specific areas of the job description and person specification;
- Interviewers must keep adequate notes of the interview to be able to make a fair comparison between candidates. This will be recorded on an interview report form;
- In determining whether a candidate is to be progressed to the next stage, interviewers may only consider factors relevant to the job requirements. If for any reason a candidate does not possess a certain requirement for a job, but is nevertheless short listed for interview, the candidate should not be subsequently declined solely on the grounds of not possessing that requirement.
- Reasons for unsuccessful candidates should be recorded for incorporation into the recruitment monitoring process;
- All application forms and interview notes will be kept for six months after the end of the recruitment process. Monitoring forms will be kept indefinitely;
- If any member of an interview panel feels that discrimination has occurred in the selection process, the matter must be reported immediately to the Chair of the Interview Panel. No selection decision will be made until the issue is resolved;
- Candidates of all ethnicities/ethnic backgrounds should not be asked questions that could be seen as directly or indirectly discriminatory, e.g., questions which test their understanding of 'U.K. Customs'. Neither should their fluency in the English language be used as a selection criterion unless it is a bona fide requirement of the job;
- Selection decisions must not be influenced either by the traditional racial or sexual profile of the previous post-holder;

5. Letters of Appointment

- Appointment letters will contain the following statement: "As an Employee of the Council you will be required actively to pursue the Council's policies on Equal Opportunities and Race Relations and to undergo any training associated with this";
- The appointment letter will be accompanied by a copy, which the applicant is required to sign and return to indicate acceptance of the job offered, and which is retained in the personnel record. This will include the following statement: "I have read and understood the Council's Equal Opportunity Policy, and acknowledge that the offer of employment is made subject to my agreement actively to pursue that policy during the course of my employment and to undergo any training associated with this";
- Letters to unsuccessful candidates' will not state reasons for non-selection, but such candidates will be provided with the name and telephone number of the person to contact if further information or feedback is required;
- All appointments will be subject to receiving two satisfactory references, one of which must be from the most recent employer or educational institution. If satisfactory references are not received, the Council may terminate the employment relationship.

6. Records

All records of job applicants and interview notes should be kept for a minimum of twelve months. These must be held in accordance with the Data Protection Act 2018, which requires records to be accurate and stored confidentially.

7. Retention and Development

The Council's strategy is to ensure all staff remain motivated in the working environment. This is done by way of regular meetings where everyone has their input listened to and they are clearly informed of

business updates. Staff development is enhanced by the way of regular internal/external training courses on subjects that are relevant to the business and to personally develop their own working skills.

Every individual receives regular reviews where personal progress is discussed along with the individual's requirements to further enhance their work and working environment.

Every individual who decides to leave the Council will be invited to attend an exit interview. The results of the interview can be used as feedback into the business to enhance staff retention.

(While every care has been taken in compiling this information, Personnel Advice and Solutions Ltd and YLCA cannot be held responsible for the content or any errors or omissions. This information is intended to provide general information. Professional legal advice should be sought for specific legal issues)

(Source: P D Solutions Ltd)