



## Ref. 22- RECRUITMENT POLICY

**THIS POLICY PROVIDES GUIDANCE TO THOSE INVOLVED IN THE RECRUITMENT OF PARISH COUNCIL EMPLOYEES**

### **Ref: 22 – Recruitment Policy**

#### **1. INTRODUCTION**

1. The Parish Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities policy which will be observed for all recruitments.
2. Additionally, the Council will take note of current guidance emanating from NALC, DAPTC and the SLCC.
3. It is important that everyone involved in the recruitment process is aware that legislation increasingly regulates employment matters and failure to follow basic requirements can lead to an aggrieved candidate challenging the Council's decision at an employment tribunal.
4. The key aims of this policy are to:
  - Maximise the effectiveness of the recruitment process
  - Ensure that the process is legal, fair, consistent and transparent.
  - Follow the Council's Equal Opportunities policy.

#### **2. APPLICATION PACKS**

1. The Council will provide all candidates with a job description together with a person specification and these will form the basis for the selection process.
2. A person specification will distinguish between the skills, experiences and qualifications that are considered to be essential and those that are desirable. Candidates will be assessed and selected for interview on the basis of the person specification.
3. The application packs will also contain relevant details of working hours, pay rates and types of contract. Part time working, flexible working and working from home will all be offered if considered appropriate.
4. All applications should be sent to the Parish Clerk or, in the case of an appointment of a Parish Clerk, to the chairman of the Council. Applicants must use the forms provided. CVs will not be accepted.

#### **3. SHORTLISTING & INTERVIEWS**

1. A shortlisting panel will be selected by the Council. No Member with any connection to a candidate will sit on the panel. The panel will, within 5 days of the closing date, select candidates for interview based upon information returned in the application form measured against the person and job specifications.
2. Interviews will normally be conducted by a panel with the same membership as the shortlisting panel. To ensure consistency and fairness a set of questions relevant to the position will be used and the same questions asked to each candidate. Supplementary questions will be asked as necessary to allow each candidate to demonstrate their relevant skills and abilities.
3. Interviewers will take care not to imply discrimination by asking personal questions unrelated to the job. Interviewers will take notes to support their assessments and the panel may choose to make use of a scoring system to help objectivity.
4. Following all interviews panel members will discuss their assessments to determine which, if any, of the interviewees best meets the job and person specification. One or more reserve candidates may also be selected, The Council will not make an appointment unless the panel is satisfied a suitable candidate has been identified.

#### **4. NOTIFICATION & APPOINTMENT**

1. Post interview arrangements will be carried out by the Parish Clerk or, where the vacancy is for the role of Parish Clerk, by the Chairman of the Council.
2. A verbal offer of appointment will be made to the successful candidate within 2 working days of the interviews and this will be confirmed as soon as possible in writing. All offers will be subject to satisfactory references, qualification certificates and, if appropriate, proof of eligibility to work in the UK.
3. If satisfactory references or responses are not received the Council may reconsider the offer of appointment and may choose another candidate or start its recruitment process again.