



**Washingborough
Parish Council**

Recruitment & Selection Policy

Adopted
17 Sep 2019

Reviewed
20 Jul 2022

Change History

No	Change Type	Updated by	Change summary	Approved by Council
1	Original		Created	17 Sep 2019
2	Update		Added Front sheet & reviewed	20 Jul 2022
3				

Review Interval = Annual

Recruitment & Selection Policy

1. INTRODUCTION

- a) This policy provides guidance to those involved with recruitment.
- b) The Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities policy. All selection processes will take place within the framework laid down by this policy.
- c) The Staffing Panel will also use the Recruitment and Selection Guidelines.
- d) Those involved in selecting candidates for employment should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal.

2. AIMS

- a) The key aims of this Recruitment and Selection Policy are:
 - i) To maximise the effectiveness of the recruitment and selection process,
 - ii) To ensure the recruitment and selection processes are consistent, fair, transparent and in accordance with legislation, and
 - iii) To ensure the recruitment and selection processes are in accordance with the Councils Equal Opportunities policy.

3. APPLICATIONS

- a) The Staffing Panel will provide a job description and person specification for each vacancy and these documents will form the basis for the selection process. The Staffing Panel and Clerk will be responsible for ensuring these are reviewed and reflect the current responsibilities of the role.
- b) The person specification will include a list of skills, experience and qualifications which are essential and/or desirable for the role. Candidates will be assessed and selected for interview against the person specification criteria.
- c) The job description and person specification will be included in the recruitment pack, which will also provide details of working hours, salary and type and length of contract.
- d) Vacancies will be advertised internally and externally, except where the Staffing Panel are amending a temporary or fixed-term contract to a permanent position, where the existing post- holder (assuming their performance is satisfactory) may be offered the position prior to any other advertising.
- e) Consideration will be given to the viability of part-time and/or job share candidates for each role and will be made clear in the advertisement if this will be considered.
- f) Application forms for recruitment will be used and CVs will not be accepted. All potential applicants should be directed to apply formally through the official contact named in the advertisement.

4. SHORTLISTING

- a) As soon as possible after the closing date for applications, the Staffing Panel will select candidates for interview by assessing the information in their application form against the job description and person specification.
- b) Any Member of the Panel, with a personal connection to any of the candidates, will be excluded from the entire selection process.

5. INTERVIEWS

- a) The interview panel will normally comprise of the members of the Staffing Panel.
- b) To ensure a consistent and fair approach, all candidates will be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities.
- c) The interview panel must take extreme care to ensure they do not imply discrimination by asking questions about personal circumstances which are unrelated to the job.
- d) Each member of the interview panel will take notes to support their assessment of the candidates' suitability of the role and the panel will use the recommended scoring system to help objectively assess the candidates.
- e) Once all of the candidates have been interviewed, the panel members should compare their notes and agree the most suitable candidate, ensuring their decision is based on the criteria in the job description and person specification.

6. NOTIFICATION AND APPOINTMENT

- a) The Staffing Panel Chairman may make a verbal conditional offer of appointment to the successful candidate. This must be formally confirmed in writing by the Clerk. The offer will be conditional on obtaining satisfactory references and where applicable, proof of eligibility to work in the UK and any copies of qualification certificates and medical report.
- b) Further post interview arrangements are the responsibility of the Clerk, or where the vacancy is for the role of the Clerk, the Staffing Panel Chairman.
- c) Candidates should be notified as soon as possible of the outcome.
- d) If unsatisfactory responses to references are received, the Staffing Panel may reconsider the offer of appointment. If the offer is subsequently withdrawn, the Staffing Panel may make an offer to one of the original unsuccessful candidates or decide to begin the recruitment process again.