

Latton Parish Council
Recruitment and Selection Policy

Introduction

This policy document presents the process to be followed whenever the Parish Council wants to recruit a new Clerk.

Aims

The process sets out the minimum requirements of the recruitment process that aims to:

- Attract and select the best possible applicants to vacancies
- Meet statutory requirements of the Equality Act 2010
- Treat all applicants fairly and clearly
- Offer a fair, equitable and competitive process

Recruitment/Interview Panel

- An interview panel will be appointed, comprising of a minimum of three people (ideally, mixed gender and should consist of the Chairman, Vice-Chairman and outgoing Clerk)
- The Chairman and Vice-Chairman will have the delegated power to deal with the appointment process from beginning to end.

Job Description

- A Job Description will be created for the role. For an existing role, this will be produced by reviewing the existing job description to ensure that it is current and modifying as necessary.
- A Person Specification should be produced indicating the essential and desirable skills and experience required to carry out the role.

Advertising

- The Chairman and Clerk shall determine where the position should be advertised, and consider the use of social media, the council website, online recruitment and agencies such as WALC. The vacancy should be advertised for a minimum of at least two weeks.

Recruitment Materials

- The Council will accept CV's and Personal Statements alongwith a completed application form.

Short-listing - When the application closure date is reached:

- All applicants will be considered against the specifications for the post to produce a short-list.
- Applicants will be considered based on their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- All applicants shall receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- The relevant job description will be made available to candidates on request.

Interview stage

When the short-list has been produced an interview will be held with each short-listed applicant.

- Interviews will always be conducted face to face or via Zoom.
- At or before the interview, candidates will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and produce documents to prove they are eligible to work in the UK.
- At the interview, candidates will be questioned using a set of standard questions plus specific questions related to their application

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- The questions will be formulated from the criteria listed in the job description, advert and specific areas of the role.
- Each candidate will be scored against each selection criterion.

Candidates - will always be required to explain satisfactorily:

- any gaps in employment
- any anomalies or discrepancies in the information available
- their suitability for the role and their skill set, knowledge, and expertise

After Interviews

1. The interview panel will determine the most suitable candidate for the role and submit to other Councillors for approval.
2. The successful candidate will be offered the position, subject to satisfactory references where required.
3. Any reference will be taken up before employment commences.
4. Any references will be sought directly from the Referees. References or testimonials provided by the candidate will never be accepted.
5. Unsuccessful candidates will receive communication regarding the decision once the successful candidate has accepted the role. Unsuccessful candidates will be offered the option of feedback on the reason for the decision.
6. Qualifications will be checked against actual certificates where appropriate, and copies taken for their personnel files.
7. Interview records will be treated as confidential and held for 6 months before being destroyed.

Induction and Probationary Period

1. There shall be a standard 13-week probationary period for the Clerk.
2. A clearly written and structured induction programme shall be implemented.
3. The programme shall include shadowing/handover training where possible, training and opportunities to read and discuss the Council's policies and procedures.
4. Throughout the probationary period, the new Clerk will receive regular contact with the Chairman to discuss how it is going and identify any further training and development needs.
5. At the end of the probationary period the Chairman and Vice-Chairman shall review performance and agree on one of the following:
 - a. Successful completion of probation
 - b. A further extension of the probationary period, along with agreed criteria for improved performance
 - c. If the Clerk has failed to satisfactorily complete the probationary period, all Councillors to review next steps.

Adopted by Parish Meeting held in April 2024.