

**Choppington Parish Council**

**Recruitment Policy**

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# **Choppington Parish Council Recruitment Policy**

## **Policy Statement**

Choppington Parish Council is an Equal Opportunities employer. The aim of this Policy is to ensure that the Council select the most suitable person for the job based on relevant merit and abilities and that no employee/candidate is unfairly treated on any grounds, including those protected characteristics identified in the Equality Act 2010.

### **1. Purpose**

1. The purpose of this Policy is to ensure that:
  1. The efficient and effective recruitment of staff takes place
  2. Applicants are treated fairly, consistently and courteously
  3. Recruitment and selection decisions are based on merit alone
  4. Compliance with recruitment legislation.

### **2. Scope**

This Policy applies to recruitment to Choppington Parish Council. This process falls under the delegated powers of the Staffing and Policy Committee.

The Staffing and Policy Committee may delegate the recruitment process to the Parish Clerk in consultation with members of the committee (working group)

## **The Recruitment Process**

### **1. Pre-Advertising**

1. For all job vacancies, a job description and person specification must be provided. These documents set out the duties of the job and the skills needed to fill it. The objective criteria contained within these documents must consist of minimum standards considered to be essential for the effective performance of the job. Desirable criteria may be included, but these must be referred to only if candidates have met the essential criteria.
2. An application form will be reviewed and prepared in advance on the job being advertised. Application forms should ask candidates to confirm that they are legally entitled to work within the UK.
3. The salary and grade for the job vacancy will be determined in accordance with the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

### **2. Advertising**

1. A job advert will be prepared by the Parish Clerk for each job vacancy. Job adverts will be carefully constructed and include an equal opportunities statement, encouraging applications from all sections of the community.
2. All job adverts will include; the job title, job location, intended pay, qualifications, essential and desirable experience required and

closing date. Job adverts will state where further information can be obtained and that all candidates will be required to complete an application form.

3. Choppington Parish Council job vacancies will be advertised on the Council's website, and if appropriate may be advertised more widely including social media SLCC and NALC website.

### 3. Shortlisting

1. Following the job vacancy closing date, and as soon after the closing date as possible, all applications will go forward to the shortlisting process where each application shall be assessed against the person specification for the role applied for. Shortlisting will be undertaken by more than one person.
2. The Council shall keep records of reasons for not shortlisting candidates.
3. Shortlisted candidates will then be invited to interview and given a minimum of a weeks' notice of the interview date.

### 4. Interview

1. Interview panel will be selected by the staffing committee to include the Parish Clerk.
2. Interview questions will be drawn up in advance and the same questions will be applied to each candidate applying for the same job vacancy, to ensure a consistent and fair approach.
3. Interviews will be conducted by an interview panel, comprising of at least two panel members. All effort will be made for the same interview panel to interview all candidates applying for the same job vacancy.
4. Notes will be made throughout the interview recording candidates' responses to questions.
5. At this stage, checks and photocopies should be taken of one of the following documents to verify candidates ID and entitlement to work in the UK:

1. UK British passport or full UK birth certificate and proof of NI number
2. EU passport or ID card
3. Non EU passport and Visa

### 5. Appointment

1. Once the interview panel has made a decision, the successful candidate can be offered the post, subject to confirmation of documentary evidence of their right to work in the UK, satisfactory references and, where relevant, any other pre-employment checks. Once all information has been satisfactorily received, a formal job offer will be issued.
2. All employees will be subject to a probationary period of 6 months, after which there will be a review.
3. Once the appointment has been confirmed, all unsuccessful applicants should be informed in writing.

4. It is a legal requirement that details of every application must be retained for a period of 12 months. Notes detailing the recruitment decision, of the successful candidate and those who were not selected must be kept in written form and retained.

### **3. Policy Review**

Choppington Parish Council will review this policy as is necessary and appropriate, and at a minimum on a 4 year basis.