



# RECRUITMENT & SELECTION POLICY

Drayton Parish Council

Version 1.0

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<b>Review Date:</b>	+4 years	<b>Document Holder:</b>	Staffing Committee

## Document Change History

This is version 1.0 of the Recruitment & Selection Policy and it is the responsibility of the Parish Clerk to ensure that new versions are communicated to Council and made available per the adopted Publication Scheme.

It is the responsibility of the reader to familiarise themselves with this version of the document.

This document is subject to revision and is maintained electronically. Electronic copies are version controlled and printed copies are not subject to this control.

## Summary of Changes

Version 1 December 2025	
Ref.	Change
N/A	N/A

## **RECRUITMENT & SELECTION POLICY**

The following policy is provided by Personnel Advice & Solutions Ltd. And adopted by Drayton Parish Council under Terms of Service.

### **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.

### **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 Staffing Committee is responsible for the recruitment process In conjunction with the Clerk and making recommendations to Council on appointment of Council Officers and other staff.

The Recruitment and Selection Policy will be implemented with regard at all stages to the Council 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 Staffing Committee in conjunction with the Clerk 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**

Before embarking upon the selection process, the Staffing Committee should have recruitment authority from the Council, an updated job description and an accurate person specification. Advertisements will be placed appropriately to allow maximum exposure to all sectors of the community. The Panel will submit details of the Committee's preferred candidate. The final decision on the recruitment of the Clerk rests with Council.

Candidates invited to interview where possible will be given at least one week's notice. All 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;
- Personnel specifications should be reviewed prior to the recruitment action. A standard format together with guidance on usage will be issued separately;
- 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 particular 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;
- If the job is to work directly with members of ethnic minorities in promoting their welfare or providing personal services, it may be considered a genuine occupational qualification for a post.

#### **4. Attracting a Field of Applicants**

- Publicity material must reflect the 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**

- Applications are made by submitting a curriculum vitae and covering letter.

#### **5. Short listing**

- Short listing must only be based on the information contained in the curriculum vitae form and any covering letter using the job person specification and the job description elements as the criteria;
- The criteria for short listing must be consistently applied to all applicants;
- The curriculum vitae and covering letter should not be used as a test of literacy unless a high standard of literacy is required as a genuine requirement of the job;
- If academic qualifications are one of the criteria for initial selection they should not be unnecessarily high for the particular job. Assumptions must not be made about the standard of overseas qualifications;
- There should 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.
- Short listing for a Clerk will be conducted by the Staffing Committee.

## **6. Selection Interview**

- All people responsible for short listing and interviewing should receive training 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. Training may be delivered by Parish Clerk as appropriate;
- At least three people should sit on an interview panel. Interviews for the post of Clerk will be conducted by Chair of the Staffing Committee and two members of the Staffing Committee. Should any of these Members be unavailable the Staffing Committee will resolve on who from within the Council should replace them. Interviews may also be attended by the Council's HR Adviser, purely for the purpose of advising Members on procedural and legal matters.
- Interviewers must keep adequate notes of the interview in order to be able to make a fair comparison between candidates. This will be recorded on an interview report form;
- In determining whether or not 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;
- 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 Staffing Committee. No selection decision should 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;
- Informal interviews must not take place unless they are clearly part of the approved or agreed selection process for all short-listed candidates.

## **7. Letters of Appointment**

- Appointment letters should 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 should also 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 personal record. This should include the following: "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";

- If letters to unsuccessful candidates' state reasons for non-selection, then these must be valid. Unsuccessful candidate letters should also indicate to candidates the name and telephone number of the person to contact if further information or feedback is required;
- Reasons for non-selection should be given to candidates if requested. The reasons will be those stated on the recruitment monitoring form;
- 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.

## **8. Records**

All records must be held in accordance with the Data Protection Act 1998, which requires records to be accurate and stored confidentially.

For details of retention periods, please see Record Management Policy.

## **9. 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 also 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 receive an exit interview. The results of the interview can be used as feedback into the business to enhance staff retention.

## **10. Monitoring**

The Staffing Committee is accountable for the Recruitment and Selection Policy. The Clerk will monitor the implementation and effectiveness of the policy, and provide regular monitoring reports to the Committee.