



RECRUITMENT POLICY

Adopted by Council on 14 July 2014

Re-confirmed on 13 September 2021

Re-confirmed on 13 March 2023

Re-confirmed on 11 March 2024



The Council is only likely to have one employee, the Parish Clerk and Responsible Financial Officer (RFO), for the foreseeable future. Accordingly this policy relates solely to the recruitment of Parish Clerk/RFO.

Owslebury and Morestead Parish Council's Recruitment and Selection Policy aims to:

- Be fair and consistent
- Be non-discriminatory on the grounds of sex, race, age, religion or disability;
- Conform to statutory regulations and agreed best practice.

An Advisory Committee of the Clerk and at least 3 Councillors, one of whom will act as the Chairman of the Committee will be appointed by the full Council. This committee will then act as the interview panel. Councillors will be ineligible to sit on the Advisory Committee if applicants include relatives, near relatives, friends or associates of the Councillor. The Advisory Committee may appoint other persons to assist in the recruitment process where necessary.

The Advisory Committee will prepare a Job and Person Specification, advertisement, and Application form for approval by the Full Council. The Advisory Committee will recommend an appropriate salary and benefits range for approval by the Full Council, after taking due regard of guidance from the SLCC and HALC.

The vacancy will be advertised in the public domain using one or all of the following:

- HALC Website
- Parish Council Notice Board
- Parish Council Website
- the Parish Newsletter or equivalent
- any other publication or location considered appropriate by Councillors

All candidates will be provided with the Job and Person Specification and required to complete the Application form; this must include the provision of references and curriculum vitae. The Advisory Committee may reject candidates without interview, but the reasons for rejection must be reported to the Full Council.

The application forms received by the closing date will be forwarded to the Chair of the Advisory Committee for short listing. Applicants must be chosen against the person specification. The Advisory committee will shortlist the applicants.

At least one week prior to the interview, each panellist will receive an interview pack containing:

- Copies of application forms/cv's
- Blank interview report forms
- A copy of the job advertisement
- A copy of the job description
- A copy of the person specification

The Advisory Committee will interview the selected or short listed candidates and prepare written notes of the interview. The Advisory Committee will make a recommendation to the Full Council on the basis of a majority vote if necessary.



When interviewing, the Advisory Committee will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin. The Advisory Committee will provide a report to the Full Council, such Report to include the number of candidates interviewed and the reasons for the rejection of unsuccessful candidates. The written interview notes will be made available to the Full Council. The Advisory Committee will prepare a Contract of Employment (in accordance with English Law) after taking due regard of advice from SLCC and HALC.

When all candidates have been interviewed, the Advisory Committee will decide on the best person for the job and inform the Full Council.

The Full Council will determine whether an offer should be made to the recommended person, but such offer shall be subject to the receipt of satisfactory references. The Full Council will approve the proposed Contract of Employment.

The Chair of the Advisory Committee will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary or inform the Advisory Committee if the appointee refuses the offer, or if there are any other details to be cleared before the successful candidate take up employment.

Once a candidate has been chosen and they have accepted the offer the Chair of the Advisory Committee will write to all the unsuccessful candidates

Owslebury and Morestead Parish Council will arrange an individual programme of induction for the new starter, which will be arranged and agreed before the appointee commences.

Successful applicants will be provided with a Contract of Employment, such contract to provide for an initial trial period of 3 months, after which there will be an annual review.