

Baginton Parish Council

Recruitment Policy

Baginton Parish Council is an Equal Opportunities employer. The aim of the Council's Recruitment Policy is to ensure that the Council selects the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation

The Clerk is the sole employee of the Parish Council and is its Responsible Financial Officer. When the position of Clerk falls vacant it is advertised, as a minimum, in the parish Newsletter, on the Parish Council's notice board, on the Parish Council website and on the WALC website.

The Council accepts that although it may be necessary to appoint new employees at short notice, because of unforeseen circumstances, the recruitment process will always be approached in broadly the same way to ensure the most suitable person is selected.

The Council will ensure it appoints well qualified and experienced staff by: -

- deciding what skills and qualities it requires in a new employee
- preparing a Job Description
- preparing a Person Specification
- preparing an application form
- advertising the position internally and/or externally as widely as possible and in a manner that is designed to attract candidates with the required skills and qualities
- ensuring the candidates are legally entitled to work in the UK
- drawing up a short list of suitable applicants whose skills and abilities match those required
- undertaking an interviewing process that ensures an objective assessment of the candidates
- interviewing candidates fully, keeping detailed notes and a proper record of the interview

A recruitment sub-committee comprising three Parish Councillors (including the Chairman if appropriate) reviews all applications, selects short-listed candidates and conducts structured interviews designed to match candidates against the agreed criteria including experience, skills, knowledge and qualifications. When possible, the Clerk will be present at the interviews to offer advice and ask questions as required.

The sub-committee recommends a candidate for appointment by the Parish Council and reports its findings to the Parish Council. On completion of this process the Clerk will: -

- write to the best candidate offering employment and enclosing a proposed contract.
- take up references and check them before confirming the appointment
- inform unsuccessful candidates in writing once the appointment has been confirmed.