

## STAFF RECRUITMENT POLICY

Approved by Council Minute 166/13/14

Charlton Kings Parish Council is an equal opportunities employer. The aim of the Council's Staff Recruitment Policy is to ensure that the Council selects the most suitable person for a job on the basis of their relevant merits and abilities and that no job applicant is discriminated against or unfairly treated on *any* grounds including race, ethnic or national origins, disability, religion, gender, sexuality, marital status, age, or social background.

Council has delegated the recruitment of staff to the Finance and General Purposes Committee. The recruitment process will be managed by the personnel sub-committee. The decision on who to appoint is delegated by Council to the interview panel.

The Council will ensure that it appoints well qualified and experienced staff by deciding what qualifications, skills, knowledge and experience are required in order to carry out the business of the Council in the post to which recruitment is taking place. The Finance and General Purposes Committee will therefore create:

- A job-specific chart that clearly sets out every stage of the recruitment process through to confirmation of the successful applicant and appointment
- A comprehensive job description that fully defines the important elements of a job
- A person specification against which applicants for the job can be assessed.
- An application for employment form that clearly shows the closing date for receipt of completed applications.
- A job advert and advertising material designed to attract the widest range of candidates.

A job will be advertised as widely as possible and in a manner that is designed to attract candidates with the required characteristics. All documents will be posted on the Council's website and the application form will be available to download.

A shortlisting panel will draw up a set of criteria against which to assess every application and rank applications in order of suitability for appointment, based solely on information given in the application form. Except in exceptional circumstances, no more than 6 candidates will be invited for interview.

An interview panel will consist of three members and have a mixture of female and male Councillors and will include the chair or vice-chair of the Council. Every member of the interview panel will have a candidate interview assessment sheet on which they will record the candidate's answers to questions and give their assessment of the candidate's performance and their fitness for appointment. These will be combined into a panel score and the candidate with the best score will, subject to references and a medical check, be offered the job.

References will be taken up only from the successful candidate who will be required to complete an online, pre-employment health check. The Council will ensure that the successful candidate is legally entitled to work in the UK (Restriction on Employment Order 2007).