

## **Pulborough Parish Council**

### **STAFF RECRUITMENT POLICY**

Recruitment of staff is the responsibility of the Council, who has delegated this to the Finance and Policy Committee (see Terms of Reference for the Finance and Policy Committee)

Pulborough Parish Council is an Equal Opportunities employer. The aim of the Council's Recruitment Policy is to ensure that the Council select 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 as referred to in the Equality & Diversity Policy.

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
- the preparation of a Job Description
- the preparation of a Person Specification
- the preparation of an application form
- advertising the position 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 (Restriction on Employment) Order 2007
- drawing up a short-list of suitable applicants whose skills and abilities match those required
- undertaking an interviewing process which ensures an objective assessment of the candidates
- interviewing candidates fully, keeping notes and a proper record of the interview

On completion of the selection process the Council will:

- write to the best candidate offering employment and enclosing a New Start Details Form
- take up references and check them and confirm eligibility to work in the UK before confirming the appointment
- inform unsuccessful candidates in writing once the appointment has been confirmed

Adopted by Full Council : 19.04.18

Reviewed by F&P Committee due: 2019