St Dennis Parish Council
Recruitment Policy

Adopted by: Full Council
Date adopted: 03.11.26
Review date: 03.11.27

1. Introduction
Good recruitment, selection and retention practices are essential to maintaining a high-performing organisation that works for the parish.

St Dennis Parish Council is committed to being a fair and equitable employer, with good working conditions, delivering high standards of service and providing value for money to residents.

The Council is committed to equality of opportunity, and all recruitment and selection processes will take place within the framework of equal opportunities legislation. Every possible step will be taken to ensure that individuals are treated respectfully and fairly, and that decisions on recruitment and selection are based solely on objective and job-related criteria.

This Recruitment Policy will:

- be fair and consistent;
- be non-discriminatory;
- support safe recruitment and safeguarding; and
- conform to all statutory regulations and agreed best practice.

All persons involved in the appointment process will receive appropriate training in recruitment and selection.

2. Legal framework
This policy should be read in conjunction with:

- Employment Rights Act 2025
- Employment Rights Act 1996
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation
- Immigration, Asylum and Nationality Act 2006
- Rehabilitation of Offenders Act 1974

- safeguarding legislation and guidance
- ACAS guidance
- the Council's Standing Orders
- the Council's Financial Regulations
- the Council's Data Protection and Privacy Notice
- the Council's Scheme of Delegation
- the Council's Staffing Committee Terms of Reference

3**. Delegated authority**
The Council has delegated to its Staffing Committee powers to act on its behalf in all personnel and employment matters, including the appointment of staff and any matters relating to references for former employees.

4. Notification of vacancy
When a role becomes vacant or there is an identified staffing need, the Staffing Committee will review the role and its associated duties within the context of the overall staffing requirement. The review will include consideration of the number of hours necessary to undertake the job and whether the nature of the role means that criminal record and/or Disclosure and Barring Service (DBS) checks are required.

Consideration will be given to whether the vacancy should be filled from internal or external sources.

5. Advertising the post
Staff vacancies will normally be advertised externally and placed on the Council's website and social media accounts.

The use of other advertising outlets will be decided by the Clerk or other authorised officer, who will ensure that the advertising methods are proportionate and cost-effective.

The advertisement must be consistent with the person specification and job description, and all requirements stated must be justifiable and objective.

The closing date for receipt of applications and a contact for the Council will be included in the advertisement.

6. Recruitment pack
The recruitment pack will include:

- a covering letter setting out the timetable for the recruitment and appointment process;
- job description;

- person specification;
- information on the job role and its place within the Council structure;
- information on the Council itself;
- key terms and conditions of employment, including hours of work and salary;
- application form;
- equal opportunities monitoring form;
- statement on safeguarding; and
- any other information deemed relevant to the post.

7. Application process
Recruitment will be by means of the Council's standard application form to ensure consistency and assist in the shortlisting process.

Applicants will be notified that details in their application forms will be used in accordance with data protection legislation. This means that information is confidential and can only be used for assessment and selection, and for employment records if their application is successful.

8. Shortlisting
All applications received by the deadline will be considered, initially by the Clerk and two members of the Staffing committee and assessed against the person specification. A shortlist will be drawn up and presented to the interview panel. A written record will be kept for each candidate. In the case of the Clerk position, the applications will be considered by three members of the Staffing committee.

9. Interview arrangements
The Clerk or other authorised officer, will make the arrangements for interviews, including:

- timetable for interviews and taking up appointment;
- interview format;
- interview panel composition;
- who will chair the interview panel; and
- interview questions for all candidates based on the job description and person specification.

The interview panel will include the Clerk and/or other authorised officer, two nominated committee representatives and one substitute member to replace any panel member who is unavailable or has a conflict of interest. In the case of the Clerk position, the interview panel will include three members of the Staffing committee.

All candidates will be asked the same set of questions, but supplementary questions may be asked for clarification or to query inconsistencies or gaps in the application form.

The selection process may also include written or practical assessments.

The Council recognises its obligations under the Immigration, Asylum and Nationality Act 2006. All candidates will be required to bring appropriate documents to the interview which provide evidence of their eligibility to work in the UK.

10. Reasonable adjustments
In line with the Equality Act 2010, the Council is committed to ensuring that no applicant is disadvantaged during the recruitment process because of a disability.

Reasonable adjustments will be made where practicable at both application and interview stages. This may include providing information in alternative formats, allowing additional time for assessments, ensuring physical accessibility to interview venues, or making other changes to accommodate individual needs.

11. Equality statement
St Dennis Parish Council is committed to promoting equality of opportunity in all recruitment decisions. No applicant will be treated less favourably on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

12. Safeguarding statement
St Dennis Parish Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Safer recruitment practices will be followed where appropriate, and any post requiring checks will be subject to the relevant safeguarding and vetting requirements.

13. References for applicants
The Council will take up written references as part of its safe recruitment process.

References will be taken before appointment is confirmed and may be used to support the Council’s decision-making.

14. Ex-employee references
Any reference provided by the Council for a former employee will normally be limited to the individual’s name, job title and dates of employment.

Any additional information will only be included where this has been agreed by the Staffing Committee.

Only the Clerk & RFO, or another person formally authorised by the Staffing Committee, may issue a reference on behalf of the Council. No other councillor or employee may provide a reference in the Council's name without prior authority.

Any reference provided must be accurate, fair, and based on records held by the Council. The Council will not include opinion, speculation or unverified comment.

The Council will handle all reference requests in line with its data protection duties and Privacy Notice.

15. Confidentiality and records

All recruitment and reference information will be treated as confidential and handled in accordance with the Council's data protection policies and retention records arrangements.

16. Review

This policy will be reviewed periodically and sooner if required by changes in legislation, guidance or Council practice.