



Recruitment and Selection Policy

1. Purpose

- To ensure fair, transparent, and effective recruitment and selection of paid staff, in compliance with employment law and best practice.

2. Scope

- This policy applies to all recruitment and selection activities for paid positions within the council.

3. Principles

- Equality and Diversity: All applicants will be treated fairly and without discrimination, in line with the Equality Act 2010.
- Transparency: Recruitment processes will be open and documented.
- Merit-based Selection: Appointments will be made on the basis of skills, experience, and suitability for the role.

4. Recruitment Procedure

4.1. Vacancy Identification and Approval

- All vacancies must be approved by Full Council or the relevant committee.
- A job description and person specification will be prepared or reviewed for each vacancy.

4.2. Advertising

- Vacancies will be advertised internally and externally as appropriate to attract a diverse pool of candidates.
- Adverts will include a statement on equal opportunities.

4.3. Applications

- All personal data will be handled in accordance with the Data Protection Act 2018 and UK GDPR.

4.4. Shortlisting

- Shortlisting will be carried out by at least two people, using the person specification as criteria.
- The process will be documented.

4.5. Interviews and Assessment

- First interviews will be conducted by at least one paid staff member.
- Second interviews will be conducted by a panel of at least two council members.
- All candidates will be asked the same core questions.
- Reasonable adjustments will be made for candidates with disabilities.

4.6. Appointment

- Appointment of the applicant to be approved by Full Council.
- The preferred candidate will be offered the post, subject to satisfactory references and, where appropriate, DBS checks.
- An offer letter and contract of employment will be issued.

4.7. Induction

- New staff will receive an induction covering council policies, procedures, and their role.

5. Confidentiality

- All information relating to applicants will be treated as confidential.

6. Monitoring and Review

- The council will monitor recruitment processes and review this policy every three years or as required by changes in legislation.