Bournheath Parish Council
Staff Recruitment policy

Recruitment of staff is the responsibility of the Council that can be delegated at a properly convened meeting of the Council to a committee of three parish councillors.

Bournheath 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 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
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (includes colour, nationality and ethnic origins)

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

On completion of the selection process the Council will:

- write to the preferred candidate offering employment and requesting confirmation of the offer within five working days
- take up references and check them before confirming the appointment
- inform unsuccessful candidates in writing as soon as the appointment has been confirmed.

Adopted November 2013