



HECKINGTON PARISH COUNCIL

RECRUITMENT & SELECTION POLICY

1. Purpose and status

1.1 This policy sets out how the Parish Council recruits and selects employees fairly, consistently and lawfully.

1.2 This policy is non-contractual and may be amended by the Parish Council at its discretion.

1.3 This policy applies to the recruitment to all employee roles. The procurement of contractors is outside the scope of this policy.

2. Principles

2.1 The Council will recruit on merit, using objective assessment against the job requirements.

2.2 The Council will follow a fair process in line with good practice, including:

- clear job information and criteria;
- consistent shortlisting using scoring; and
- structured interviews and documented decisions.

2.3 The Council will comply with the Equality Act 2010 and will not discriminate on the basis of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

2.4 The Council will handle recruitment data in line with UK GDPR principles including storage limitation (keeping data only as long as necessary).

3. Roles and responsibilities

3.1 The **Staffing Committee and Clerk/Proper Officer** will oversee the recruitment process (within delegated powers) and oversee compliance with this policy. It may be appropriate to appoint a recruitment panel of 2-3 members of the Staffing Committee.

3.2 The **Clerk / Proper Officer** coordinates the recruitment processes and supports the Staffing Committee to ensure appropriate checks and documentation are completed.

3.4 **Conflicts of interest:** panel members must declare any personal connection/interest with an applicant. In the event of any conflict of interest, a member will withdraw from the process. All recruitment information is to remain strictly private and confidential.

4. Authorisation to recruit

4.1 Before advertising, the Council must discuss:

- the business need for the role;
- budget availability and pay arrangements (hourly rate/spinal column point range);
- contract type and hours;
- proposed timetable from advertising to interviewing and appointment
- advertising approach.

4.2 The Staffing Committee does not have delegated power to appoint (or dismiss).

4.2.1 The Staffing Committee must make recommendations to the Parish Council as a corporate body in relation to appointment. The Parish Council, having reviewed the information presented by the Staffing Committee, will make the decision to appoint.

5. Job description, person specification and advert

5.1 Every post must have:

- a **Job Description** (key duties, responsibilities, reporting line, hours, location); and
- a **Person Specification** with **essential** and **desirable** criteria.

5.2 Criteria must be relevant, proportionate, and capable of being assessed fairly.

5.3 The advert must include:

- role title, hours, payscale (specific SCP point will be dependent on skills and qualifications), contract type, location;
- how to apply and closing date/time;
- statement encouraging applicants to request reasonable adjustments.

6. Recruitment pack and applications

6.1 The recruitment pack will normally include:

- job description and person specification;
- information about the Council and the role;
- a summary of the recruitment timetable (where possible); and
- a brief privacy statement explaining how applicant data will be used and retained.

6.2 The applicant will not be asked to complete an application form. The applicant will be expected to submit a detailed covering letter and up to date and accurate CV.

7. Reasonable adjustments and accessibility

7.1 Applicants will be asked how to request adjustments for any stage (application, test, interview).

7.2 The Council will consider adjustments such as:

- accessible venue/parking;
- alternative formats (large print, email);
- extra time for assessments; or
- different interview format where appropriate.

8. Shortlisting

8.1 Shortlisting will be carried out against the essential/desirable criteria using a scoring matrix.

8.2 At least two people should shortlist where practicable.

8.3 Notes must be factual and sufficient to justify decisions.

9. Interviews and assessment

9.1 Interviews will normally be structured:

- core questions aligned to criteria;
(a number of questions will be given to candidates in advance of the interview so that they can prepare their answers to better demonstrate their experience and skills along with spontaneous questioning in interview)
- consistent questioning across candidates; and
- scoring documented.

9.2 The Council may use job-relevant assessments (e.g., a short practical task) provided they are applied fairly and consistently and reasonable adjustments are offered where required.

9.3 Interview notes must be accurate, objective and retained in line with section 14.

9.4 Interview panel members should be briefed on:

- fair recruitment principles and scoring;
- reasonable adjustments; and
- confidentiality and conflicts.

10. Selection decision and conditional offer

10.1 The panel will select the candidate with the highest evidence of meeting the criteria.

10.2 Offers will be made **in writing** and will normally be **conditional** upon:

- satisfactory references (normally two);
- proof of qualifications where essential;
- satisfactory right to work check; and
- any other role-specific checks (e.g., DBS where eligible).

10.3 Unsuccessful interviewed candidates may request feedback and this should not be unreasonably withheld.

11. Pre-employment checks

11.1 **Right to work checks:** The Council will carry out right to work checks in accordance with current Home Office guidance before employment begins.

11.2 **References:** normally two references, one from the most recent employer (where available). References will normally be taken after interview and before start date (or as stated in the pack).

11.3 **Qualifications/professional membership:** evidence will be checked where required.

11.4 If checks are unsatisfactory, the Council may withdraw the offer.

12. Appointment, contract and induction

12.1 The successful candidate will receive:

- a written offer and start date;
- a contract of employment and written particulars; and
- key policies and procedures.

12.2 An induction plan will be provided (systems, procedures, health & safety, objectives, probation if applicable).

13. Equality, conduct and professional standards

13.1 Panel members must avoid discriminatory or intrusive questions. Questions must relate to ability to do the role and meet the criteria.

13.2 The Council will not ask questions about protected characteristics (e.g., family plans) and will only discuss health/disability where necessary to make adjustments or meet lawful requirements.

14. Records, data protection and retention

14.1 Recruitment records will be stored securely with restricted access.

14.2 The Council will not keep unsuccessful applicant data longer than necessary; as a standard approach the Council will retain recruitment records for **6 months** after notifying the outcome (unless there is a documented reason to retain for longer), then securely delete. This reflects the ICO's storage limitation principle (keep no longer than needed to deal with challenges/claims).

14.3 Records for the successful candidate will be placed on the personnel file, with only relevant recruitment information retained.

15. Complaints

15.1 Applicants may raise concerns about the recruitment process. The Clerk (or, for Clerk recruitment, the Staffing Committee Chair/panel) will coordinate an appropriate response.

16. Review and training

16.1 This policy will be reviewed periodically to ensure compliance with current legislation and best practice.

Appendix A — Recruitment checklist (end-to-end)

1. Authorise the vacancy

- ☐ Confirm business need and budget provision
- ☐ Confirm contract type, hours, location, pay rate/scale
- ☐ Confirm line manager/reporting arrangements
- ☐ Agree recruitment timetable and interview panel
- ☐ Staffing Committee / Council authorisation recorded (minute ref: _____)

2. Prepare recruitment documents

- ☐ Job Description finalised
- ☐ Person Specification finalised (essential/desirable criteria)
- ☐ Advert drafted and approved
- ☐ CV acceptance confirmed
- ☐ Applicant Privacy Note included (Appendix E)
- ☐ Shortlisting matrix prepared (Appendix B)
- ☐ Interview questions + scoring sheet prepared (Appendix C)
- ☐ Adjustments statement included (how applicants request reasonable adjustments)

3. Advertise and receive applications

- ☐ Publish advert (website / noticeboard / social media / jobs boards as required)
- ☐ Set closing date/time and application email/postal address
- ☐ Acknowledge applications (optional)
- ☐ Record applications received; store securely

4. Shortlisting

- ☐ Staffing Committee to shortlist where practicable
- ☐ Score against essential/desirable criteria only
- ☐ Agree shortlist; record reasons/notes
- ☐ Invite candidates to interview (include format, location, timings, documents to bring)
- ☐ Ask about reasonable adjustments for interview/assessment
- ☐ Notify unsuccessful applicants (optional at this stage)

5. Interview / assessment

- ☐ Use structured questions mapped to criteria
- ☐ Use consistent scoring for all candidates
- ☐ Complete notes and scoring sheets
- ☐ Panel agrees outcome; record decision rationale

- ☐ Identify reserve candidate (recommended)

6. Conditional offer

- ☐ Make written conditional offer
- ☐ Confirm start date (provisional) and induction outline
- ☐ Request right to work evidence and details for references
- ☐ Send reference requests (normally 2)
- ☐ Check qualifications/professional membership if required
- ☐ DBS check if eligible/required for the post (only appropriate level)

7. Pre-employment checks completed

- ☐ Right to work check completed and recorded
- ☐ References satisfactory
- ☐ Qualifications verified (if required)
- ☐ DBS satisfactory (if required)
- ☐ Any adjustments identified and agreed (where applicable)

8. Confirm appointment & onboard

- ☐ Confirm appointment in writing (unconditional)
- ☐ Issue contract and written particulars
- ☐ Set up payroll, pension, IT access/keys (as applicable)
- ☐ Induction plan agreed; probation review dates (if applicable)

9. Record keeping & retention

- ☐ Store recruitment file securely
- ☐ Retain unsuccessful applicant records for **6 months** then securely delete (unless documented reason to keep longer)
- ☐ Move successful candidate recruitment docs to personnel file (relevant items only)

Appendix B — Shortlisting matrix template (scoring)

Role: _____

Closing date: _____

Panel members: _____

Scoring key

- **0** = No evidence / does not meet
- **1** = Partly meets / limited evidence
- **2** = Meets
- **3** = Strong evidence exceeds requirement

Essential criteria: candidates must meet all essentials to be shortlisted (unless a reasonable adjustment is required to fairly assess evidence).

	E/D	Candidate A	Candidate B	Candidate C	Notes (brief, objective)
Criterion (from Person Spec)					
1.	E				
2.	E				
3.	E				
4.	D				
5.	D				

Shortlist decision

- Candidate A: Invite / Reject (reason) _____
- Candidate B: Invite / Reject (reason) _____
- Candidate C: Invite / Reject (reason) _____

Panel signatures: _____ Date: _____

Appendix C — Interview scoring sheet template

Role: _____

Candidate: _____

Interview date/time: ____ at _____

Panel: _____

Scoring key (recommended)

- **0** = No evidence / unacceptable
- **1** = Limited / weak evidence
- **2** = Adequate / meets requirement
- **3** = Good evidence
- **4** = Excellent evidence

Question	What it tests (criteria)	Score (0–4)	Notes (evidence given)
1. Tell us about your experience relevant to this role.	Experience / skills		
2. Describe a time you had to prioritise tasks when busy. What did you do?	Planning / judgement		
3. How do you ensure you work safely and follow procedures?	H&S / reliability		
4. Give an example of handling a difficult situation with a member of the public/customer.	Communication		
5. Role-specific scenario/task question	Role competency		
6. Any role-specific technical question	Knowledge		

Optional assessment/task (if used)

Task: _____ Score: ____ / ____

Notes: _____

Overall

- **Total score:** ____ / ____
- **Panel recommendation:** Appoint / Reserve / Do not appoint

- **Conditions/notes (e.g., training needed):** _____

Panel signatures: _____ **Date:** // _____