



WEST HANNINGFIELD PARISH COUNCIL

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Recruitment Policy

Adopted: 13th April 2026

1. Purpose

This policy sets out the process for recruiting employees to West Hanningfield Parish Council and clarifies the roles and responsibilities of the Full Council, the Personnel Committee and the Clerk.

The Council is committed to ensuring that recruitment is conducted in a fair, transparent and consistent manner.

2. Scope

This policy applies to the recruitment of all employees of the Council.

3. Responsibilities

3.1 Full Council

The Full Council is responsible for:

- Approving the creation of posts
- Approving the budget and salary range
- Approving all appointments
- Appointing the Clerk (Head of Paid Service)

3.2 Personnel Committee

The Personnel Committee provides oversight of recruitment and is responsible for:

- Monitoring the recruitment process

- Reviewing applications where appropriate
- Participating in interviews where available
- Making recommendations for appointment to Full Council

The Committee does not have authority to make appointments unless expressly delegated by Full Council.

3.3 Clerk (Proper Officer)

The Clerk is responsible for:

- Managing and administering the recruitment process
 - Preparing job descriptions and person specifications
 - Advertising vacancies appropriately
 - Receiving and administering applications
 - Undertaking shortlisting where required
 - Arranging and supporting interviews
 - Ensuring compliance with employment law and Council policies
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4. Recruitment Process

4.1 Approval to Recruit

Recruitment must be approved by Full Council.

4.2 Conduct of Recruitment Process

The Clerk will manage the recruitment process and will invite members of the Personnel Committee to participate in key stages, including:

- Shortlisting of candidates
- Interviewing

Reasonable notice will be given to enable participation.

Where members of the Personnel Committee are unavailable or do not participate within the required timeframe, the Clerk may proceed with the recruitment process to avoid undue delay.

4.3 Advertising

Vacancies will be advertised in an appropriate manner to ensure openness and fair opportunity.

4.4 Shortlisting

Shortlisting will be carried out against the agreed person specification and, where appropriate, recorded.

4.5 Interviews

- Interviews will be conducted in a fair and consistent manner
 - Notes will be taken to support decision-making
 - Wherever possible, at least two representatives will be involved
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4.6 Recommendation and Appointment

Following the interview process:

- A recommendation for appointment will be made to Full Council
- Full Council will make the final decision

All offers of employment will be subject to satisfactory references and any appropriate checks.

5. Equality and Fairness

The Council is committed to equality of opportunity and will ensure that no applicant is treated less favourably on the basis of protected characteristics.

6. Record Keeping

Records of the recruitment process will be retained in accordance with the Council's retention policy and relevant legislation.

7. Review

This policy will be reviewed annually or sooner if required.