

OTTERBOURNE PARISH COUNCIL RECRUITMENT AND SELECTION PROCEDURE

To be read in conjunction with Recruitment Checklist, Interview Procedure, Person Specification, Job Specification.

1. Vacancy arises: decide if there is a need to recruit.
2. Analyse the job: review the job description, person specification, remuneration, and advertisement. Update if necessary.
3. Determine key dates: closing date, short list, interview date(s), start date.
4. Decide recruitment method and place advertisement with selected channel:
 - i) local newspaper (Hampshire Chronicle), Job Centre, HALC website
 - ii) Parish website, Parish notice boards, Parish magazine, Village Facebook

For the position of Parish Clerk and/or RFO at least two methods of i) above must be used in conjunction with any number of methods in ii).

Note the Parish Council's Equality and Diversity Policy.

Responses to be received by email with attachment of a typed letter of application and Curriculum Vitae.

5. Respond to inquiries: by email with information pack to include job description, interview date(s) if possible, other relevant Parish Council information.
6. Closing date: Council to agree interview panel of three Councillors. Councillors conducting the interview must declare a business or personal connection to any of the prospective candidates and must accept Council's decision if deemed ineligible.
7. Assess applications: refer Parish Council's Equality and Diversity Policy. Determine shortlist against person specification and job description requirements for maximum of five candidates at this stage.
8. Make arrangements for the interviews: confirm interview panel, venue, dates, interview schedule, key questions and selection methods. Invite the shortlisted candidates.
9. Complete interview process: the existing Clerk or one Councillor to be designated scribe.
10. Assess candidates: determine order of preference and the preferred candidate by majority vote. Note reasons to support selection. Note reasons for rejection of other candidates. Make recommendation to Council for approval by majority vote to contact the successful candidate.
11. Make an offer to the successful candidate: ask if two references may be taken-up – one of which must be from the three sources listed below. Ask if a CRB may be conducted. Ask for documentation to be provided which demonstrates candidate's ability to legally work in the UK.

12. Issue confirmation of employment letter: with start date and enclosing NJC Contract of Employment.
13. Acceptance of offer received: or revert to 10. above.
14. Contact unsuccessful candidates: retain their files for six months following the recruitment process.
15. Countersign NJC Contract of Employment: as soon as possible after the start date and in every case within eight weeks.

Reference checks required

Satisfactory references covering a period of at least two years prior to the commencement of employment for all new clerks and RFO's and any other person under a contract of service from:

- i) a current or most recent employer; or
- ii) an accountant and one other customer in respect of any periods of self-employment; or
- iii. the school or college in respect of any full-time education.

Adopted: Otterbourne Parish Council meeting 21 May 2024