

North Hinksey Parish Council Recruitment Policy

North Hinksey Parish Council has a responsibility to implement and monitor fair, objective and systematic procedures for recruitment in line with current employment legislation, and legislation on other associated issues such as equal opportunities and data protection.

In this regard the council will ensure that:

- All employment opportunities are usually advertised on the Parish Council notice boards, its website and (where time allows) the Sprout. Other NHPC employees must also be made aware of any internal vacancies. When appointing a new Parish Clerk or RFO then advertisements will also normally be placed with the local media and other appropriate outlets (e.g. NALC & OALC websites etc.) and on free website listings as seen fit by Council. It should be noted that there is no need (legally) to advertise for a post if Council already have knowledge of someone internally or via personal contacts who could potentially carry the role, and that individual is successfully employed following implementation of the remainder of the recruitment process. There is, however, still a requirement to advertise internally in all cases.
- Applicants are assessed according to their capability to carry out the tasks as set out in the job description. The process must adhere to the requirements of the NHPC Equal Opportunities Policy in addition to all other requirements listed in this Policy.
- Any required skills or qualifications must be justifiable in terms of the work to be undertaken. Requirements will be split between essential and desirable. All applicants who meet the essential requirements will be fully considered when agreeing a shortlist of candidates to be interviewed.
- The recruitment process is overseen by the Personnel Committee, but interviews are carried out by a recruitment panel recommended by the Personnel Committee and then approved by full Council. The recruitment panel will usually include the Chairman and/or Vice Chairman of the Parish Council, the Chairman of any relevant committee plus potentially other Councillors selected by knowledge or experience of the advertised post. The Clerk will also normally be invited to participate in interviewing candidates for other roles that would report in to them as their line manager.
- Relevant details of the candidate chosen by the recruitment panel and the proposed terms under which they will be employed (as stated in a draft contract) are to be discussed, and the appointment approved, in a full Council meeting. Only full Council is able to give final approval for the appointment of an employee.
- In instances where a Councillor or the Clerk have a conflict of interest arising from their relationship to one or more of the candidates for a position then they will not be eligible for participating in the interviewing process for any of the candidates, or for recommending the final chosen candidate, or voting to approve the appointment in full Council.
- Any personal data for employees, and for candidates who have unsuccessfully applied for jobs with NHPC, will be retained by NHPC in line with the current legislation on data security, which at the time this Policy was adopted was the General Data Protection Regulation (GDPR). Details of how the GDPR is applied by NHPC in relation to employees' personal data can be found in the NHPC Privacy Policy and the NHPC Privacy Notice for Councillors, Employees and other role holders.

A detailed set of Recruitment Procedures are to be utilised in conjunction with this Policy to provide more detail on the practical application of this Policy. Should any conflicts arise between those Recruitment Procedures and this or any other NHPC Policy then the wording of the relevant Policy will take precedence.

Adopted by North Hinksey Parish Council at its meeting on 29th September 2022