



## **POLICY STATEMENT**

### **RECRUITMENT AND SELECTION**

#### **OVERVIEW**

Romsey Extra Parish Council aims to ensure that the recruitment and selection of all staff is undertaken in a fair and consistent manner and will be non-discriminatory.

All procedures will conform to statutory regulations and current best practice.

#### **DETAIL**

Romsey Extra Parish Council aims to appoint the most suitable candidate to a vacant post.

Once a vacancy has been declared the following actions need to be carried out:

The Council sets up a panel\* to carry out the following:

The job description and person specification must be reviewed / drawn up for any post which becomes vacant to ensure it is up to date.

All vacancies will be advertised in publications appropriate to the post. Adverts must include a closing date for applications.

One member of the panel is to be nominated to receive all applications for the vacant post.

The panel will draw up the shortlisting criteria and carry out the shortlist for interview.

The chairman plus two other councillors will form the interview panel and recommend to council the successful candidate. (Subject to\*)

The chairman will inform the successful candidate with an offer subject to references. (Subject to\*)

The panel will organise for references to be taken up.

The final offer letter to be sent by the chairman. (Subject to\*)

\*The panel must consist of a least 3 councillors. No councillor may remain on that panel or vote in the council meeting regarding the recruitment should they become aware that they are related to or have a declarable interest in relation to any of the prospective candidates for the vacancy.

**LAST REVIEWED:** March 2015

**NEXT REVIEW DATE:** March 2016