

LYMM PARISH COUNCIL



Clerk to the Council: Kerry Duffin
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Lymm WA13 0JB

RECRUITMENT POLICY

Agreed at Full Council Meeting: 8th December 2020

Statement /Aim

This policy is to ensure that:

- Recruitment of staff is efficient and effective
- Legislation in regard to recruitment is adhered to
- Applicants are treated fairly, consistently and courteously
- Recruitment and selection decisions are based on merit alone
- Suitably qualified and skilled employees are appointed.

Equality

Lymm Parish Council will evaluate and review every vacancy and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices. Lymm Parish Council also aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience. No job applicant or employee will be treated less favourably than another.

We will consider all of the circumstances before making a recruitment decision including our duties under The Equality Act 2010.

Vacancies

All vacancies will be reported to the Parish Council. The decision to recruit will be made at Full Council and result of the decision delegated to the Staffing Committee.

The Staffing Committee will identify a shortlisting and interview plan made up from its members.

At the Staffing Committee, the shortlisting panel will establish the applicants' suitability for the position.

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The shortlisting should be made against job description and person specification, criteria and notes to be taken for each application.

In the setting of the interview Lymm Parish Council will also do all in its power to provide any special facilities at the interview requested by a candidate.

New Posts

New posts will be approved at Full Council and delegated to the Staffing Committee to process.

Interview Panel

The interview panel will be the same as the shortlisting panel.

Recruitment Procedure

Procedures for each vacancy will be drawn up and agreed by the Staffing Committee. These procedures will provide guidelines and support for the shortlisting / interview panel.

Pre-Employment Checks

Offers of employment will be made subject to pre-employment checks in terms of references, right to work in the UK and any other checks as deemed necessary for the post. Failure to meet the required standards for these checks will result in the council being unable to proceed with the recruitment process. A letter stating the reason why the offer has been withdrawn will be sent to the candidate as early as practicable.

Reviewing the Policy

The Recruitment Policy will be kept under review in line with the latest guidelines produced by ACAS.