

Toft Newton Parish Council

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RECRUITMENT AND SELECTION POLICY v001

Toft Newton Parish Council ("the Council") is committed to providing an inclusive and supportive working environment for everyone who works here.

The Council commits to ensuring that our recruitment and selection practices are grounded in equality, diversity and inclusion, while remaining fair, just and lawful.

Purpose and status

This policy sets out how the Council recruits and selects employees fairly, consistently and lawfully.

While it is mandatory to have such a policy, this policy is **non-contractual** and does not form part of any contract of employment, subsequently it may be amended by the Council at its discretion.

This policy applies to recruitment to all paid employee roles (permanent, temporary, fixed-term and casual / zero-hours).

Procurement of contractors is outside of the scope of this policy

Principles

The Council will recruit on **merit**, using objective assessment against the job requirements.

The Council will follow a fair process in line with good practice, including:

- clear job information and criteria;
- consistent shortlisting using scoring; and
- structured interviews and documented decisions.

The Council will comply with the Equality Act 2010 and will not discriminate on the basis of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Council will handle recruitment data in line with UK GDPR principles including **storage limitation** (keeping data only as long as necessary) as set out in our Records Retention Policy.

Roles and responsibilities

Personnel Committee: authorises recruitment (within its delegated powers), agrees the shortlisting / interview panels, and oversees compliance with this policy.

Parish Council Clerk: co-ordinates the process and records; supports the recruitment panel; ensures appropriate checks and documentation are completed.

Recruitment panel: normally **2–3 members**. For the role of the Clerk the panel should be at least 3 where practicable and may include an independent adviser / current Clerk where appropriate.

Conflicts of interest: panel members must declare any personal connection / interest with an applicant. The Chair of the Personnel Committee will decide if a member of the shortlisting or interview panels must withdraw.

All recruitment information is confidential.

Toft Newton Parish Council is registered with the Information Commissioner's Office; registration number: [ZB987594](#)

Authorisation to recruit

Before advertising, the Council must confirm:

- the business need for the post;
- budget availability and pay arrangement (hourly rate / NJC spinal point);
- contract type and hours (including any guaranteed hours);
- proposed timetable and advertising approach.

Recruitment must be authorised in accordance with the Council's scheme of delegation/Standing Orders (Staffing Committee and/or Full Council as applicable).

Job description, person specification and advert

Every post must have:

- a **Job Description** (key duties, responsibilities, reporting line, hours, location); and
- a **Person Specification** with **essential** and **desirable** criteria.

Criteria must be relevant, proportionate, and capable of being assessed fairly.

The advert must include:

- role title, hours, pay, contract type, location;
- how to apply and closing date / time;
- statement encouraging applicants to request reasonable adjustments.

Recruitment pack and applications

The recruitment pack will normally include:

- job description and person specification;
- information about the Council and the role;
- a summary of the recruitment timetable (where possible); and
- a brief privacy statement explaining how applicant data will be used and retained.

At this stage application is by CV and covering letter, we will explore moving to a online application form in the 2027-28 financial year, once the form has been created and tested, applications for jobs with Toft Newton Parish Council shall need to be completed using the online form, subject to allowances agreed by the Chair of the Personnel Committee as an appropriate reasonable adjustment.

It is anticipated that online application forms will be created using Zoho forms, where applicants will be able to adjust the size of the text, use screen reading software to listen to the form, add attachments and more.

Equality monitoring information is not currently collected, but with the introduction of the online application for, all such information will be kept separate from selection materials and not shared with the panel (except in an anonymised form for monitoring).

Reasonable adjustments and accessibility

Applicants will be advised how to request adjustments for any stage (application, assessment / test, interview).

The Council will consider adjustments such as:

- accessible venue / parking;
- alternative formats (large print, e-mail);

- extra time for assessments; or
- different interview format where appropriate.

Shortlisting

Shortlisting will be carried out against the essential/desirable criteria using a scoring matrix.

At least two people should shortlist where practicable.

Notes must be factual and sufficient to justify decisions.

The Council will always consider reasonable adjustments and ensure that disabled applicants are not disadvantaged by our recruitment and selection processes.

Interviews and assessment

Interviews will normally be structured and include:

- core questions aligned to criteria;
- consistent questioning across candidates; and
- scoring will be documented.

The Council may use job-relevant assessments (e.g., a short practical task) provided they are applied fairly and consistently, and that reasonable adjustments are offered where required.

Interview notes must be accurate, objective and retained in line with our Records Retention Policy.

Interview panel members should be briefed on:

- fair recruitment principles and scoring;
- reasonable adjustments; and
- confidentiality and conflicts.

Selection decision and conditional offer

The panel will select the candidate with the highest evidence of meeting the criteria.

Offers will be made **in writing** and will normally be **conditional** upon:

- satisfactory references (normally two);
- proof of qualifications where essential;
- satisfactory right to work check; and
- any other role-specific checks (e.g., DBS where required).

Unsuccessful interviewed candidates will be offered feedback.

Pre-employment checks

Right to work checks: The Council will carry out right to work checks in accordance with current Home Office guidance before employment begins.

As these checks are carried out manually, candidates will be asked to bring relevant ID to their interview.

The Government website details what information is required to be checked and copied as part of these manual checks.

Details can be found at: <https://www.gov.uk/government/publications/right-to-work-checklist>

References: two references will be required for all successful applicants, one from the most recent employer, college or training provider (where available). References will normally be taken after interview and before start date.

Qualifications / professional membership: evidence will be checked where required.

DBS checks: where roles involve contact with children or vulnerable adults, appropriate safeguarding checks and DBS requirements will apply; the appropriate level will be used.

If checks are unsatisfactory, the Council may withdraw the offer.

Appointment, contract and induction

The successful candidate will receive:

- a written offer and start date;
- a contract of employment and written particulars; and
- key policies and procedures.

An induction plan will be provided (systems, procedures, health & safety, objectives, probation if applicable).

Equality, conduct and professional standards

Panel members must avoid discriminatory or intrusive questions. Questions must relate to ability to do the role and meet the criteria.

The Council will not ask questions about protected characteristics (e.g., family plans) and will only discuss health/disability where necessary to make adjustments or meet lawful requirements.

Records, data protection and retention

Recruitment records will be stored securely with restricted access.

The Council will not keep unsuccessful applicant data longer than necessary; as a standard approach the Council will retain recruitment records for **6 months** after notifying the outcome (unless there is a documented reason to retain for longer), then securely delete. This reflects the ICO's storage limitation principle (keep no longer than needed to deal with challenges/claims).

Applicants who are not shortlisted for interviews will have their applications securely deleted after the closing date.

Equality monitoring data will be anonymised where possible and retained only as long as necessary for monitoring purposes (not "indefinitely").

Records for the successful candidate will be placed on the personnel file, with only relevant recruitment information retained.

Complaints

Applicants may raise concerns about the recruitment process. The Clerk (or, for Clerk recruitment, the Personnel Committee Chair) will coordinate an appropriate response.

Data Protection

All requests for support or reasonable adjustments in the recruitment and selection process must be dealt with confidentially and in accordance with the Council's Data Protection Policy.

Data is held securely and accessed by, and disclosed to, individuals only for the purpose of providing the necessary support to employees.

Privacy

Where any conflict exists between this policy and the Government's guidance or legislation, or any contractual obligations, the legislation / contractual obligations shall have primacy over this policy.

Reviews

Toft Newton Parish Council will review this policy as per the schedule below, or sooner if changes to local or national guidance or legislation require a revision to take place sooner.

Previous versions of this policy will be retained on the Zoho WorkDrive and will have a version number appended to their file name.

Approved by Toft Newton Parish Council on:	27 th October 2026
First review due:	September 2029
Then review:	Every three years

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RECRUITMENT AND SELECTION – APPLICANT PRIVACY NOTICE v001

Toft Newton Parish Council will use the personal information you provide in your application to:

- assess your suitability for the role;
- communication with you about the recruitment process; and
- carry out pre-employment checks if you are offered a role (e.g., references and right to work checks).

We will keep recruitment information secure and only share it with those involved in the recruitment process.

Retention: If your application is unsuccessful, we will normally retain your application and interview records for **6 months** after the outcome is confirmed, then securely deleteⁱ them (unless there is a documented reason to retain longer). If you are successful, relevant recruitment information will be kept in your personnel file.

Applicants who are not shortlisted for interviews will have their applications securely deleted after the closing date.

Equality monitoring: If we collect equality monitoring information, it is used only for monitoring and reporting, is kept separate from selection materials, and is not used to make recruitment decisions.

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ⁱ At the point that digital application details are deleted, any paper documents will also be shredded, in accordance with our Data Protection Policy.