



Barrowby Parish Council

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Recruitment and Selection Policy

Document control

- **Owner:** Staffing Committee
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** February 2027

1. Purpose and status

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

1.2 This policy is **non-contractual** and may be amended by the Council at its discretion.

1.3 This policy applies to recruitment to all employee roles (permanent, temporary, fixed-term and casual/zero-hours). Procurement of contractors is outside scope (separate procurement/contractor due diligence applies).

2. Principles

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

2.2 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.

2.3 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.

2.4 The Council will handle recruitment data in line with UK GDPR principles including **storage limitation** (keeping data only as long as necessary).

3. Roles and responsibilities

3.1 **Staffing Committee:** authorises recruitment (within delegated powers), agrees the panel, and oversees compliance with this policy.

3.2 **Clerk / Proper Officer:** coordinates the process and records; supports the recruitment panel; ensures appropriate checks and documentation are completed.

3.3 **Recruitment panel:** normally **2–3 members**. For senior roles (including the Clerk), the panel should be at least 3 where practicable and may include an independent adviser where appropriate.

3.4 **Conflicts of interest:** panel members must declare any personal connection/interest with an applicant. The Chair of the Staffing Committee will decide if a member must withdraw. All recruitment information is confidential.

4. Authorisation to recruit

4.1 Before advertising, the Council must confirm:

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

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

5. Job description, person specification and advert

5.1 Every post must have:

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

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

5.3 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.

6. Recruitment pack and applications

6.1 The recruitment pack will normally include:

- job description and person specification;
- application form (preferred for consistency);
- 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.

6.2 CVs may be accepted only where stated in the advert; the Council may still require applicants to complete an application form.

6.3 Equality monitoring information (if collected) will be kept separate from selection materials and not shared with the panel (except in anonymised form for monitoring).

7. Reasonable adjustments and accessibility

7.1 Applicants will be asked how to request adjustments for any stage (application, test, interview).

7.2 The Council will consider adjustments such as:

- accessible venue/parking;
- alternative formats (large print, email);
- extra time for assessments; or
- different interview format where appropriate.

8. Shortlisting

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

8.2 At least two people should shortlist where practicable.

8.3 Notes must be factual and sufficient to justify decisions.

8.4 The Council does **not** operate an automatic "guaranteed interview" policy unless explicitly adopted as part of a recognised scheme; however, the Council will always consider reasonable adjustments and ensure no disabled applicant is disadvantaged by the process.

9. Interviews and assessment

9.1 Interviews will normally be structured:

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

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

9.3 Interview notes must be accurate, objective and retained in line with section 14.

9.4 Interview panel members should be briefed on:

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

10. Selection decision and conditional offer

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

10.2 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 eligible).

10.3 Unsuccessful interviewed candidates may request feedback.

11. Pre-employment checks

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

11.2 **References:** normally two references, one from the most recent employer (where available). References will normally be taken after interview and before start date (or as stated in the pack).

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

11.4 **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.

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

12. Appointment, contract and induction

12.1 The successful candidate will receive:

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

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

13. Equality, conduct and professional standards

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

13.2 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.

14. Records, data protection and retention

14.1 Recruitment records will be stored securely with restricted access.

14.2 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).

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

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

15. Complaints

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

16. Review and training

16.1 This policy will be reviewed periodically to ensure compliance with current legislation and best practice.

Appendix A — Recruitment checklist (end-to-end)

1. Authorise the vacancy

- Confirm business need and budget provision
- Confirm contract type (permanent/fixed-term/casual), hours (guaranteed vs as-and-when), location, pay rate/scale
- Confirm line manager/reporting arrangements
- Agree recruitment timetable and interview panel
- Staffing Committee / Council authorisation recorded (minute ref: _____)

2. Prepare recruitment documents

- Job Description finalised
- Person Specification finalised (essential/desirable criteria)
- Advert drafted and approved
- Application form ready (preferred) / CV acceptance confirmed
- Applicant Privacy Note included (Appendix E)
- Shortlisting matrix prepared (Appendix B)
- Interview questions + scoring sheet prepared (Appendix C)
- Adjustments statement included (how applicants request reasonable adjustments)

3. Advertise and receive applications

- Publish advert (website / noticeboard / social media / jobs boards as required)
- Set closing date/time and application email/postal address
- Acknowledge applications (optional)
- Record applications received; store securely
- Equality monitoring forms (if used) stored separately from applications

4. Shortlisting

- At least 2 panel members shortlist where practicable
- Score against essential/desirable criteria only
- Agree shortlist; record reasons/notes
- Invite candidates to interview (include format, location, timings, documents to bring)
- Ask about reasonable adjustments for interview/assessment
- Notify unsuccessful applicants (optional at this stage)

5. Interview / assessment

- Use structured questions mapped to criteria
- Use consistent scoring for all candidates
- Complete notes and scoring sheets
- Panel agrees outcome; record decision rationale
- Identify reserve candidate (recommended)

6. Conditional offer

- Make written conditional offer (Appendix D)
- Confirm start date (provisional) and induction outline
- Request right to work evidence and details for references
- Send reference requests (normally 2)
- Check qualifications/professional membership if required
- DBS check if eligible/required for the post (only appropriate level)

7. Pre-employment checks completed

- Right to work check completed and recorded
- References satisfactory
- Qualifications verified (if required)
- DBS satisfactory (if required)
- Any adjustments identified and agreed (where applicable)

8. Confirm appointment & onboard

- Confirm appointment in writing (unconditional)
- Issue contract and written particulars
- Set up payroll, pension, IT access/keys (as applicable)
- Induction plan agreed; probation review dates (if applicable)

9. Record keeping & retention

- Store recruitment file securely
- Retain unsuccessful applicant records for **6 months** then securely delete (unless documented reason to keep longer)
- Move successful candidate recruitment docs to personnel file (relevant items only)

Appendix B — Shortlisting matrix template (scoring)

Role: _____

Closing date:

Panel members: _____

Scoring key

- **0** = No evidence / does not meet
- **1** = Partly meets / limited evidence
- **2** = Meets
- **3** = Strong evidence exceeds requirement

Essential criteria: candidates must meet all essentials to be shortlisted (unless a reasonable adjustment is required to fairly assess evidence).

Criterion (from Person Spec)	E/D	Candidate A	Candidate B	Candidate C	Notes (brief, objective)
1.	E				
2.	E				
3.	E				
4.	D				
5.	D				

Shortlist decision

- Candidate A: Invite / Reject (reason) _____
- Candidate B: Invite / Reject (reason) _____
- Candidate C: Invite / Reject (reason) _____

Panel signatures: _____ Date: _____

Appendix C — Interview scoring sheet template

Role: _____

Candidate: _____

Interview date/time: ____ at _____

Panel: _____

Scoring key (recommended)

- **0** = No evidence / unacceptable
- **1** = Limited / weak evidence
- **2** = Adequate / meets requirement
- **3** = Good evidence
- **4** = Excellent evidence

Question	What it tests (criteria)	Score (0–4)	Notes (evidence given)
1. Tell us about your experience relevant to this role.	Experience / skills		
2. Describe a time you had to prioritise tasks when busy. What did you do?	Planning / judgement		
3. How do you ensure you work safely and follow procedures?	H&S / reliability		
4. Give an example of handling a difficult situation with a member of the public/customer.	Communication		
5. Role-specific scenario/task question	Role competency		
6. Any role-specific technical question	Knowledge		

Optional assessment/task (if used)

Task: _____ Score: ____ / ____

Notes: _____

Overall

- **Total score:** ____ / ____
- **Panel recommendation:** Appoint / Reserve / Do not appoint
- **Conditions/notes (e.g., training needed):** _____

Panel signatures: _____ Date: // ____

Appendix D — Conditional offer letter template



Barrowby Parish Council

Email: clerk@barrowbyparishcouncil.gov.uk

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

Private & Confidential

Date:

Dear [Name],

Conditional Offer of Employment — [Job Title]

I am pleased to offer you the position of [Job Title] with Barrowby Parish Council on a **conditional** basis.

Proposed start date: [date] (to be confirmed)

Hours: []

Pay: []

Location: []

Reporting to: []

This offer is conditional upon:

1. **Satisfactory references** (normally two, including your current/most recent employer where available);
2. A **satisfactory right to work check** in the UK;
3. Verification of any **qualifications** listed as essential for the role (if applicable); and
4. Any other role-specific checks notified to you (e.g., DBS where eligible/required).

Please confirm acceptance of this conditional offer by [**deadline date**].

Right to work

Please provide [share code] / bring original documents as advised so we can complete the required checks before your start date.

Reasonable adjustments

If you require any reasonable adjustments to support you in this role or during induction, please let us know.

We look forward to welcoming you to the Council.

Yours sincerely,

[Name]

Clerk Barrowby Parish Council

[Contact details]

Appendix E — Applicant privacy note (short)

Barrowby Parish Council — Applicant Privacy Note (Recruitment)

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

- assess your suitability for the role;
- communicate 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 you are unsuccessful, we will normally retain your application and interview records for **6 months** after the outcome is confirmed, then securely delete them (unless there is a documented reason to retain longer). If you are successful, relevant recruitment information will be kept on your personnel file.

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.

You have data protection rights, including the right to request access to your personal data. For queries, please contact the Clerk.