

**Aston Clinton Parish Council
Councillor Recruitment Policy
1 September 2016**

1. Introduction

- 1.1 Effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with diversity and equality of opportunity and that costly recruitment mistakes are avoided.
- 1.2 The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience and qualifications.
- 1.3 This Policy defines the principles that ACPC considers important in the recruitment process and aims to ensure that consistency and good practice is applied across ACPC.

2. Equality in Recruitment

- 2.1 It is against ACPC's Equality and Diversity Policy and against the law in many cases to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

3. Shortlisting

- 3.1 In order to shortlist candidates for interviews, ACPC will:
 - 3.1.1 Review the candidates who may have applied for the vacancy with the Chairman of ACPC and
 - 3.1.2 Invite the candidates to meet the Chairman for an informal meeting
 - 3.1.3 Use this information to select which candidates will be invited for interview.

Candidates, who apply for positions with ACPC, will always be informed of the outcome of their application as quickly as possible.

4. Recruitment Interviews

- 4.1 The interview will focus on the needs of the job and skills needed to perform it effectively and will be conducted by at least 3 councillors and the Parish Clerk.
- 4.2 All candidates have to provide either a CV or complete the standard application form prior to interview.

5. Offer of role as councillor

- 5.1 Once the most appropriate candidate has been selected, this appointment needs to be approved by the full Parish Council.

6. References

- 6.1 All offers are conditional upon receipt of two professional or personal references which are satisfactory to ACPC.
- 6.2 Referees will usually be sought from an applicant once an offer is made and referees will not be approached without the applicant's permission.
- 6.3 If references which are satisfactory to ACPC are not received within a reasonable timescale then it may be necessary to withdraw the offer.

7. The Bribery Act

- 7.1 When recruiting for posts that may be vulnerable to bribery risks and subject to the requirements of the Rehabilitation of Offenders Act 1974, ACPC may need to carry out additional checks during the recruitment process.
- 7.2 These checks may include carrying out criminal record, bankruptcy and credit reference checks and/or taking up additional references.