

### 1. Purpose

Berryfields Parish Council aims to recruit fairly, openly and on merit.

This policy ensures every appointment is made in line with the Council's values of equality, transparency and professionalism.

### 2. Scope

Applies to all paid, temporary and casual roles.

Councillor co-option and elections are covered separately by Standing Orders.

### 3. Principles

- Everyone will be treated equally and with respect.
- Decisions will be based only on skills, qualifications and experience relevant to the role.
- Recruitment will comply with employment and data protection law and the **Equality Diversity Policies**.
- All information will be handled confidentially and stored securely.

### 4. Process

1. **Advertising** – Vacancies are advertised internally and/or externally as appropriate, stating key duties and criteria.
2. **Applications** – Applicants complete the official form or provide equivalent information.
3. **Shortlisting** – Candidates are assessed objectively against the job requirements.
4. **Interviews** – Held by at least two people using consistent questions.
5. **Offer** – Made to the best candidate, subject to references and checks.
6. **Appointment** – Confirmed in writing with a contract issued by the Clerk.

### 5. Responsibilities

- **Clerk** – Oversees recruitment, ensures fairness and compliance.
- **Council** – Approves appointments and monitors equality of opportunity.
- **All panel members** – Must avoid conflicts of interest and apply this policy consistently.

### 6. Complaints

Concerns about the fairness of any recruitment process can be raised in writing to the Clerk and will be considered under the **Grievance Policy**.

### 7. Review

This policy will be reviewed every two years or sooner if legislation or practice changes.

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#### Document History

Approved and adopted

January 2026

(version 1)