

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.

Document History

Approved and adopted

January 2026

(version 1)