

RECRUITMENT AND SELECTION POLICY

1. Policy Aim

To set out the minimum requirements of a recruitment process that aims to:

- Attract and select the best possible applicants to vacancies
- Meet statutory requirements of Local Government and Housing Act 1989 (where relevant)
- Meet statutory requirements of the Equality Act 2010
- Treat all applicants fairly and clearly.
- Offer a fair, equitable and competitive process.

2. Procedures:

To be followed whenever a new employee is to be recruited.

2.1 Recruitment/Interview Panel:

- The recruitment process and interview panel is usually made up of the Staffing Committee Members.
- If the Staffing Committee are not available, the Interview panel is appointed comprising three people (mixed gender) in addition to the Clerk (none decision making role).

It is sensible that the council gives this committee the delegated power to deal with the appointment process from beginning to end;

2.2 Advertising:

- YLCA website and circulation
- Local noticeboards
- Local job centre
- Local newspaper
- Local principal authority job vacancy website
- Circulate amongst Doncaster Clerk's Network

2.3 Job application pack / recruitment materials:

- Any person enquiring about the post will be supplied with a job application pack which as a minimum, will include:
 - ♣ Job description and person specification
 - ♣ An application form
 - ♣ An outline of our recruitment and selection process

- ♣ A copy of our recruitment and selection policy (this document)
- All applicants must complete, in full, an application form - CV's will not be accepted.

2.4 Short-listing:

- We shortlist (blind) all candidates against the person specification for the post.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.

2.5 Interview stage:

- Interviews will be conducted face to face wherever possible, however virtual interviews may be required in exceptional circumstances.
- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK.
- At the interview, all candidates will be questioned using the same set criteria and questions.
- The questions will be formulated from the essential criteria listed in the person specification.
- Candidates will be given a score for their answers
- Candidates will always be required – to explain satisfactorily any gaps in employment – to explain satisfactorily any anomalies or discrepancies in the information available – to explain their suitability for the role and their skill set, knowledge and expertise
- Each shortlisted candidate may be asked to take part in a practical exercise which reflects an essential element of the role.
- Interview/selection panel will use a scoring matrix to help determine the most suitable candidate for the post.
- Each candidate will receive communication whether they have been successful or not.

Either: The selection/interview panel will determine the most suitable candidate or
The recommendation of the selection/interview panel will be submitted to the council for approval.

2.6 Employment checks:

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences.

- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Additional reference material will be required if the post is that of Responsible Financial Officer (RFO).
- All qualifications will be checked against actual certificates and copies taken for their personnel files.

2.7 Induction:

- For all new staff, a clearly written and structured induction programme is in place. The programme includes shadowing/handover training and opportunities to read and discuss the council's policies and procedures.
- Throughout the induction period, all new staff members will receive regular meetings with their line manager to discuss how it's going and identify any further training and development needs.
- All staff will participate in regular, recorded line management supervision meetings to support effective communication, professional development, and the monitoring of performance and wellbeing. These supervision sessions will provide an opportunity to review progress, discuss workload and objectives, address any concerns, and identify training or support needs. Supervision meetings will take place no less frequently than every eight weeks and a written record of each meeting will be maintained in accordance with organisational procedures.

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