



# ITCHEN VALLEY PARISH COUNCIL

## RECRUITMENT PROTOCOL FOR THE PARISH CLERK AND RFO POST

Council should appoint a Selection Panel of 4 councilors who should work with the outgoing Clerk to

1. Carry out a review of the role. To include;
  - a. Determine whether the job is the same as when the incumbent was recruited,
  - b. do we need someone with the same knowledge, skills and experience as last time?
  - c. Are the terms and conditions still suitable?
  - d. Review whether the hours are set at the right level to get the job done?
2. Review and amend as necessary the:
  - a. current job description and (Annex A)
  - b. person specification. (Annex B)
3. Only when the above is complete should an advertisement be created. (Annex C)
4. An interview panel of not less than 3 councilors should be agreed, this should include the Chairman's of the Council and the Finance and General Purposes committee. All committee members should be appropriately trained in recruitment legislation.
5. All applications should be returned to the Chairman, once received they should be distributed to all member of the selection panel
6. Each member of the selection panel will be asked to short list applications judging their suitability against the Person Specification
7. A shortlist of candidates should be agreed and those candidates invited to attend an interview. The Clerk will be responsible for organising a venue, time slots and communication with the shortlisted candidates
8. An agreed set of competency based interview questions should be agreed based on the Person Specification (Annex D)
9. Each Member of the panel should keep clear notes and score each candidate on the provided score sheet. (Annex E).
10. Based on the interview scores each member of the panel should nominate their preferred candidate. The successful candidate is the one with 2 of the panels vote.
11. The Council Chairman should without delay offer the post to the successful candidate. Once verbally accepted the unsuccessful candidates should be notified and provided with feedback on their interviews.
12. The Chairman should write to the successful candidate within 3 days of the panel confirming the offer of the role including the essential terms of the offer, salary, hours, holiday, etc
13. Once the candidate has accepted the role a start date can be agreed.
14. The Parish Council must provide an Employment Contract within 8 weeks of the start date.

## ANNEX A: JOB DESCRIPTION

Through [LCPD People](#), Hampshire ALC can support a council with the recruitment and selection of an employee. NALC/SLCC have produced some template documents for the Clerk and RFO, which you may wish to use:

- [NALC/SLCC Clerk Job Description Template](#)
- [NALC/SLCC RFO Job Description Template](#)

The [Itchen Valley Parish Clerks Job Description](#) used for the recruitment process in 2016 can be found on the Parish Council Web site in the councilor only section.

## ANNEX B: PERSON SPECIFICATION

- [NALC/SLCC Clerk Person Specification Template](#)

## ANNEX C: ADVERTISING THE ROLE

Advertisements should be worded so as to give sufficient concrete information to potential applicants about the council and the job to enable them to decide whether they have the right background for the job.

An advertisement should:

- give a clear and accurate description of the job and its level of seniority, where applicable
- describe the type of person the council is seeking to recruit in specific terms e.g. **obtained or willing to work towards the Certificate in Local Council Administration**
- neither overstate, nor understate the level of the job
- be pitched at the right level
- include any features of employment that are likely to be attractive to potential applicants, for example if the council operates flexible working or offers regular opportunities for career and personal development
- briefly describe the council's activities
- if possible, provide an indication of the salary, rather than meaningless and pointless expressions, such as "NJC Scale Point X", "excellent pay and conditions" or "generous benefits package"
- state clearly how potential candidates should apply (CV and Covering letter) and by when, all applications should be returned to the Chairman.
- If possible, interview dates should be included
- Advertisements should be placed on the following;
  - HALC and Parish Council web site
  - All Parish Council Notice Boards
  - The Itchen Valley News & Kings Worth Parish Mag

- The Alresford Forum/Alresford what's on
- Other job bulletin's including Hants Web as necessary
- An advert in the Hampshire Chronicle dependent on expense

<The wording for the 2016 advert can be found here>

#### **ANNEX D: COMPETENCY BASED INTERVIEW QUESTIONS**

<Insert link to questions used in interviewing 2016>

#### **ANNEX E: SCORE SHEET FOR INTERVIEWING**

<Insert link to score sheet used in interviewing in 2016>

#### **ANNEX F: CLERK AND RFO CONTRACT OF EMPLOYMENT**

<Insert link to Clerk and RFO Contract of employment>