

1. This policy is based on guidance from Hampshire Association of Local Councils.
2. As soon as possible after the role of Clerk/RFO becoming vacant, the council will undertake a review of the role and in particular:
 - a) is the job the same, do you need someone with the same knowledge, skills and experience as last time, are the terms and conditions still suitable?
 - b) Are the hours set at the right level to get the job done?
3. Review the existing job description and person specification; review and revise in line with current guidance.
4. Produce an advertisement and decide where this advert will be placed. An advertisement should:
 - a) 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;
 - b) give a clear and accurate description of the job and its level of seniority, where applicable
 - c) 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
 - d) neither overstate, nor understate the level of the job
 - e) be pitched at the right level
 - f) 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
 - g) briefly describe the council's activities
 - h) 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"
 - i) state clearly how potential candidates should apply and by when.
 - j) It is free for member councils to put an advert on the Hampshire ALC Jobs page. The council may also advertise locally, or consider approaching suitable people locally to ask whether they wish to consider applying.
 - k) The council shall delegate the selection process to a staffing committee comprising two or three councillors, normally including the Chairman and Vice-chairman.
 - l) The staffing committee shall consider the applicants against the Person Specification for the role and other suitable qualifications and references, and

Braishfield Parish Council
Recruitment Policy
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proceed to draw up a short-list of candidates from applications received.

- m) Suitable candidates shall be interviewed. If the staffing committee considers that one applicant is suitable for the post, references from the current employer/most recent employer and one other person (who may be a former employer) must be sought.
- n) The appointment of the proper officer (Clerk/RFO) is to be made by the full council.

Through LCPD People, Hampshire ALC can support a local 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 Clerk Person Specification Template
NALC/SLCC RFO Job Description Template