

Little Berkhamsted Parish Council

Recruitment policy

Little Berkhamsted Parish Council has a responsibility to implement and monitor fair, objective and systematic procedures for recruitment. In this regard the council will ensure that:

- All employment opportunities are advertised using appropriate media including displaying the advertisement on the parish council notice boards.
- Individuals are assessed according to their capability to carry out the tasks as set out in the job description. It should not be assumed that men only or women only will be able to perform that job.
- Qualifications or requirements which when applied to a job inhibit applications from particular groups of people are retained only if they are justifiable in terms of the job to be done.
- Age limits are retained only if they are appropriate to the job. An unjustifiable age limit could constitute unlawful discrimination.
- Advertisements are not confined to areas or publications, which would disproportionately reduce the numbers of applicants of a particular group.
- The parish council does not recruit by word of mouth or by recommendation without advertising the position concerned.
- Advertising the job is carried out in such a way as to encourage applications from suitable candidates from every area of the community.
- Interviewing is carried out by panel comprising the chairman and vice chairman of the parish council and a third councillor selected by knowledge or experience of the position as advertised.

Approved by Little Berkhamsted Parish Council at its meeting on 19 November 2008