

St Cleer Parish Council

Clerk Recruitment Strategy

1. Recruitment the Clerk to St Cleer Parish Council will be carried out by the Human Resources Committee to consist of the Chair, Vice Chair and 2 other members of Council
2. The Job Description, Person Specification, Sample Job Advert and Application Form for the role will be drafted in accordance with advice and guidance available from CALC/ NALC or other suitable bodies, by the Clerk to the Council or in the absence of the Clerk, the interim Clerk.
3. Approval of the above will be delegated to the Human Resources committee
4. The vacancy will be advertised by the Clerk, or interim Clerk in the following places
 - CALC's website and email newsletters if appropriate
 - SLCC's website
 - Local Paper Cornish Times,
 - Social Media outlets
 - Noticeboards within the Parish
5. Shortlisting will be carried out after the closing date by the Human Resources committee
 - Paperwork associated with shortlisting will be formulated by the Human Resources committee
 - Shortlisting will be carried out against the criteria identified in the JD/PS with due regard to candidates meeting essential/desirable criteria.
 - All paperwork associated with shortlisting will be retained by the Clerk/Interim Clerk for a period of 12 months following to be referred to in case of dispute.
6. The Clerk/interim Clerk will invite suitable candidates to interview
7. Interview questions will be formulated by the Human Resources committee
8. Interviews will be conducted by the Human Resources committee
All paperwork associated with recruitment will be retained by the Clerk/Interim Clerk for a period of 12 months following to be referred to in case of dispute.
9. Appointing of the most suitable candidate will be by recommendation to Full Council at the next scheduled meeting
10. The Clerk/Interim Clerk will offer the post to the successful candidate subject to referencing checks
11. Referencing checks will be approved by the Human Resources committee
12. Any disputes relating to the Human Resources process raised by prospective candidates will be dealt with in the first instance by a group of Councillors uninvolved with the recruitment process
13. Feedback to candidates, if requested, will be dealt with by the Human Resources committee

November 2018