

Policy Stages

1. Need for recruitment arises through a member of staff leaving creating a vacancy or through restructuring of staffing workloads.
2. Consider whether an internal appointment is feasible or whether advertising the vacancy will be needed.
3. The Clerk in conjunction with the Policy & Procedures Committee to:
 - Review the job description and the person specification.
 - Select appropriate sources (external or internal) for advertising the position.
 - Decide on the selection stages and possible time frame
 - Decide on panel members who will shortlist and interview panel
4. The appointed panel to:
 - Shortlist applications in relation to the person specification
 - Arrange interview details and meetings with any managers involved
 - Informal discussion with shortlisted candidates
 - Carry out interviews in accordance with the agreed interview procedures
 - Select the most suitable candidate
 - Refer to all Councillors to ratify the making of the offer of appointment to the selected candidate
 - Make an official offer subject to reference and background checks

Creating job descriptions

The job ad's style should be consistent with all DPC policies regarding equal opportunities.

- A brief description of DPC
- A short summary of the role's purpose
- A list of responsibilities
- A list of requirements
- How to apply
- Salary range

Person Specification

This is the document that should be used for shortlisting and must be clear and precise.

- Qualifications
- Skills
- Experience
- Personal Qualities

Advertising

Council to decide an advertising schedule and the appropriate media in conjunction with the Policy & Procedures Committee

Selection and Appointment Timeframe

To agree a timeframe for appointment from agreeing the job description and person specification to interview dates.

It is a general practice that

- The advert shows the shortlisting and Interview dates
- Advertise for 3 weeks
- Shortlisting a day or two following the closing date
- Interviewing approx. one week following shortlisting

Invitation to interview letter

Time, date, format, presentation and time arrangements to be sent by the Executive Clerk/Chair

Interview day

- Candidates staggered throughout a day
- Time for all candidates to have some time with the Clerk or Chair prior to interview
- Presentation by candidate if appropriate
- Questions to be agreed by the panel and that all interviews reflect equal opportunities
- Discussion for appointment by the panel to be held either at the end of the interview day or as soon after as possible, to include the Clerk.

Appointment

- Once the panel have agreed on the appropriate candidate for appointment a recommendation will be given to Full Council or an Extraordinary Council Meeting if necessary, before the appointment offer is sent,
- The Chair or Executive Clerk to make a telephone offer to the successful candidate. A formal offer letter will be sent subject to the usual checks, references and any key agreements made at the interview. These key items will be applicable to the recruited position, and also to include start date.
- References and background checks completed by the Executive Clerk/Chair.

Interview feedback

Unsuccessful candidates to be informed an appointment has been made and feedback given if requested. Candidate feedback agreed by the panel following interview. This should usually include a positive and constructive being brief, respectful and keeping feedback job-related are the general rules for giving feedback to candidates.

The appointment should be followed by an induction programme into the position to ensure our newly appointed member of staff feels supported and guided into DPC protocol and communications.

Derek Wilson
Executive Clerk

Adopted by Full Council
13 April 2026