



## **POLICY STATEMENT**

### **RECRUITMENT AND SELECTION**

#### **OVERVIEW**

Romsey Town Council aims to ensure that the recruitment and selection of all staff is undertaken in a fair and consistent manner and will be non-discriminatory.

All procedures will conform to statutory regulations and current best practice.

#### **DETAIL**

The Romsey Town Council aims to appoint the most suitable candidate to a vacant post.

A job description and person specification will be drawn up for all posts to be filled and decisions will be made in accordance with those criteria.

All paid posts will be advertised in publications **and online** as appropriate to the post. Selections for interview and interviews themselves will be conducted by the representative/s of Finance and Resources Committee together with the Town Clerk and/or appropriate other member of staff.

All vacancies will be risk assessed and where appropriate and required by law a Criminal Records Bureau Disclosure will be requested. (see policy for recruitment for ex offenders.)

**LAST REVIEWED:** January 2022

**NEXT REVIEW DATE:** January 2027