

# WOODCHESTER PARISH COUNCIL

## STAFF RECRUITMENT POLICY

Recruitment of staff is the responsibility of the Council which has delegated this to the Personnel Committee. Approval of the Council will also be obtained.

Woodchester Parish Council is an Equal Opportunities employer. The aim of the Council's Recruitment Policy is to ensure that the Council select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including:

- race
- colour
- nationality
- ethnic or national origins
- religion
- sex
- sexuality
- marital status
- age
- social background
- disability

Any vacancy will be advertised in the public domain using one or more of the following:

- Parish Council notice board
- Parish Council website
- Local newspaper(s)
- Woodchester Word
- GAPTC
- Any other appropriate publication or location

The Council accepts that although it may be necessary to appoint new employees at short notice, because of unforeseen circumstances, the recruitment process will always be approached in the broadly the same way to ensure the most suitable person is selected.

All prospective applications will be provided with a Job Description.

The Council will ensure it appoints well qualified and experienced staff by:

- deciding what skills and qualities it requires in a new employee
- the preparation of Job Description
- the preparation of Person Specification
- the preparation of an application form
- advertising the position within the parish and/or externally and in a manner that is designed to attract candidates with the required skills and qualities
- drawing up a short list of suitable applicants whose skills and abilities match those required
- interviewing candidates fully, keeping detailed notes and a proper record of the interview

On completion of the selection process the Council will:

- obtain references prior to notifying successful applicants
- write to the best candidate offering employment and enclosing a Contract of Employment
- obtain the approval for the appointment at the next full Parish Council meeting
- inform unsuccessful candidates in writing once the appointment has been confirmed.

Salary will be commensurate with the type of employment and experience of the person.

A staff appraisal will be conducted every 6 months for the first year and thereafter annually.

***Adopted by Woodchester Parish Council on 4<sup>th</sup> November 2010, item 11***

Chairman.....

Clerk.....