

Leaffield Parish Council Staff Recruitment and Retention Policy

Adopted by Leaffield Parish Council on XXXXX

1. Recruitment of Staff

- 1.1 Although there is no requirement to do so, the Parish Council will normally advertise staff vacancies. Such vacancies as may arise may be filled by whatever method the Parish Council sees fit to use.
- 1.2 If the Parish Council decides to advertise any staff vacancies, they will be notified by means of the advertisements in the local press, the county association website, the parish council website, and when appropriate the national press, giving details of any qualifications and experience required. The closing date for receipt of applications and the interview date will be included in the advert.
- 1.3 Applications for vacancies will be by means of requests for CVs with covering letters. Receipt of all applications will be acknowledged by email or letter.
- 1.4 All received applications will be viewed and scored against a set of criteria pertaining to the specific job vacancy. A shortlist will be drawn up for those candidates selected for interview.
- 1.5 Candidates will be selected taking full account of the provisions of any anti-discriminatory legislation in force at that time.
- 1.6 Interviews will normally be conducted in the same week.
- 1.7 In the case of a vacancy of the Clerk position, the council will select three councillors to undertake the interviews. In the case of any other vacancy, the interview will be carried out by the Clerk and two selected councillors.
- 1.8 Offers of employment following the interview process described above will normally be made initially by phone or email.
- 1.9 All offers of employment are made subject to satisfactory references being received and are subject to a three month probationary period on both sides.
- 1.10 All staff employed by the Parish Council are expected to sign the Parish Council's employment contract on appointment.
- 1.11 All staff employed by the Parish Council are paid in accordance with the nationally negotiated local government pay scales in force at the time.

2. Retention and Training of Staff

- 2.1 All staff employed by the Parish Council will be subject to the Parish Council's adopted appraisal scheme.
- 2.2 The appraisal scheme has been formulated to provide a method of identifying any further training needs as well as monitoring staff performance and aiding in the retention of valuable members of staff.
- 2.3 The Parish Council sees the provision of training as enhancing individual employees' opportunities for personal advancement, primarily within the organisation, where those opportunities exist. Staff training will also enhance the aim of high quality service provision by the Parish Council.
- 2.4 When staff vacancies arise, those employees already employed by the Parish Council will be considered to fill a vacancy before it is advertised as detailed in paragraph 1.2. Although the number of employees may be small, this will give opportunities for advancement within the organisation. Any "promotion" will be considered on merit. Length of service with the Parish Council, and the loyalty that this implies will be taken into account but will not be an over-riding issue for consideration.
- 2.5 Where appropriate, and provided it meets the current business requirements of the Parish Council, it will seek to provide opportunities whereby staff can extend their personal and career development prospects by assuming additional responsibilities on a temporary or time limited basis. A system to encourage innovative thinking may be used to further this aspiration.

3. Employment Legislation

- 3.1 All staff employed by the Parish Council will be treated in accordance with prevailing employment legislation. Such legislation will include, but is not restricted to the following:
- Equality Act 2010
 - Health and Safety at Work Act 1974
 - Employment Rights Act 1996, as amended

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