

Woodwalton Parish Council

Recruitment Policy

This policy will set out the procedure to be followed when a vacancy for the position of Parish Clerk to the Council arises.

Should the incumbent post holder tender his/her resignation, have their employment terminated or in the event of their death in service, the Parish Council will seek to employ a new Parish Clerk by:

1. Advertising the vacancy on the CAPALC website, the Parish Council website and Parish Council notice boards and in the local press as necessary, as soon as practical after the vacancy occurs.
2. Applicants will be asked to contact the Parish Clerk or the Chairman for further details and a job description.
3. The Parish Clerk or the Chairman will record the contact details of the interested parties and request that they forward a letter of application and their CV to the Parish Clerk or the Chairman.
4. The Chairman, Vice-Chairman and one other councillor, (to be agreed at a full Parish Council meeting), will be responsible for making a shortlist of suitable candidates.
5. The Parish Clerk or the Chairman will contact the shortlisted candidates and invite them for interview by the Chairman, Vice-Chairman and nominated councillor, and will reply to the unsuccessful applicants.
6. The interviewing panel will advise the Parish Council of their recommendation at a full Parish Council meeting. Councillors present will decide which candidate should be offered the position.
7. The successful candidate will be sent an Offer of Employment letter which will include details of their terms and conditions of employment, which will include a six month probationary period.
8. Once the Offer of Employment has been accepted, the Parish Clerk or the Chairman will prepare a Contract of Employment to be signed by the new Parish Clerk and the Chairman, and arrange suitable training as required.

Adopted by Woodwalton Parish Council on 10th September 2014