

# COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)



## Recruitment Policy

Colney Heath Parish Council is an equal opportunity employer and applies a professional approach to recruitment.

The commitment to fair recruitment will include the following:

1. Any vacancy will be advertised in the public domain using one or all of the following – local newspapers including online editions; Parish Council website; at least one Parish Council noticeboard.
2. All applicants seeking a position will be required to complete the appropriate job application form including the provision of references (the exception being that of an existing employee seeking alternative employment within the Council).
3. All prospective applicants will be provided with a job description
4. Applicants will only be considered on their ability to meet the requirements of the position being sought
5. The position of Clerk to the Council will be the responsibility of the Council to manage.
6. Interviews will be held as appropriate for the position being filled.
7. The offer of a position will be subject to the receipt of satisfactory references.
8. Successful applicants will be provided with a Contract of Employment.
9. Contracts of employment are the responsibility of the Clerk.
10. Salary will be commensurate with the type of employment and experience of the person.
11. There will be a probationary period for all staff and this will be 3 months, after there will be a review brought before Full Council and a recommendation made by the Clerk.
12. A staff appraisal system is conducted annually commencing in January and report presented in March. The Clerk appraisal is carried out by the

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HR Consultant in conjunction with comments from Council and staff appraisals remain the responsibility of the Clerk.

13. All employment will be subject to employment law.

## REVIEW

This Policy will be reviewed periodically by the Council, as appropriate, to assess its effectiveness or as required by legislation and any appropriate changes will be made in consultation with employees.

This policy was adopted 27<sup>th</sup> February 2023 for a period of 4 years or until legislation changes.