

Crawley Parish Council Recruitment Policy.

The Council is only likely to have one employee, the Parish Clerk and Responsible Financial Officer (RFO), for the foreseeable future. Accordingly this policy relates solely to the recruitment of Parish Clerk/RFO.

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

An Advisory Committee of at least 3 Councillors will be appointed by the full Council. Councillors will be ineligible to sit on the Advisory Committee if applicants include relatives, near relatives, friends or associates of the Councillor. The Advisory Committee may appoint other persons to assist in the recruitment process.

The Advisory Committee will prepare a Job and Person Specification, advertisement, and Application form for approval by the full Council. The Advisory Committee will recommend an appropriate salary and benefits range for approval by the full Council, after taking due regard of guidance from the SLCC and NALC.

The vacancy will be advertised in the public domain using one or all of the following:

- Parish Council Notice Board
- Parish Council Website
- the Parish Newsletter or equivalent
- any other publication or location considered appropriate by Councillors

All candidates will be provided with the Job and Person Specification and required to complete the Application form; this must include the provision of references and curriculum vitae. The Advisory Committee may reject candidates without interview, but the reasons for rejection must be reported to the full Council.

The Advisory Committee will interview the selected or short listed candidates, and prepare written notes of the interview. The Advisory Committee will make a recommendation to the full Council on the basis of a majority vote.

The Advisory Committee will provide a report to the full Council, such Report to include the number of candidates interviewed and the reasons for the rejection of unsuccessful candidates. The written interview notes will be made available to the full Council. The Advisory Committee will prepare a Contract of Employment (in accordance with English Law) after taking due regard of advice from SLCC and NALC.

The full Council will determine whether an offer should be made to the successful candidate but such offer shall be subject to the receipt of satisfactory references. The full Council will approve the proposed Contract of Employment.

Successful applicants will be provided with a Contract of Employment, such contract to provide for an initial trial period of 3 months, after which there will be an annual review.

Reviewed and adopted by full Council on 01 June 2015