



EMPLOYEE RECRUITMENT POLICY

Note: this policy refers to recruitment of employees of the Council (such as the Clerk) not to elected members of the Council.

1. Freeland Parish Council will look to fill a vacancy as soon as possible following notification of a position becoming vacant.
2. Upon the position becoming vacant, the Council will firstly review the job description to ensure an up to date version is held. The job description will describe the duties and responsibilities associated with the position.
3. The vacant position will be advertised as soon as possible on the village notice boards, the village website and/or in the village magazine.
4. Interviews will be conducted by a panel consisting of a maximum of three members, one of which will be the Chairman and/or Vice Chairman. Members of the Council who are due to interview will ensure that they disclose to the Chairman or Vice Chairman any prior knowledge of any candidates and will not interview anyone to whom they are related to ensure impartiality.
5. Freeland Parish Council aims at all times to recruit the person who is most suited to the particular job, and recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant for the job.
6. Freeland Parish Council will ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex, race, disability, age, sexual orientation and religion or belief and will follow the guidelines laid down by ACAS.

This policy may be reviewed at any time and any changes that are deemed necessary will be made as appropriate.

Approved by Council: 9th November 2009