

# MILTON PARISH COUNCIL

## RECRUITMENT POLICY

1. All employment matters are dealt with by the Staffing Committee (SC).  
SC will identify the need / vacancy, submit a recommendation to Council and draw up a job description and advert.
2. In all staff recruitment matters reference should also be made to the Equal Opportunities Policy.
3. The aim of the recruitment policy is to ensure that Council selects the most suitable person for any job on the basis of their relevant merits and abilities and that no employee or job applicant is unfairly treated.
4. All vacancies will be advertised on the:
  - notice boards
  - web site  
in the
  - job centre (online) if appropriate and  
in the
  - Village View and other magazines, periodicals, Cambridge News if appropriate.

The advert will give details of the:

- Vacancy
- Salary
- hours to be worked
- contact's name, address, telephone number and email address for candidates to request details and application form
- the closing date for applications to be submitted.

The advertising process will normally be conducted by the clerk.

5. In the event of a new vacancy for a post arising within eight weeks of the post being filled it will not be necessary to re-advertise the vacancy if a previous applicant is considered suitable and is still available.
6. An interview panel will usually comprise:  
for the appointment of clerk and assistant clerk: the Chairman and Vice-Chairman of Council and the Chairman of SC  
for the warden and deputy warden of the Community Care scheme: the Chairman of the Community Care Committee, Chairman of SC and one other  
for other appointments: the Chairman of SC and the clerk  
The clerk will attend if it is considered appropriate. Having read all the applications, the interview panel will shortlist candidates for interview, strictly adhering to Council's Equal Opportunity Policy.

The interview panel will offer the post subject to receipt of satisfactory references by the Staffing Committee. Permanent posts will be subject to a 3-month probationary period which may be extended.

**REVIEWED by SC 16 May 2019**  
**Reviewed April 2022**