

# Stoke Golding Parish Council Employment Life Cycle Policy

Adopted 5<sup>th</sup> September 2018

## Recruitment

- Stoke Golding Parish Council is an equal opportunities employer and applies a professional approach to recruitment which is effective, efficient and fair.
- Candidates will not be discriminated against on the basis of:
  - Sex
  - Race
  - Marriage/civil partnership
  - Age
  - Gender reassignment
  - Pregnancy and maternity
  - Disability
  - Religion or belief
  - Sexual orientation
- Any vacancy will be advertised in the public domain using one or all the following:
  1. Local press
  2. Parish Council website – Stoke Golding Village Website
  3. Parish Council notice-board
  4. Parish Council newsletter
  5. Leicestershire and Rutland Association of Local Councils website and weekly email bulletin
  6. Any other appropriate publication or location
- All persons seeking a position will be required to complete an appropriate job application form including the provision of references.
- All candidates will be provided with a job description and person specification.
- Candidates will only be considered on their ability to meet the requirements of the position being sought.
- The filling of the position of Parish Council Clerk will be the responsibility of a designated Staffing Committee.
- The Terms of Reference for the Staffing Committee will be agreed at Full Council.
- The filling of other positions will be the responsibility of the Staffing Committee and the Clerk.
- Interviews will be held as appropriate for the position being filled.
- The offer of a position will be subject to the receipt of satisfactory references.

## Contract

- Employees will be provided with a Contract of Employment.
- Salary will be commensurate with the type of employment and experience of the applicant and will be based on pay scales of the National Joint Council for Local Government (NJC) agreement.
- There will be an initial probationary period of not less than 13 weeks, after which there will be a review.

**Appraisal**

- Staff appraisals will be conducted annually.

**Training**

- The Council shall be responsible for the costs associated with any training and development that it considers necessary.

**Termination of Employment**

- During the probationary period either party may terminate the contract by giving one weeks' notice in writing.
- After completion of the probationary period, the minimum notice that the employee must give is one month.
- For the first four years of employment the Council must give also give one months' notice to terminate the contract.
- After five years, the notice that the Council is required to give rises by one week per year to 12 weeks' notice after 12 or more years' service.

Last Reviewed: This policy will be reviewed annually, unless required earlier by legislation or additional material.