



# RECRUITMENT POLICY

Adopted by Brixton Parish Council - 27th July 2016

Reviewed by Brixton Parish Council - 26th July 2017

25th July 2018

31st July 2019

29th July 2020

29th September 2021

28th September 2022

27th September 2023

25th September 2024

29th January 2025

28th January 2026

This policy will be reviewed on an annual basis

Next Review – January 2027

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## **Brixton Parish Council Recruitment Policy**

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## **Recruitment of employees**

Brixton Parish Council is an equal opportunities employer and applies a professional approach to recruitment.

Any vacancy will be advertised on

- Parish Council and BrixtonDevon website
- Parish Council Noticeboards
- Local publications such as the local paper and village magazine

All applications for a position must be in writing.

Where appropriate references and a curriculum vitae will be requested.

When appropriate an interviewing panel will be appointed from the members of the Council and the advice given by NALC & DALC will be followed.

All prospective applicants will be given a Job Description.

The filling of vacancies is the responsibility of the whole Council

Successful applicants for employment will be provided with a Contract of Employment

Terms and conditions and pay will be drafted for vacancies using NALC models available for the purpose to be approved by Brixton Parish Council.

Employees will be subject to a 6 month probationary period

## **Councillor Vacancy**

All councillor vacancies will be advertised as a Casual Vacancy under Local Government Act 1972 Section 87(2)

If there are no requests for an election Brixton Parish Council will advertise for a co-opted parish councillor. This will be advertised on

- Parish Council and BrixtonDevon websites
- Parish Council Noticeboards
- Local facebook pages

All applicants will then be interviewed by Brixton Parish Council Councillors