

# Deanshanger Parish Council

## Employment Procedure



Deanshanger Parish Council  
3 Hayes Road  
Deanshanger  
Northants  
MK19 6HP  
01908 566373  
Clerk@deanshangerpc.com

Adopted August 2011

Reviewed July 2017

**EMPLOYMENT PROCEDURE**

1. Full Council approve vacancy and set up an Employment Working Party.
2. Full Council request Employment Working Party to:
  - ❖ draft advert
  - ❖ formulate application form
  - ❖ formulate Job Description
  - ❖ formulate Contract of Employment
3. Employment Working Party produces:
  - ❖ draft advert
  - ❖ application form
  - ❖ Job Description
  - ❖ Contract of Employment
4. Full Council approves:
  - ❖ advert
  - ❖ application form
  - ❖ Job description
  - ❖ Contract of Employment.
5. Employment Working Party organises interview dates
6. Employment Working Party circulates advert
7. Employment Working Party issues application form and job description to all applicants
8. Employment Working Party collates responses to advert
9. Employment Working Party filters the list of applicants and puts a recommendation to Full Council
10. Full Council approves a shortlist
11. Employment Working Party, in conjunction with the Clerk, invites shortlisted candidates for interview and requests their permission to apply for references and ask if they require any adjustment throughout the recruitment process
12. Employment Working Party issues follow up paperwork to all other applicants
13. Full Council holds interviews
14. Full Council makes decision on successful applicant via a vote system
15. Employment Working Party issues follow up paperwork to all other interviewees
16. Employment Working Party issues letter of offer to successful applicant, subject to satisfactory references
17. Employment Working party agrees start date with successful applicant

**18. PROBATION AND INDUCTION ARRANGEMENTS**

Probation period is stated in Contract of Employment.

New employees will be given induction training which will include an introduction to the councillors, an organisation chart, health and safety information about their workplace and work and any other relevant information

**19. APPRAISAL PROCEDURES**

Employee Appraisals will be carried out by the Chairman of the Council, Finance & General Purposes Committee and the Chairman of Highways and Planning Committee.

The first Appraisal should be carried out before the end of the probationary period, after which Appraisal/Development Review will be carried out on an annual basis. Some matters arising from the review may need to be referred to Full Council for approval.