

Broomfield Parish Council

Recruitment Policy

Broomfield Parish Council has a responsibility to implement and monitor fair, objective and systematic procedures for recruitment. Unless otherwise stated and evidenced why, the relevant post will be open to both male and female applicants.

In this regard the council will ensure that:

- All employment opportunities are advertised on the Parish Council notice boards, its website and where time allows the Broomfield Times publication. When appointing a new Parish Clerk or other senior officers then an advertisement(s) will also be placed with the local media.
- Applicants are assessed according to their capability to carry out the tasks as set out in the job description.
- Qualifications/requirements are justified in terms of the work to be undertaken. Requirements will be split between essential and desirable. All applicants who meet the essential requirements will be interviewed.
- Age limits are retained only if they are appropriate to the job. The Parish Council reserves the right to ask all employees from the age of 70 (and then yearly) to obtain medical conformation (at the Parish Council's expense) of their ability to remain in employment in their existing post.
- Interviewing is carried out by the Personnel Committee (which includes the Chairman and Vice Chairman of the Parish Council).