

## **BROUGHTON PARISH COUNCIL**

### **RECRUITMENT PROCEDURE**

1. Broughton Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality and will seek to employ the best possible person for any vacancies that arise.
2. This Recruitment Procedure applies to all Parish Council employment vacancies.
3. If a vacancy arises which has been agreed by full council, advertisements to recruit a new officer will be placed on Parish Council notice boards and in the Hampshire Association of Local Councils vacancy page for a period of no less than 30 days.
4. The Parish Council will provide a full job description and person specification to all applicants, who must be asked to apply in writing.
5. The Parish Council will appoint a recruitment panel of three councillors to review all applications and short list candidates for interview. The same three councillors will form the interview panel.
6. Pay will be determined in line with National Joint Council for Local Government Service pay scales.
7. All employees will be provided with a signed contract within 30 days of taking up the new position.

Contacts: Heather Bourner (Clerk)

Address: Tanglewood  
Stanbury Road  
Thruxton  
Hampshire  
SP11 8NR

Telephone: 01264 773976

Email: [parishclerk@broughton-hants.net](mailto:parishclerk@broughton-hants.net)

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