

# Waltham Parish Council

EST. 1894

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## EMPLOYMENT POLICY

Adopted July 2025

### Policy

Waltham Parish Council will endeavour to ensure that individuals employed by the Council have the required standards of skills, knowledge and experience to match the job description and person specification laid down for the post.

The Council will ensure that candidates for all posts are treated fairly and equally.

### Procedure

Waltham Parish Council, or its appointed representative will:

- 1 Draw up a job description and person specification that accurately reflects the duties required of the employee.
- 2 The job description will determine the requirements for the post.
- 3 The person specification will determine the knowledge, skills and experience required for the post.
- 4 All vacancies will be advertised publicly.
- 5 All applications will be sent to the Chairman.
- 6 All applications will be treated confidentially.
- 7 A panel of members of the Council will be appointed to evaluate applications and undertake interviews, as necessary.
- 8 The appointment to the post will be agreed at a full meeting of the Council.
- 9 All candidates will receive a written response determining the outcome of their application.
- 10 Successful candidates will be given a written contract of employment.