



Recruitment, Selection and Employment of Staff and Councillors Policy

Tidworth Town Council ensures that recruitment and selection of staff and councillors is clear and free from bias with respect for equality of opportunity. Its recruitment and selection processes and procedures aim to appoint the most suitable candidate for the post. All appointments are the responsibility of Tidworth Town Council.

All posts will be advertised to staff, volunteers and Councillors in the first instance. If no one applies, or those who do are considered unsuitable, then the post will be advertised externally. All advertisements will comply with Tidworth Tidworth Town Council's Equal Opportunities and Marketing policies.

Documents describing the major duties and responsibilities of each job role will be available for all Tidworth Town Council posts. These documents will be checked prior to being advertised to ensure clarity, and adapted to reflect the requirements of the post.

Procedures and practice applied in staff recruitment and selection will ensure compliance with Equal Opportunities requirements as set out in appropriate legislation. This legislation includes:

- **The Human Rights Act 1998 and**
- **The Equality Act 2010**

- Staff will have a 6 month probationary period which the Town Council can extend if they deem necessary.

Councillor Vacancies

When a vacancy arises for a Town Councillor the procedures for application to become a Councillor will be followed. The Council will positively engage suitable candidates who are deemed to have qualities, skills, knowledge and experience pertinent to ensuring the quality of the council and its service delivery.

Councillors will be issued with guidelines and expectations. All new councillors will attend induction training and have the opportunity to attend regular training as deemed necessary or useful to some or all councillors.

In guidance with LGA 1972 a Councillor who does not attend any meeting for a period of 6 months will forfeit his/her position and will no longer be a member.

Signed Date

Chris Franklin - Mayor of Tidworth and Chair of Town Council (July 2012)
(Review July 2013)