

Walberswick Parish Council

Draft Employment Policy

1. Walberswick Parish Council will be guided (but not bound) in its Employment Policy by the following documents:
 - a. ACAS Advice document on recruiting staff – this document can be viewed here ([assets/Parish-Council/Guidelines-Policies-Regulations/ACAS-advice-Recruiting-staff.pdf](#))
 - b. The National Training Strategy Guide to being a Good Employer – this document can be viewed here ([assets/Parish-Council/Guidelines-Policies-Regulations/Being-a-Good-Employer-2016.pdf](#))
2. Where other WPC policies conflict with either of the two documents above, then the WPC policy shall take precedence
3. The employment process shall not commence until there is a resolution from the Council to do so
4. Unless specifically decided otherwise by a resolution of the Council, the employment working party shall be assigned responsibility to advertise, identify one or more suitable candidates and provide a recommendation to the Council on an offer of employment
5. Recommendations from the employment working party and identification of the final successful candidate shall be made in closed session of the council
6. The council shall not be bound by the recommendation of the employment working party in making an offer of employment
7. No offer of employment shall be made without a resolution from the Council to do so.
8. Offers of employment shall only be made by the Chairman
9. Employment cannot commence without a written offer of employment being sent and a signed acceptance being received from the successful candidate