

Hollinswood and Randlay Parish Council

# RECRUITMENT POLICY / PERFORMANCE MANAGEMENT

Adopted May 2020, to be reviewed May 2022

7 Downemead, Hollinswood, TF3 2EW

---

## Hollinswood and Randlay Parish Council

Chairman: Cllr Mrs Sheenagh Unwin

Clerk: Katrina Baker MBE MILCM

---

# RECRUITMENT POLICY PERFORMANCE MANAGEMENT

## **PURPOSE**

This policy has been developed to support all employees through the process of recruitment, interview, employment and personal development, in regards to their employment at Hollinswood & Randlay Parish Council.

## **POLICY**

**Hollinswood & Randlay Parish Council is an equal opportunities employer.**

It is the policy of Hollinswood & Randlay Parish Council that all employees are supported and valued as part of a team.

Every member of staff reports directly to their Line Manager who is the first point of contact for questions, queries or concerns.

A staff meeting takes place once a month where all staff are briefed on current issues and plans are discussed for future projects and work programmes.

## **NEW EMPLOYEES**

All new employees are welcomed on their first day with a tour of the Parish, introduction to staff and information regarding points of contact, health and safety and lone working policies.

Uniform and equipment are provided, as required, by the Parish Council – it may be necessary to order appropriate sizes so there may be a delay.

## **TRAINING**

Regular one to one meetings take place with all staff to identify any needs that they feel they may have and this includes training and education.

The Parish Council has a training and education policy that allows for a member of staff to receive appropriate support in order for them to undertake any particular tasks and to support their own personal development.

---

## Hollinswood and Randlay Parish Council

*Chairman: Cllr Mrs Sheenagh Unwin*

*Clerk: Katrina Baker MBE MILCM*

---

All staff, and volunteers, are encouraged to engage in training and information events and time off is allowed for further engagement in educational or training initiatives.

Wherever possible, this will be made available within the Authority, alternatively, this may be provided by Telford & Wrekin Council or by an external organization or agency (eg TCAT, Smallwoods etc.).

This policy was adopted in May 2020.

To be reviewed in May 2022.