

## **Calne Town Council**

### **Staff Recruitment And Retention Policy**

#### **1. Recruitment of Staff**

- 1.1 When a role becomes vacant due to the termination of the post-holder or where new duties are introduced, the Town Clerk (and Personnel Sub-Committee where required) will decide whether the internal structures of the Town Council should be reviewed with job duties being merged or revised, or whether the vacancy should be filled from internal or external sources.
- 1.2 There is no requirement for the Town Council to advertise staff vacancies. If the Town Council decides to advertise staff vacancies, this will be via the Town Council website, social media, advertisements on noticeboards, and in the local press process if necessary. Advertisements will give details of qualifications and experience required, and the closing date and interview date will be included.
- 1.3 Application for vacancies will be by means of electronic application forms and/or requests for CV's. Receipt of all applications will be acknowledged by email.
- 1.4 All received applications will be viewed by the appropriate line-manager, and one other, and scored against a set of criteria appertaining to the specific job vacancy. A shortlist will be drawn up for those candidates selected for interview.
- 1.5 Candidates will be selected taking full account of the provisions of any anti-discriminatory legislation in force at the time.
- 1.6 Face-to-face interviews will be conducted either on the same day or over two consecutive days. Interviewing officers will usually be the line-manager and at least one other.
- 1.7 Offers of employment following the interview process described above will normally be made initially by telephone and followed up by emailed letter within 48 hours.
- 1.8 Unsuccessful candidates will be informed of the outcome by email and feedback will be offered.
- 1.9 All offers of employment are made subject to satisfactory references being received and are subject to a six month probationary period on both sides. References taken up will be from the current or most recent employer, plus one

other. The Council will also check on the candidate's right to work in the UK according to Home Office rules.

- 1.10 All staff employed by the Council will receive and are expected to sign a formal Main Terms of Employment document on appointment.
- 1.11 All staff employed by the Town Council are paid in accordance with the nationally negotiated local government pay scales in force at the time.
- 1.12 All staff employed by the Town Council are entitled to join the Local Government Pension Scheme (LGPS) and will be auto-enrolled if the conditions exist. Staff may opt-out of the LGPS by notification.

## **2. Retention and Training of Staff**

- 2.1 All staff employed by the Town Council will be subject to the Town Council's Personal Development Programme.
- 2.2 The Personal Development Programme has been formulated to provide a method of identifying any further training needs as well as monitoring staff performance and aiding in the retention of valuable members of staff.
- 2.3 The Town Council sees the provision of training as enhancing individual employees' opportunities for personal advancement within the organisation, where those opportunities exist.
- 2.4 The Town Council will aim to establish some degree of succession planning for key officers where their role, or specialist knowledge, is essential to the running of the organisation. Succession planning is the responsibility of the Town Clerk.
- 2.5 When staff vacancies arise, those employees already employed by the Town Council will be considered to fill a vacancy before it is advertised as detailed above. This will give opportunities for advancement within the organisation. Any 'promotion' will be considered on merit. Length of service with the Town Council, and the loyalty that this implies will be taken into account but will not be an over riding issue for consideration.

## **3 Employment Legislation**

- 3.1 All staff employed by the Town Council will be treated in accordance with prevailing employment legislation.

**Reviewed December 2015**

**Approved & Adopted by Full Council 8<sup>th</sup> February 2016**