

***Royal Wootton Bassett
Town Council***

ADOPTED BY COUNCIL

8th December 2016

**Staff Recruitment and Retention
Policy**

Royal Wootton Bassett Town Council

Staff Recruitment and Retention Policy

1. Recruitment of Staff

- 1.1 Although there is no requirement to do so, the Town Council will normally advertise staff vacancies. Such vacancies as may arise may be filled by whatever method the Town Council sees fit to use.
- 1.2 If the Town Council decides to advertise any staff vacancies, they will be notified by means of advertisements in the local press, and when appropriate in the national press, giving details of any qualifications and experience required. The closing date for receipt of applications and the interview date will be included in the advert.
- 1.3 Application for vacancies will be by means of application forms and/or requests for CV's. Receipt of all applications will be acknowledged by letter.
- 1.4 All received applications will be viewed 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 Interviews will normally be conducted either on the same day or over two consecutive days. A list of skills will be drawn up against which candidates will be tested. Interviewing officers will usually be the Town Clerk and the Line Manager for the particular service that has the vacancy.
- 1.7 Offers of employment following the interview process described above will normally be made initially by telephone and followed up by a letter within 48 hours.
- 1.8 All offers of employment are made subject to satisfactory references being received and are subject to a six month probationary period on both sides.
- 1.9 All staff employed by the Town Council are expected to sign the Town Council's formal Contract of Service on appointment.
- 1.10 All staff employed by the Town Council are paid in accordance with the nationally negotiated local government pay scales in force at the time.

1.11 All staff employed by the Town Council are entitled to join the Local Government Pension Scheme (LGPS) under Regulations pertaining at the time of appointment or decision to join the Scheme. There is no requirement to join the LGPS.

2. Retention and Training of Staff

2.1 All staff employed by the Town Council will be subject to the Town Councils adopted appraisal scheme. Where appropriate it is the intention to move towards a system of what is commonly known as “360° appraisals.

2.2 The appraisal scheme 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, primarily within the organisation, where those opportunities exist. Staff training will also enhance the aim of high quality service provision by the Town Council.

2.4 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 at paragraph 1.2. Although the number of employees is small, 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.

2.5 Where appropriate, the Town Council will meet the cost of training, with the proviso that such costs will be refunded if the employee leaves the Town Council’s employment within a period of two years of completion of such training. This will ensure that the full benefit of the training funded by the Town Council is retained.

2.6 Where appropriate, and provided it meets the current business requirements of the Town Council, it will seek to provide opportunities whereby staff can extend their personal and career development prospects by assuming additional responsibilities on a temporary or time limited basis. A system to encourage innovative thinking may be used to further this aspiration.

3. **Employment Legislation**

- 3.1 All staff employed by the Town Council will be treated in accordance with prevailing employment legislation. Such legislation will include, but is not restricted to, the following:

Equality Act 2010

Health & Safety at Work Act 1974

Employment Rights Act 1996, as amended