



STAFF RECRUITMENT & RETENTION POLICY

Recruitment of Staff

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.

Advertisements of staff vacancies will be posted on the Town Council noticeboards and website, the Wokingham Borough Council website, and any other appropriate platform for the vacant role (e.g. SLCC, NALC, Grounds Management Association). The closing date for receipt of applications and the interview date will be included in the advert.

Application for vacancies will be by means of application form, CVs will not be accepted.

All received applications will be viewed and assessed in accordance with the person specification and job description of the vacancy. A shortlist will be drawn up for those candidates selected for interview.

Candidates will be selected taking full account of the provisions of any anti-discriminatory legislation in force at the time.

Interviews will normally be conducted either on the same day or over two consecutive days. A list of questions will be drawn up to assess specific skills, knowledge, aptitude and attitudes of each candidate.

Interviewing officers will usually be the Town Clerk and the appropriate Line Manager. If the recruitment is in relation to the role of Town Clerk or Deputy Town Clerk, then the interview panel may include up to three Councillors.

Offers of employment following the interview process described above will normally be made initially by telephone and followed up by a formal letter.

All offers of employment are made subject to satisfactory references being received and are subject to a six month probationary period on both sides.

As part of the recruitment process, new employees will be asked to disclose any criminal convictions. Appointments may also be subject to a satisfactory DBS check and/or medical check, this requirement will be made clear within the recruitment pack.

All staff employed by the Town Council are expected to sign the Town Council's formal Contract of Employment on appointment.

All staff employed by the Town Council are paid in accordance with the nationally negotiated local government pay scales in force at the time.

All qualifying employees with a contract of employment for at least 3 months will be automatically enrolled into the Local Government Pension Scheme (LGPS) under

Regulations pertaining at the time of appointment. Employees can choose to opt out of this scheme at any time.

Retention and Training of Staff

All staff employed by the Town Council will be subject to the Town Council's annual appraisal scheme.

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.

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.

When staff vacancies arise, employees already employed by the Town Council will be welcome to apply. 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.

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.

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.

Employment Legislation

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

Date of policy: 10th February 2023

Reviewed by Policy & Resources Committee: 15th March 2023

Adopted by Council: 29th March 2023

Date for next review: March 2026