

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 28th July 2022 at 6.30 pm**

**PRESENT:** Councillors: J Dent, J Foster, S Martin (Chairman), S Miller and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk).

**APOLOGIES:** J Peggs (Vice-Chairman).

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#### **25/22/23      HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to appoint Councillor Dent as the Vice Chairman for this meeting only.

#### **26/22/23      DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**27/22/23      TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON THURSDAY 26TH MAY 2022 AND THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 7TH JUNE 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** that the minutes of the Personnel Meeting held on Thursday 26<sup>th</sup> May 2022 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to amend the Extraordinary Personnel minute 23/22/23 from £29.50 + VAT per hour to £26.50 + VAT per hour relating to Rosevale Accountants hourly rate.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Tuesday 7<sup>th</sup> June 2022 were confirmed as a true and correct record.

The Town Clerk informed Members of a further discount for BrightHR from £4.50 per employee per month to £3.75 per employee per month, an annual saving of £198.

Members thanked Rosevale Accountants for obtaining a saving on behalf of the Town Council.

**28/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**29/22/23      TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT**

It was **RESOLVED** to note.

**30/22/23      TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS AND ANY ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the training budget and training attended.

The Chairman deferred training requests to agenda item 16 later in the meeting.

**31/22/23      TO NOTE THE PERSONNEL COMMITTEE MEMBERS ATTENDED EMPLOYMENT LAW TRAINING IN LINE WITH THE PERSONNEL TERMS OF REFERENCE.**

It was **RESOLVED** to note Councillors Dent, Foster, Martin, Miller, Peggs, Stoyel and the Mayor of Saltash Councillor Bickford attended Employment Law Training held on Thursday 29<sup>th</sup> June 2022.

Members unanimously agreed future Employment Law Training is to be rolled out for all Members of the Town Council due to their interaction with staff.

**32/22/23      TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE MEMBER/OFFICER RELATIONS POLICY.**

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** the amendments to the Member / Officer Relations Policy to Full Council to be held on Thursday 4<sup>th</sup> August 2022 as attached.

Members thanked the Senior Policy and Data Compliance Officer for her work in preparing an excellent draft policy.

**33/22/23      TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE RECRUITMENT AND SELECTION POLICY.**

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy to Full Council to be held on Thursday 4<sup>th</sup> August 2022 as attached.

**34/22/23      TO RECEIVE A VERBAL REPORT ON THE FLU JAB FOR ALL STAFF AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided Members a written report.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve the provision of flu jabs for all staff.

**35/22/23      TO RECEIVE AND NOTE A REPORT ON THE NJC PAY CLAIM 2022-23.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to defer the NJC Pay Claim Deal 2022-23 to the next Personnel Committee meeting to be held on Thursday 29<sup>th</sup> September 2022.

**36/22/23      TO RECEIVE AND NOTE A REPORT ON COVID-19 - EMPLOYMENT.**

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to:

1. Note the report.
2. Reaffirm minute 132/21/222 of the Extraordinary Personnel Committee meeting held in March 2022.
3. Delegate to the Town Clerk to continue to support staff.

**37/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Town Clerk asked Members to individually note the Chairman's statement - Members in attendance noted the Chairman's statement.

38/22/23

**TO RECEIVE A REPORT ON THE RECENT RECRUITMENT PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Finance Officer and Finance Assistant Posts:

It was **RESOLVED** to note the appointment of:

1. Alex Primmer Finance Officer to Saltash Town Council commencing on 16<sup>th</sup> August 2022.
2. Kayne Appleby Finance Assistant to Saltash Town Council commencing on 30<sup>th</sup> August 2022.

Members wished them both every success in their employment at Saltash Town Council.

Assistant Town Clerk Vacant Post:

The Town Clerk updated Members.

It was **RESOLVED** to note the position remains under review.

Casual Caretaker Vacant Post:

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to liaise with other Town/Parish Councils to investigate their recruitment process and further advertise at the University, College, Town Messenger and with the local radio station allocating cost to budget code 6657 Staff Recruitment Advertising.

**TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.****Key Holding – Town Council premises:**

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to support the Property Maintenance Sub Committee to review the options to contract out 'key holding' for all Town Council premises.

**Service Delivery Manager:**

The Town Clerk informed Members of the urgent requirement to appoint a temporary person to carry out the role of the Service Delivery Manager, to ensure the Town Council is compliant and working safely, and to fully support the department and Town Clerk.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that:

1. A sub-contractor as recommended by HR Support Consultancy be appointed with immediate effect to undertake the role of the Service Delivery Manager on a temporary basis;
2. The sub-contractor to work a 40 hour week, variable hours over 7 days – Monday to Sunday to manage the operational needs of the department;
3. Termination – 1 weeks' notice either party;
4. The sub-contractor attends relevant Town Council Committee and Sub Committee meetings relating to the work of the Service Delivery Department;
5. A remuneration of £750 per week allocated to budget code – Services Delivery Staffing Costs;
6. The Town Clerk issues terms of the appointment to the sub-contractor for agreement.

The Chairman informed Members that the meeting is heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order Section Two Item 2x and to continue with the remaining items of business to be conducted.

Assistant Service Delivery Manager:

It was proposed by Councillor Martin, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to:

1. Uplift the Assistant Service Delivery Manager scale to reflect the temporary duties and responsibilities backdated to 26<sup>th</sup> May 2022 to 31<sup>st</sup> July 2022 (P&C letter retained for internal auditor check);
2. Review and uplift the Assistant Service Delivery Manager scale to reflect the duties and responsibilities of the post (P&C letter retained for internal auditor check);

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to:

1. Approve the Assistant Service Delivery Manager City and Guilds 2391 Level 3 Inspection and Testing of Electrical Installations Training request at a cost of £798 + VAT allocated to budget code 6676 Services Delivery Staff Training. A training agreement must be put in place.

Staffing and Operational Matters:

The Town Clerk informed Members of recent staffing and operational matters.

It was **RESOLVED** to note.

**40/22/23      TO RECEIVE ADVICE FROM CORNWALL COUNCIL MONITORING DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to defer to a future meeting.

**41/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**42/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Foster, seconded by Councillor Stoyel and **RESOLVED** that the public and press be re-admitted to the meeting.

43/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

44/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

**DATE OF NEXT MEETING**

Thursday 29 September 2022 at 6.30 pm

Rising at: 9.40 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_



Policy Group: Employees

# Protocol for Member Officer Relations

RESPONSIBLE COMMITTEE: PERSONNEL

Current Document Status			
Version	3/2022 DRAFT	Approved by	
Date	May 2022	Date	
Responsible Officer		Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
March 2012	1	AK	Adopted FTC 05.04.2012
Sept 2019	2	AJT	Updated reflecting new line management structure
April 2021	2/2021	AJT	Reviewed for reapproval – new council
May 2022	2/2022	AJT	Readopted – ATM 05.05.2021
May 2022	3/2022 DRAFT	AJT	Review and redraft of policy/protocol

Document Retention Period
Until superseded

## Protocol for Member/Officer Relations

### 1. Introduction

The purpose of this protocol is to guide Members and Officers of the Town Council in their relations with one another. A strong, constructive and trusting relationship between Members and Officers is essential to ensure the effective and efficient working of the Town Council.

The individual roles of Members and Officers can be summarised as follows:

Both Members of the Town Council and Officers serve the public and are essential to one another but their responsibilities and roles are distinct. Members are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Town Council. They give advice to the Members and the Town Council and carry out the Town Council's work under the direction of the Town Council and the relevant committees.

Following this protocol should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.

### 2. Principles underlying the protocol

The provisions of this protocol seeks to reflect the principles underlying the Members' Code of Conduct, the Employee Handbook and the Town Council's adopted policies, procedures and processes.<sup>1</sup> The shared object of the Code of Conduct and other documents, policies and procedures is to enhance and maintain the integrity (real and perceived) of Local Government and they therefore demand very high standards of personal conduct.

The Seven Principles of Public Life (Nolan Principles):

- Selflessness – serving only the public interest
- Honesty and integrity – not allowing these to be questioned; not behaving improperly
- Objectivity – taking decisions on merit
- Accountability – to the public; being open to scrutiny
- Openness – giving reasons for decisions
- Personal judgement – reaching one's own conclusions and acting accordingly

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<sup>1</sup> Employees are also directed to their contract of employment, job description, the Green Book and policies relevant to their employment. They may also wish to consult their Line Manager or take advice from their union or professional association.

- Respect for others – promoting equality; avoiding discrimination; respecting others (Member/Member as well as Member/Officer and Officer/Officer) and not denigrating their work in public or making unsubstantiated allegations against any individual connected with the Town Council.
- Duty to uphold the law – not acting unlawfully
- Stewardship – ensuring the prudent use of the Town council's resources
- Leadership – acting in a way that has public confidence.

### 3. Roles

#### 3.1. Members

##### 3.1.1. Members have four main areas of responsibility:

- To determine Town Council policy and provide community leadership;
- To monitor and review Town Council performance in delivering services;
- To represent the Town Council externally; and
- To act as advocates for their constituents.
- **In addition, all Members of the Town Council should be aware of and adhere to their responsibilities as Corporate Employers.** When Members join the Town Council guidance is provided and Members of the Personnel Committee are required to undertake additional training.<sup>2</sup>

3.1.2. All Members have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status and should be treated equally.

#### 3.2. Chairman and Vice Chairman of Committees

It is clearly important that there should be a close working relationship between Chairman and Vice-Chairman of Committees and the Officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the officer's ability to deal impartially with other Members. Officers should never be asked to do anything which may prejudice their impartiality.

#### 3.3. Officers

The following key principles reflect the way in which Officers generally relate to Members:

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<sup>2</sup> NALC Being a Good Employer

- Officers are employed by, and accountable to, the Town Council as a whole;
- Officers are impartial;
- Officers are responsible for operational delivery of all of the Town Council's functions including support to all Town Council Committees;
- Day to day managerial and operational decisions remain the responsibility of the Town Clerk and Line Managers.

## 4. Expectations

### 4.1. Members can expect:

- A commitment from Officers to the Town Council as a whole, not to any individual Member or group of Members;
- A working partnership<sup>3</sup>;
- That Officers understand and support respective roles, workloads and pressures;
- Respond to enquiries and complaints in accordance with the Town Council's standards;
- Professional, impartial advice and information, not influenced by political views or personal preferences;
- Regular, up to date information on appropriate and relevant matters, having regard to individual responsibilities or positions held;
- Respect, courtesy, Integrity and appropriate confidentiality from Officers;
- Not to have personal issues raised with them by Officers outside the council's agreed procedures;
- That Officers will not use their contact with Members to advance their personal interests or to influence decisions improperly;
- That Officers at all times will comply with relevant policies and procedures;
- If representing the Town Council on an outside body, to be required to provide update reports in a timely manner with an appropriate level of detail.

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<sup>3</sup> Members may find the following publication helpful: LGA Effective Member Officer Relations

#### 4.2. Officers can expect from Members:

- A working partnership and to be treated in a professional manner;
- An understanding of, and support for, respective roles, workloads and pressures;
- Timely responses to emails and/or telephone calls;
- Leadership and direction without any line management activity;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That Members will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Members will at all times abide by The Seven Principles of Public Life (Nolan Principles) and with the Council's adopted Code of Conduct, policies and procedures.

### 5. Meetings

The interaction between Members and Officers at meetings of the Town Council and Committees should reflect the formality of the situation.

Any Officer carrying out a statutory role has specific responsibilities placed on them by law. These responsibilities go beyond their obligations as employees of the Town Council. Where an Officer is discharging their responsibilities under any statutory office a Member/Members shall not:

- Improperly interfere with or obstruct the Officer in exercising those responsibilities;
- Victimise any Officer who is discharging or has discharged their responsibilities of the Statutory Office.

Members and Officers may attend all formal meetings for the consideration of Part I (i.e. non-confidential) items, as may any member of the public. When a body is considering Part II information (i.e. exempt from publication under Access to Information legislation), Members and Officers do not have an automatic right of attendance.

## 6. Members' Access to information and Council documents

- 6.1. Members are free to approach the Town Clerk to provide them with such information, explanation and advice, as they may reasonably need in order to assist them in discharging their role as Members of the Town Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent.
- 6.2. As regards the legal rights of Members to inspect Town Council documents, these are covered partly by statute and partly by the common law.
- 6.3. The Code of Conduct states that a Member must not disclose confidential information or information which he or she believes to be of a confidential nature, except in some specific circumstances as detailed in the Code.
- 6.4. For completeness, Members do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

## 7. Correspondence

- 7.1. Correspondence between an individual Member and an Officer should not normally be copied by the Officer (or the Member) to any other Member. Where it is necessary to copy the correspondence to another Member, this should be done in a transparent manner with the original Member clearly informed. The system of silent copies (bcc) should not be used. Members and Officers should note that all correspondence may be subject to disclosure under the Freedom of Information Act 2000 or UK GDPR.
- 7.2. Official correspondence, by email or any other means, on behalf of the Town Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member. It shall, be appropriate in certain circumstances for correspondence to appear in the name of the Chairman of the Town Council or a Committee Chairman. Correspondence which, for example, creates legal obligations or gives instruction on behalf of the Town Council should never be sent out in the name of a Member.

## 8. Press and Social Media Comments, Press Releases and Local Publicity

- 8.1. Members and Officers are reminded to follow the procedure for communicating with the press in the Communications Policy .
- 8.2. Any press statement that may be necessary to clarify the Town Council's position should be cleared by the Town Clerk or their nominated deputy in consultation with the Mayor or Chairman of the relevant committee.
- 8.3. On no account must an Officer expressly or implicitly make any political opinion, comment or statement.

- 8.4. Particular care should be taken with publicity/media comments/press releases around the time of an election and more so during the heightened period of sensitivity during the pre-election period known as Purdah. Advice will be available from CALC and the Monitoring Officer where appropriate.

## 9. Use of Council resources

The Code of Conduct states that a Member must, when using or authorising the use of the resources of the Town Council, act in accordance with the Town Council's requirements. Support from Officers can only lawfully be provided where this is to assist the Member in discharging their role on Town Council business and should never be used in connection with political or other campaigning activity or for private purposes. The use of computers (or other IT devices) provided to Members of the Town Council is governed by the policies and procedures adopted by the Town Council, including the IT Acceptable Use Policy.

## 10. General guidelines

- 10.1. It is accepted that Members may wish to call on Officers to discuss various issues. However, it should be noted that Officers may have significant workloads and deadlines to meet. Any discussions likely to take more than five minutes should be by appointment except where urgent and unforeseen. All requests for tasks to be undertaken must be submitted through the Line Managers.
- 10.2. Equally, Officers should only contact Members by telephone or email where necessary and should avoid circulating superfluous information.
- 10.3. All matters relating to particular committees should be copied to the Chairman of the Committee. Requests for agenda items should be submitted to both the Chairman and the Town Clerk.
- 10.4. Close personal relationships between Members and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception that a particular Member or Officer is getting preferential treatment.



## 11. If things go wrong

From time to time the relationship between Members and Officers may break down or become strained. Whilst it is always preferable to resolve matters informally, if appropriate through conciliation by an appropriate third party, the law requires all employers to have disciplinary and grievance procedures. The Town Council will maintain and regularly review separate disciplinary and grievance procedures and ensure they comply with good practice.

The Chairman of the Town Council should not attempt to deal with grievances or work related performance or line management issues. The Town Council has delegated authority on employment/human resources matters to the Personnel Committee.

Members and Officers should never personally criticise or undermine respect for the other in any public or external forum. This damages working relationships and has an adverse impact on the public image of the Town Council. Whilst Members have the right to criticise reports, advice or recommendations put before them at meetings, they should not address their criticism to the conduct or capabilities of individual Officers. Officers have no means of responding to such criticism in public.

### **Procedure for Members:**

A Member who is dissatisfied with the conduct, behaviour or performance of an Officer should raise the matter with the Town Clerk or the Chairman of the Personnel Committee if the Officer is the Town Clerk in the first instance. If it is not possible to resolve the matter informally, it may be necessary to invoke the Town Council's disciplinary procedure.

Members should at all times:

- Avoid personal attacks on, or abuse of the Officer;
- Ensure that any criticism is well founded and constructive;
- Ensure that any criticism is made in private.

### **Procedure for Officers:**

The Town Council's adopted grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way. Where possible informal resolution should be sought via the procedure outlined in the Employee Handbook.

Where there is a potential breach of the Members' Code of Conduct:

Officers are advised to contact the Cornwall Council Monitoring Officer and request that an investigation is carried out in line with the Code of Conduct adopted under the Localism Act 2011. They may also wish to seek advice from their union or professional organisation.

Any questions about this protocol should be addressed in the first instance to the Town Clerk.

**Recommended reading for Members of the Council:**

NALC Being a Good Employer

Local Government Association Councillor Workbook: Effective Member and Officer Relations

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# Recruitment and Selection Policy

RESPONSIBLE COMMITTEE: POLICY & FINANCE

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*This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.*

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Current Document Status			
Version	1/2022	Approved by	ATM
Date	08/2021	Date	05.05.2022
Responsible Officer	AJT	Minute no.	54/22/23a(v)
Next review date	Annual or as required by legislation		

Version History			
Date	Version	Author/Editor	Notes
08/2021	1	AJT/SB	Replacement policy for Recruitment Policy adopted 04.11.2021 Min no 264/21/22
05/2022	1/2022	AJT	Readopted (Note GDPR is now UKGDPR)

Document Retention Period
Until superseded

# **Saltash Town Council**

## **Recruitment and Selection Policy**

This procedure is applicable to all employees with the exception of the Town Clerk where a separate procedure will be put in place by the Personnel Committee.

Except in the case above and where new posts are being recommended (which will require the authority of the Personnel Committee recommending to Full Council), the Town Clerk and Assistant Town Clerk have full delegated authority for the operation of this policy.

Other relevant policies:

- Disability Employment Policy
- Equality and Diversity Policy

### **Our approach to Recruitment**

We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.

Internal promotion will be considered by the Personnel Committee.

### **Types of employment**

'Employees' work under a contract of employment.

The term 'temporary workers' is used to describe staff engaged on a non-permanent basis who may fall into a number of categories:

A 'casual worker' is defined as someone who works occasional and irregular hours on a 'as needed' basis. There is no mutuality of obligation on either side to either accept work or to offer it. There should be no regular pattern to their employment.

Agency and Temporary workers acquire certain rights, some from day one and some after a twelve week qualifying period. (See Agency Workers Regulations 2010 (updated 2019)).

Fixed term contract: A fixed term employee has the right not to be treated less favourably than a comparable permanent employee. (Fixed Term Employees (Prevention of Less Favourable Treatment Regulations 2002) A fixed term contract may be used for employees to work for a specified length of time or to work on a set project.

## Recruitment Pack

Before a vacancy is advertised the following information should be prepared by the Line Manager in consultation with the Town Clerk and or Assistant Town Clerk and (where appropriate) the Personnel Committee:

- An updated job description.
- A person specification.
- Draft advertisement including that applications must be made by application form and that CVs/letters of application will not be accepted or read.
- Privacy notice (Recruitment)

## Advertising

Vacancies will be advertised for a minimum of two weeks, **subject to the recruitment market at the time and guidance from the Town Council's HR Consultants liaising with the Town Clerk, Chairman and Vice Chairman of the Personnel Committee. Where pertinent, exceptional candidates may be contacted before the closing date, with the intention to interview.**

All applications must be made using the provided application form.

### 1. Internal advertising

All vacancies must be advertised internally within the Town Council to all employees.

### 2. External advertising

Vacancies will be advertised on the Town Council website, notice boards and social media.

In addition, the vacancies may be posted on Indeed, CV Library, Plymouth City Council recruitment web page, **CALC, Gum Tree** (free of charge). Other paid advertising including local newspapers **and other online recruiters** where appropriate and **advised by the Town Council's HR Consultants if relevant to the role felt necessary** with the authorisation of the Town Clerk and or Assistant Town Clerk and Chair and or Vice Chair of Personnel.

Note:

Avoid using publications or employment agencies that focus on a niche market as this may limit the diversity of applicants and so constitute indirect discrimination.

### 3. Use of employment agencies

When it is agreed to appoint Casual, Temporary and Agency posts to ensure business continuity without disruption recruitment is delegated to the Line Manager reporting back to the Town Clerk and or Assistant Town Clerk and

Chair and or Vice Chair of Personnel, ratified at the next available Personnel Meeting.

Line managers should consider the appropriateness of using agency workers and casual workers (particularly if the placement is expected to be on a long-term basis). It may be more appropriate and/or cost effective to appoint a fixed term employee.

## Selection and Assessment

### 1. Application period

Only applications made using the required application form will be accepted. CVs/letters of application will not be accepted or read.

Applications will be received by an Officer designated by the Town Clerk and or Assistant Town Clerk. No interviewing Officers or Councillors will have sight of applications until the shortlisting takes place.

The designated Officer will ensure the personal details are separated from the application form. Where more than 10 (ten) applications are received the Officer will assess candidates against the job criteria and employee specification. ~~Only candidates meeting the essential criteria requirements will be put forward to the shortlisting panel.~~ All candidates who meet the essential criteria will be put forward. Candidates may be considered if they have other transferable skills/experience which may be beneficial to the role.

### 2. Shortlisting

The shortlisting panel will consist of the Line Manager, the Chair of Personnel (or Vice Chair in their absence) and the Chair (or Vice Chair in their absence) of the employing committee as follows:

Department	Employing Committee
Administration	Policy & Finance
Finance	Policy & Finance
Library	Services
Service Delivery	Services

It is the responsibility of the Line Manager and Members attending to ensure that all shortlisting score sheets are completed clearly for audit purposes and in line with Employment Law. Shortlisting score sheets are to be returned to the Line Manager who then returns to the Assistant Town Clerk to file.

Shortlisted candidates MUST be given at least three clear working days' notice of an interview (not including the day of the offer of the interview date) and the invitation should include a check whether any reasonable adjustments are required **and right to work in the UK check list.**

### 3. Interview

Interview date to be set at the point of the approval for the vacant position to be advertised.

If appropriate, and for senior posts, a second interview may be held if the decision is close between candidates or if further information is needed.

For the employer, the interview is an opportunity to:

- Gauge candidates' experience and ability to perform in the role.
- Explain the possible employee learning opportunities and benefits.
- Give the candidate a positive impression of the organisation as a good employer.

For the candidate, the interview is an opportunity to:

- Understand the job and its responsibilities in more detail.
- Ask questions about the organisation and possible learning opportunities and benefits.
- Decide whether they would like to take the job if offered it.

The interview panel will consist of the Line Manager, the Chair of Personnel (or Vice Chair in their absence) and the Chair (or Vice Chair in their absence) of the employing committee (see above).

All candidates will be asked the same questions to ensure a fair process although supplementary question may be varied as indicated by candidate answers and application form.

It is the responsibility of the Line Manager and Members attending to ensure that all shortlisting score sheets are completed clearly for audit purposes and in line with Employment Law.

All notes taken during the interview process should be signed and dated by the completing panel member or Line Manager and attached to their score sheet.

The Line Manager is responsible for collecting all paperwork and passing to the Assistant Town Clerk for retention.

### **Appointment**

#### 1. The Interview Panel

- a. The interview panel must reach all decisions by a majority of panel members.
- b. The panel will agree whether there is at least one candidate of appointable quality. If not, then the post may be re-advertised.



- c. If the panel agrees that there is at least one candidate of appointable quality, it will then agree:
  - i. The first choice candidate.
  - ii. The order of preference for any other candidates of appointable quality.

2. **The Line Manager or Town Council HR Consultants:**

- a. Will contact the first choice candidate by telephone and make the offer of employment subject to the required eligibility checks, confirmation of qualifications, receipt of satisfactory references and, where appropriate, Disclosure and Barring Service (DBS) checks. This will be followed up by a letter of appointment and written terms of employment.
- b. Where the offer of the post is declined, will offer the post to the next appointable candidate (in the order of preference of the interview panel).
- c. Will notify all unsuccessful candidates once the post has been filled.
- d. Will inform Members and Officers by email when a candidate accepts an offer of employment and a start date is confirmed.

**The Town Clerk and or Assistant Town Clerk may become included in this process.**

3. **The Assistant Town Clerk**

The Assistant Town Clerk will undertake the necessary checks and work up the HR documents within the time laid down in law.

Where satisfactory references or checks are not forthcoming in the agreed opinion of the Town Clerk or Assistant Town Clerk and the Chair and or Vice chair of Personnel, the offer will be withdrawn and offered to the next appointable candidate.

**Post Appointment**

- 1. All appointments are reported back to the Personnel Committee, in turn reporting to Full Council.
- 2. **The Town Clerk and or Assistant Town Clerk** shall ensure that all necessary documentation is completed, including the contract of employment within the time laid down in law.
- 3. The Council operates in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. All applicants will be provided with a Privacy Notice during the recruitment process, and copies of application forms will only be retained with the permission of the applicant (GDPR).

4. Where a post becomes vacant within six months of the successful applicant taking up post, the Council may agree to appoint the next available candidate of appointable quality without need for a further process.

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