

STURMINSTER NEWTON TOWN COUNCIL



Protocol for the Recruitment and Appointment of Staff

Introduction

This protocol prescribes the procedure to be followed whenever a new member of staff is recruited to work for this council. It is intended to ensure that recruitment decisions are fully considered by members and that their decisions are properly implemented. It must be followed **in every case**.

Mandatory procedures

Before any person commences employment by the Council the following procedures shall be followed:

1. The Town Clerk will prepare a report explaining how the vacancy has arisen and setting out options for members to include (in every case) possible alternatives to recruiting an employee and in respect of any proposed recruitment
 - A draft advertisement;
 - A draft Job Description;
 - A draft Person Specification;
 - A summary of the key proposed terms of employment including (in every case) hours to be worked, a recommendation as to the appropriate salary scale range and any significant variations from the council's standard contract of employment.
2. The report from the Town Clerk must be considered at a meeting of the Finance & Personnel Committee (which shall be convened as an extraordinary meeting if necessary) and if that committee resolves to proceed with the recruitment of an employee then in every case it shall:
 - Decide if the post is to be advertised and, if so, where and the form of the advertisement;

- Approve suitable forms of Job Description and Person Specification and agree a summary of the key proposed terms of employment including (in every case) hours to be worked, the salary scale range and any significant variations from the council's standard contract of employment;
 - Appoint a Selection Panel to oversee the recruitment process and make the appointment on behalf of the council which Panel shall include the Town Clerk, at least one female councillor and at least one male councillor; and
 - Require that the Selection Panel make reports on the recruitment process to subsequent meetings of the Committee.
3. If required to make a selection between more than one candidate for a vacancy, the Selection Panel shall give reasons for excluding candidates from those short-listed for interview and for the choice of successful candidate and the Town Clerk shall keep a written record of those reasons.
 4. The Selection Panel will decide the salary to be offered to the successful candidate according to the skills and experience of that candidate provided that such salary must fall within the range approved by the Committee.
 5. The Town Clerk will write to the successful candidate formally offering employment and that letter shall:
 - Enclose a copy of the Job Description approved by the Committee; and
 - Include a summary of the key terms approved by the Committee and the salary agreed by the Selection Panel.

As soon as practicable after commencing employment every new employee shall be required to enter into a formal contract of employment based on standard contract then in force and incorporating the terms agreed.

Note

Nothing in this protocol shall affect any powers delegated from time to time to the Town Clerk and/or other council staff to engage temporary staff or other contractors on contracts for services (as distinct from contracts of employment) within approved budgets.

Adopted: 6th February 2014