



TEIGNMOUTH TOWN COUNCIL

Staff Recruitment and Retention Policy

**Adopted by the HR Committee
On 4th February 2021**

Reviewed :-

Teignmouth 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 publicised by means of advertisements in the local press, and when appropriate in the national press, giving details of any qualifications and experience required and be offered an informal chat by telephone or email conversation about the post. 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 Town Council application forms. Receipt of all applications will be acknowledged by letter or email.
- 1.4 All applications received will be viewed and scored against a set of criteria appertaining to the specific job vacancy. A shortlist will be drawn up of 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' abilities will be tested. Interviewing officers will usually be the Town Clerk and the Line Manager for the particular service that has the vacancy. For Town Clerk vacancies an interview panel will be agreed to include professional personnel specialists.
- 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 applicable to the post advertised.

- 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 its appraisal scheme.
- 2.2 The appraisal scheme is 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 employee's 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 considered 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 career development.

3. Resignation

When a letter of resignation is received, it will be acknowledged by the Chair of HR, copy to the Mayor, and shared with the HR committee. It should include the offer of an exit interview with the line manager or a Councillor as appropriate, to inform any amendments that it might generate to the subsequent recruitment documentation.

4. 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