

LOUGHTON TOWN COUNCIL

Staff establishment, filling of vacancies & recruitment policy

- 1 No new established post shall be created, nor any person other than authorised temporary staff be employed, in addition to the Council's existing establishment, other than with the agreement of the service committee and Finance and General Policy Committee.
- 2 All vacancies in the Council's establishment which are to be filled other than by promotion or transfer shall be publicly advertised except where the Town Clerk otherwise determines in consultation with the Chairman or Vice Chairman of Finance and General Policy Committee. Provided that where within six months of the filling of a vacancy which has been publicly advertised a similar vacancy occurs, one of the former applicants may be appointed.
- 3 Public advertisement may include local or national newspapers, Council noticeboards, Council web site, circulation through other bodies, and any other means considered appropriate. Advertising for senior or professional posts may include relevant trade/professional newspapers or journals.
- 4 Promotion to a vacancy within the Council should be on merit, and should follow a process of advertising (internal or external) and recruitment.
- 5 Where a vacancy occurs in a post for which there is a deputy, the council may consider "making up" the deputy to carry out some or all of the duties of the vacant post until such time as a new appointment is made, or earlier if necessary, and shall fix the remuneration of such person according to the level of the temporary duties to be carried out.
- 6 Applications should normally be made on the Council's official application form.
- 7 Rehabilitation of offenders – the Council requires all convictions which are not "spent" under the Rehabilitation of Offenders Act 1974 to be declared. For certain designated posts it will also require a police check to be carried out by the Criminal Records Bureau and this requirement will be stated in the recruitment material applicable to any such post. The Council will use the services of Essex County Council, or any other reputable organisation, as umbrella body to carry out the checks.
- 8 Canvassing of members or officers of the Council or any committee of the Council directly or indirectly for any appointment within the Council shall disqualify the candidate for that appointment. This information shall be included in the form of application.
A member or officer of the Council shall not solicit for any person any appointment within the Council, but this shall not preclude a member from giving a written testimonial to a candidate's ability, experience, or character for submission to the Council with an application for appointment.
- 9 A candidate for any appointment under the Council who knows that he is related to any member or officer of the Council shall disclose that relationship to the Town

Clerk when making an application. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. This information shall be included in the form of application. Every member and officer of the Council shall disclose to the Town Clerk any relationship known to him to exist between himself and any person whom he knows is a candidate for an appointment under the Council. The Town Clerk shall report to the Council or to the appropriate Committee any such disclosure made.

Persons shall be considered to be related if they are

- husband and wife
- living together as husband and wife
- either of them or the spouse of either of them is the son, daughter, grandson, granddaughter, brother, sister, nephew, or niece of the other, or of the spouse of the other.

- 10 The interviewing panel will normally consist of two or three people. For posts below Scale 5, officers will normally carry out the interviews. For higher grade posts, the panel may consist of the Town Clerk plus one or two councillors; usually the Chairman and Vice Chairman of the relevant service committee, but others may be substituted depending on availability and other relevant factors. Special arrangements may need to be made in the case of appointment of the Town Clerk. The panel may not include anyone who is related to the candidate (see above). The interviewing panel has the power to make the appointment without reference to a committee or the Council.
- 11 Skill tests, presentations etc may be required, depending on the needs of the job.
- 12 Applicants will normally be appointed on the lowest point of the grade unless in the opinion of the Council they have special qualifications or experience, or market conditions dictate otherwise.
- 13 Two references will normally be requested and taken up. They will not usually be taken up until the post has been offered on a conditional basis. Confirmation of the job offer will be subject to receipt of references satisfactory to the council.
- 14 The successful candidate will be required to complete a Medical Questionnaire, and appointment will not be made without the approval of the Council's medical adviser.