



**LOUGHTON TOWN COUNCIL  
RECRUITMENT POLICY**

*Reviewed at RGS 8 April 26*

1. No new established post shall be created, nor any person employed (other than authorised temporary staff) in addition to the Council's existing establishment, without the agreement of the relevant service committee and the Finance and General Services Committee.
2. All vacancies within the Council's establishment that are to be filled other than by promotion or transfer shall be publicly advertised, unless the Town Clerk determines otherwise in consultation with the Chairman or Vice Chairman of the Finance and General Services Committee. If a similar vacancy arises within six months of a publicly advertised appointment, a suitable candidate from the previous applicant pool may be appointed.
3. Public advertisement may include local or national newspapers, Council noticeboards, the Council website, EALC, NALC, social media channels, circulation through partner organisations, or any other appropriate method.
4. Advertising for senior or professional posts may include relevant trade or professional publications.
5. Promotion to any vacancy within the Council shall be based on merit and shall follow a fair process of internal or external advertisement and recruitment.
6. Where a vacancy occurs in a post with an appointed deputy, the Council may consider temporarily "making up" the deputy to undertake some or all duties of the vacant post until a new appointment is made, or earlier if required. Remuneration shall reflect the level of temporary duties undertaken.
7. Applications should normally be submitted using the Council's official application form.

8. **Rehabilitation of Offenders:** Applicants must declare all convictions that are not “spent” under the Rehabilitation of Offenders Act 1974. For certain designated posts, a Criminal Records Bureau check will be required; this requirement will be stated in the recruitment materials. The Council will use Essex County Council or another reputable organisation as the umbrella body for these checks.
9. Canvassing members or officers of the Council, directly or indirectly, for any appointment shall disqualify the candidate. This requirement shall be stated on the application form.
10. Members or officers of the Council shall not solicit appointments for any candidate, although they may provide written testimonials regarding a candidate’s ability, experience, or character.
11. Candidates who are related to any member or officer of the Council must declare this relationship to the Town Clerk when applying. Failure to do so will result in disqualification, or dismissal if already appointed. Members and officers must also declare any known relationship with a candidate. The Town Clerk shall report such disclosures to the Council or relevant committee.

Persons are considered related if they are:

- husband and wife
  - living together as partners
  - or if either person, or their spouse, is the son, daughter, grandchild, sibling, nephew, or niece of the other or their spouse.
12. Interview panels will normally consist of two or three people.
    - For posts below Scale 5, interviews will usually be conducted by officers.
    - For higher-graded posts, the panel may include the Town Clerk and one or two councillors, typically the Chairman and Vice Chairman of the relevant service committee.
    - Special arrangements may be required for the appointment of the Town Clerk.
    - No panel member may be related to a candidate. The interviewing panel has the authority to make appointments without further reference to a committee or the Council.
  13. Skills tests, presentations, or other assessments may be required depending on the needs of the post.

14. Applicants will normally be appointed at the lowest point of the salary grade unless they possess exceptional qualifications or experience, or where market conditions justify a higher starting point.
15. Two references will normally be requested and taken up. These will usually be sought only after a conditional offer has been made. Appointment will be confirmed only upon receipt of references satisfactory to the Council.
16. The successful candidate will be required to complete a Medical Questionnaire, and appointment will be subject to approval by the Council's medical adviser.