

Sandown Town

Staff Recruitment and Retention Policy

Staff Recruitment

- 1.1 Any vacancy will have a Job Description and Person Specification prepared for it and this will be available to any prospective candidate by way of the Town Council website or a recruitment pack.
- 1.2 Application for vacancies will be by means of standard application forms
- 1.3 All applications received by the deadline will be viewed and assessed against the job description and person characteristics appertaining to the specific vacancy. A shortlist will be drawn up for those candidates selected for interview. Any variation to 1.1 and/or 1.3 will be informed to the Council and minuted.
- 1.4 Candidates will be selected taking full account of the provisions of any Equality legislation in force at the time.
- 1.5 Offers of employment following the selection process described above will normally be made initially by telephone and followed up by a letter.
- 1.6 Unsuccessful candidates will be informed of the outcome by letter and feedback will be made if requested.
- 1.7 All offers of employment are made subject to satisfactory references being received and are subject to a three month probationary period..
- 1.8 That references taken up will be from the current employer or immediate past employer. The Town Council will also check on the candidate's right to work in the UK according to Home Office rules.
- 1.9 The Town Council will also need to verify any qualifications which are relevant to the position being offered through sight of the appropriate original documentation.
- 1.10 All staff employed by the Town Council will be required to sign the Town Council's formal Contract of Employment on appointment and not later than 2 months into their service with the Town Council.
- 1.11 All staff are paid in accordance with the nationally negotiated local government pay scales in force at the time, and subject to the NJC terms and conditions

Staff Retention

- 2.1 All staff employed by the Town Council will be subject to an annual appraisal process.
- 2.2 The appraisal process provides a method of identifying any further training and development needs as well as monitoring staff performance and aiding in the retention of valuable members of staff.
- 2.3 Staff training will enhance the aim of high quality service provision by the Town Council. The Town Council regards the provision of training for individual employees' as opportunities for personal advancement, primarily within the organisation, where those opportunities exist.

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