

Snodland Town Council

Staff Recruitment and Retention Policy

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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 notified by means of advertisements in the local press, on an employment website, on the Town Councils website, and when appropriate in the national press, giving details of any qualifications and experience required. 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 application forms and/or requests for CVs. Receipt of all applications will be acknowledged by letter or email.

1.4 All received applications will be viewed and scored against a set of criteria appertaining to the specific job vacancy. A shortlist will be drawn up for 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 will be evaluated. Interviewing officers will usually be the CEO and a designated number of the Staffing Committee.

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 clarification that they have the right to work in the UK, satisfactory references being received and are subject to a thirteen weeks probationary period on both sides.

1.9 All staff employed by Snodland Town Council are expected to sign the Council's formal Contract of Employment on appointment.

1.10 All staff employed by the 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 Council are subject to eligibility entitled to join the Local Government Pension Scheme (LGPS) or another agreed Pension Scheme

under Regulations pertaining at the time of appointment or decision to join the Scheme. There is no requirement to join the LGPS or any Pension Scheme.

2. Retention and training of staff

2.1 All staff employed by Snodland Town Council will be subject to the Council's adopted appraisal scheme.

2.2 The appraisal scheme has been 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 Council sees the provision of training as enhancing individual employees' 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 Council.

2.4 When staff vacancies arise, those employees already employed by the Council will be considered to fill a vacancy and interviewed with perspective candidates 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 Council, and the loyalty that this implies will be considered but will not be an over-riding issue for consideration.

2.5 Where appropriate, Snodland Town Council will meet the cost of training, with the proviso that such costs will be refunded if the employee leaves the 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 Council is retained.

2.6 Where appropriate, and provided it meets the current business requirements of the 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 this aspiration.

3. Employment legislation

3.1 All staff employed by the 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