

## Part 5.4 – Employment Procedure Rules

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### 1 Declarations

Candidates for Council appointments will be disqualified if they directly or indirectly canvass members of the Council.

Members of the Council shall not use their influence to obtain Council appointments for anyone.

Candidates who know they are related to any member or senior officer must disclose this on their application form.

Anyone failing to disclose a relationship will be disqualified and, if they have already been appointed when the matter comes to light, they may be liable to dismissal.

If any member or Officer knows a particular candidate they should disclose this. The Town Clerk should report any disclosures to the Council.

People will be regarded as related if they or their spouse have one of the following relationships with members / senior officers or with their spouses or partners, namely:

Spouse	Partner
Parent	Parent-in-law
Son	Daughter
Step-Son	Step-Daughter
Child of Partner	Brother
Sister	Grandparent
Grandchild	Uncle
Aunt	Nephew
Niece	

### 2 Establishment of the Council

The Human Resources Committee shall from time to time recommend to the Council the establishment (staffing structure) for the Council.

No new office or post shall be created, nor any person employed in addition to the establishment (save for casual employees) except as approved by the Council.

The Town Clerk shall submit a report to the Human Resources Committee seeking authority to fill a vacancy on the establishment, to create an additional post or to amend the terms and conditions of a post.

That report shall:

- a. specify the proposed duties of the post.
- b. recommend the proposed grade and salary for the post
- c. set out the essential and desired requirements for the person specification.
- d. set out proposals for advertising the post.
- e. indicate whether it is proposed initially to seek to fill the post from within the existing establishment.
- f. advise on the financial implications.

### **3. Procedure on Applications and Interview**

Applications for employment must be made using the Council's application form which incorporates an Equal Opportunities form.

In accordance with the Council's equal opportunities policy, all applicants with a disability who meets the essential job/person specification requirements will be invited for interview. Applicants will have the opportunity for a fair interview and will be assessed on the basis of their ability, not their disability.

The Human Resources Committee shall, depending on the number of applications received:

- a. interview all qualified applicants, or
- b. select a short list from such qualified applicants and interview those included on the short list.

Interviews for the Town Clerk shall be conducted by the Full Council.

### **4. Voting on Appointments**

Voting shall be by show of hands.

Where no person has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

### **5. Offer of Employment**

All offers of employment shall be subject to:

- a. A minimum of two satisfactory references.
- b. A satisfactory check with the Criminal Records Bureau where appropriate for the post.
- c. A probationary period of 6 months where the employee is a new entrant to local government service.
- d. The production of proof of qualifications claimed.