D R A F T

**Joint Wiltshire County Council (WCC) and the four District Councils (DCS) Recruitment
Protocol for the One Council for Wiltshire (1C4W)**

Purpose:

The purpose of this protocol is to:

a) promote, as far as possible, employment security for permanent staff;
b) maintain service delivery; and
c) not compromise the new Authority.

Timeframe:

- This protocol will apply from a date to be agreed between the DCS and WCC until vesting day, or earlier (if agreed).

Applies to:

Risk Category 1 – **Central and Support Services** – common to all constituent authorities. The following are the main function headings worked within but it is the role that will be the determining factor eg staff employed within HR, ICT, Finance, Customer Care Units, Communications, Procurement, Secretariat, Democratic Services. **This list is not exhaustive.**

  o All vacancies within this category will be filled on a temporary basis only (see attached flowchart for options), barring exceptional circumstances. Exceptional circumstances will need to be presented to ….group (made up of WCC HR and DC HR or HR Mgrs and /or Ops Mgrs/workstream leads or nominees – for debate) and logged with the Programme office.

Risk Category 2 – **Administrative Support to Professional Frontline Staff** – all constituent authorities.

  o All vacancies will be advertised to staff in category 1 in the first instance.
  o If unable to appoint from this category appointments will be advertised internally to all constituent authorities initially and if still no appointment made, externally.

Risk Category 3 – **Frontline Professional Staff –** common to all constituent authorities or unique to either the County or Districts that are not employed within a central or support service but in an area that is likely to be identified for rationalisation eg planning, property, facilities management, trading standards, environmental health. An assessment of the longer term viability of the post will be made (suggest board including Project Sponsor for workstream)

  o All vacancies within this category will be filled on a temporary basis only (see attached flowchart for options), barring exceptional circumstances. Exceptional circumstances will need to be presented to the Board (made up of WCC HR and DC HR or HR Mgrs and /or Ops Mgrs/workstream leads or nominees – for debate).

Risk Category 4 - All posts that report **directly to a Chief Officer, Wiltshire Council or to a Chief Executive, District Councils** will automatically be frozen and reviewed by ……the board/CO/CE??

Category 5 – **Frontline Professional Staff** – unique to either the County or Districts that are unlikely to be affected by 1C4W eg social workers/refuse collectors.

- o These vacancies will be recruited to in the normal way.

For vacancies managers should see options set out in the flowchart below. (2 docs to be combined)

For debate – how monitored.

In all cases there should be a proper selection process. There is no compulsion for managers to recruit internal staff, either 'at risk' or who have not demonstrated sufficient competence for the job being selected for.

RRW/JAH/JETJULY07

Decision Making Process for Recruiting Staff post
26th July 2007.

Vacancy arises

Manager determines replacement

No

Yes

Discuss with HR inline with agreed protocal

Complete change form to advise HR the post no longer exists

Manager to consider following options for post to be filled

End of process – No further action

Secondment

Employed fixed term/temporary

Temporary (through agency contract – see intranet)

Permanent

Manager seeks approval from designated senior manager. Exceptions from protocol to be referred to board

Membership of board to be advised

Check with the programme office HR LG Team 01225 713174

Approval sought for external advertising

Ring fence

Complete advert request form

Complete advert request form

Start of recruitment process

Start of recruitment process

If you have any further enquires relating to the recruitment process please ring the recruitment team on 01225 718040.