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## Recruitment Protocol Between the County Council and the Four District Councils within Wiltshire

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### 1. Purpose

The purpose of this protocol is to :-

- a) Promote as far as possible opportunities for the future security of employment for permanent staff.
- b) Maintain service delivery.
- c) Avoid compromising the new unitary authority.
- d) Ensure that equal opportunity objectives and legislative requirements are met

### 2. Time Frame and Monitoring

This protocol will apply from a date to be agreed between the County Council and the District Councils until Vesting Day, or until it is revised. The protocol and the outcome of the recruitment processes will be kept under review by the HR Managers Group which will report periodically on progress to the Joint Implementation Board. Their ongoing review will have particular regard to the outcome of the DCLG consultation, the publication of Regulations, the Implementation Order and experience of the protocol's application. Any changes proposed will be reported to the Joint Implementation Board. The protocol, and any proposed changes, will be shared with Trade Union representatives through the Joint Consultative arrangements.

### 3. Application

This protocol applies to all posts with the County Council and the District Councils with the exception of the following:-

- 3.1 A post of Chief Officer or a post that reports directly to a Chief Officer or Assistant Director in Wiltshire County Council, or to a post of Chief Officer/Service Head (or equivalent) within a District Council and which is subject to the JNC for Chief Officers. Any such vacancies **will not** be filled unless specifically approved by and between the Chief Executives of the County Council and the District Council(s) s.

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- 3.2 Staff who provide services directly to the public in either the County Council or a District Council, and who are unlikely to be affected by local government reorganisation and the consequent establishment of the new unitary authority e.g. social workers, refuse collectors, library assistants, swimming pool attendants. (The HR Managers will collectively be responsible for ensuring that the intent of this exemption is applied properly and consistently).

#### 4. **Protocol**

- 4.1 Responsibility as to whether a post should be filled rests with the first or second tier officer (i.e. the Chief Officer or Assistant Director or Service Director, or however titled in district councils) responsible for the service in which the vacancy has arisen. In coming to this decision all managers should consider:-

- a) **Not appointing to the post** by finding a solution such as redistributing work to the remaining team for development opportunities, or exporting the work to another authority or agency, acting up arrangements, etc. Managers will have due regard to the impact on employees of any increased work as a consequence of workload redistribution.
- b) **Secondment** between a District Council and County Council (or vice versa) and between districts for 7 working days. See paragraph 4.2 below.
- c) **Temporary (Only after secondment advert has proved unsuccessful)** appointment up to but no later than vesting day
- d) **Establishment of a virtual area of work prior to Vesting Day.** e.g. through co-locating teams from the districts to the county which could run in tandem. In such cases Staff would remain employed on their employing authority's substantive terms and conditions.

- 4.2 If the first or second tier officer decides that the vacancy needs to be filled, it should be:-

- 4.2.1 Advertised to staff in all authorities as a **secondment** opportunity for 7 working days and in accordance with the agreed secondment policy up until vesting day.

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- 4.2.2 If a vacancy cannot be filled by secondment, it should be filled **temporarily** on a fixed term contract up to but until no later than Vesting Day.

*In considering secondments and other appointments managers should have regard to the transferable skills and knowledge of staff in other parts of the same authority or in other authorities.*

- 4.3 If the first or second tier officer decides that the vacancy needs to be filled permanently, because it is likely to be required long term and is needed to maintain services immediately the post must be advertised in the first instance internally to staff among all the five constituent authorities. External permanent recruitment will only be permitted after all of the above options have been exhausted.

## 5. **Application Process**

The documentation required of applicants in respect of temporary or permanent appointments is to be determined by the appointing authorities.

## 6. **Interview Panels**

- 6.1 Interview panels for seconded posts Towards One Council will include three panel officers consisting of a District Manager, County Council Manager and a HR representative (from either the County or District)
- 6.2 Interview panels for seconded posts as identified in paragraph 4.2.2 will be in accordance with each Council's normal recruitment practice.
- 6.3 Interview panels for temporary or permanent posts will be in accordance with each Councils normal recruitment practice.
- 6.4 Unsuccessful candidates will have the opportunity for feedback to assist them with future applications.

## 7. **Equal Opportunities**

This protocol is designed to accord with equalities legislation and to promote equal opportunities. Each authority will be responsible for ensuring that it is operated in this way

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