



Personnel Sub-Committee

Date: 6 July 2020

Title: Recruitment Policy

Purpose of the Report: To seek approval of a proposed Recruitment Policy.

Contact Officer: Sarah Sandiford – Deputy Town Clerk

Corporate Objective/s	LLTC Three Year Plan – Aim 1 (to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council).
Implications:	
Financial	
Human Resources	
Operational/Service delivery	
Legal/Health and Safety	To ensure that Council procedures reflect employment legislation and that procedures are followed consistently across the organisation.

1. RECOMMENDATIONS:

Should the Sub-Committee be minded, the recommendations are:

- 1.1 To note the report.
- 1.2 To recommend to Policy and Finance Committee approval of the draft Recruitment Policy.

2. BACKGROUND

- 2.1 Luton Borough Council (LBC) has been providing Human Resources support, advice and guidance to Leighton-Linslade Town Council for a number of years.

- 2.2 LBC has provided its Recruitment Policy as a basis for the Town Council to develop its own. The LBC document has been amended to fit with existing Town Council procedures and to remove content only applicable to local authorities, not to parish councils.
- 2.3 Currently, no formal Town Council policy exists and although HR advice is always sought, anomalies can occur in the way in which recruitment and selection are undertaken across the Council.
- 2.4 To ensure greater consistency and that the Council is working in accordance with employment law and its own policies on staffing matters, it is proposed to adopt a specific Recruitment Policy which will be applicable to all Town Council recruitment.

End.