

Section One: Appointments, Transfers & Leavers

Notification of Vacancies

Where an established position falls vacant, recruitment shall be conducted in line with the Recruitment Policy.

Temporary Appointments/Fixed Term Contracts

If, at the vacancy stage, it is considered that a temporary post may become permanent at some point in the future, the post should be advertised and could include the following statement:

“In the event of the post being filled on a permanent basis, the successful applicant will, subject to satisfactory performance in the post, be offered the post on a permanent basis, unless the post is required for redeployment purposes.”

For a temporary post to be filled permanently, it must be an agreed established position on the Departmental structure, approved through the relevant process.

All fixed-term contract vacancies must be advertised in accordance with the Council’s Fixed Term Contracts Policy.

Paid annual leave shall be granted, on a pro rata basis to the length of the contract, subject to the leave entitlement being taken during the contract period.

Relatives of Members of the Council or Employees

'Relationship' for the purpose of this paragraph is defined in Appendix H. Rules around relatives and officer/member relationships are described in the Council Constitution and associated documents including the Employee’s Code of Conduct and Protocol for Officer/Member Relations.

Canvassing

Conditions relating to canvassing are set out in the Council Constitution and associated documents.

Equality and Diversity

The Council is committed to offering equality of opportunity during the appointment process and throughout the employee lifecycle and we aim to ensure that the workplace is free from discrimination, victimisation or harassment of any kind.

Everyone has the right to be treated with dignity and respect in the workplace. The Council will not tolerate discrimination, victimisation, harassment or less favourable treatment of any applicant or employee on the grounds of their gender, gender identity, race, religion or belief, disability, age, sexual orientation, marital or civil partnership, pregnancy and maternity or caring responsibilities.

Offers of Appointment

Offers of appointment will be made subject to the satisfactory completion of all necessary pre-employment checks, as outlined in the Recruitment Policy.

Qualifications

Candidate qualifications will be assessed by the interview panel at the following stages of the selection process:

(a) Short-listing Stage – assessment against the set essential/desirable qualification criteria for the job.

(b) Interview Stage – verification by production of documentary evidence of successful completion by the candidate prior to or at the interview.

Medical Fitness for Appointment

The initial offer of appointment will be conditional upon the individual satisfying the Council's medical requirements. Candidates will not be required to complete a pre-employment medical questionnaire until they have been interviewed and a conditional offer of appointment has been made.

All medical information provided will be handled confidentially and processed in a manner that ensures the privacy of the individual's health information is protected.

Probation

Probation will be managed in line with the Council's Probation guidance. The standard probationary period for all new employees of Bury Council will normally be three months. **Displacement of Staff**

Where a restructure results in staff displacement, this will be managed in accordance with the Consultation Procedure.

Termination of Employment

Employees wishing to resign from the Council must provide written notice to their manager. All notices should be formally acknowledged, and the confirmed date of termination will be provided in writing.

Employees should specify their intended leaving date, which will normally correspond with the end of their contractual notice period. Requests to leave earlier must be submitted to the Head of Service/Director for approval, and any agreed variation will be confirmed accordingly.

The minimum notice periods to be given by either the Council or the employee are as follows:

- **Grades 1–9:** 1 month
- **Grades 10–11:** 6 weeks
- **Grades 12–SM2:** 2 months
- Where no reason for resignation is provided, or where it is unclear, the department will make reasonable efforts to establish the reason for leaving. Employees should also be encouraged to share their feedback through the Council's exit interview process.

Last Day of Service

In the calculation of the last day of service, payment shall be made for Saturday, Sunday and for public holidays in all cases except upon retirement.