



NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL

RECRUITMENT POLICY*

1. Introduction

- 1.1 This policy sets out the procedure for recruiting and selecting staff at Newtown and Llanllwchaiarn Town Council.
- 1.2 The policy is will ensure the recruitment and selection process is fair, open and transparent and promotes equal opportunities.

2. Policy

2.1 We aim to:

- Follow a recruitment process that is free from bias
- Base our recruitment process on good employment practice
- Ensure that our recruitment process is clear and easy to use

3. Advertisements/application forms

- All vacancies will be advertised in selected media unless the Council approves other arrangements.
- All vacancies will comply with the Welsh Language Policy.
- The date of interviews, and any other selection event, will be given in the advertisement if it is known
- All telephone requests for information will be answered promptly and application packs sent out within one working day
- All requests for application packs will be recorded to allow for monitoring of dispatch
- All application packs will have a contact point for return and queries
- We will acknowledge receipt of applications which enclose a stamped addressed postcard

4. Shortlisting will normally take place within one week of the closing date for receipt of applications

- Any non-shortlisted applicants will be given constructive feedback, if requested, from a member of the shortlisting panel (consisting of councilors/and or staff).
- Shortlisting will always be carried out by a panel, never by one individual
- Shortlisting will be carried out by assessing applicants against the criteria set out in the person specification

5. Interviews

- Confirmation of interview dates, including any other selection events, will normally be given within one week of shortlisting
- Interviews will be held within four weeks from the closing date of applications
- If there is a delay you will be contacted by telephone or in writing to confirm the timetable for interviews
- We will ensure that candidates' special requirements/needs are met wherever possible
- Interviews will be carried out by an interview panel (consisting of councilors/and or staff and a specialist may be invited to join the panel for advice).
- The interview panel will included at least one person from the shortlisting panel
- The Panel will indicate the anticipated date by which you will hear the outcome of the interviews, whether successful or unsuccessful, which should be within 2 working days. This will normally be by telephone and confirmed in writing
- Job offers are subject to a medical declaration, satisfactory references and may be subject to criminal conviction checks or other background checks if appropriate.
- Any unsuccessful interviewed candidates will be given constructive feedback, if requested, by a member of the interview panel

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Review Date = Every 2 years

Amended or Reviewed	Date	Version No	Who
Approved	10/3/15	100315h/1	Richard Northridge
Reviewed	18/1/17	100315h/1	David Selby (Chair Resources)
Reviewed	21/1/19	100305h/1	John Barker (Chair Resources)