

GD10 - RECRUITMENT AND EMPLOYMENT POLICY

Newport Town Council is an Equal Opportunities employer.

The aim of the Council's Recruitment/Selection Policy is to ensure that the Council select the most suitable person for the job on the basis of their relevant merits and abilities.

That no employee/job applicant is unfairly treated on any grounds including race, colour, nationality, ethnic or national origins, religion, sex, sexuality, actual or perceived AIDS/HIV status or perceived association with an HIV positive person, marital status, age, social background or disability.

1.0 POLICY

The Council will achieve the aims of the Recruitment and Selection Policy by:-

- 1 Ensuring that vacancies reach as wide a pool of potential applicants as practicable.
- 2 Ensuring that there are clear job descriptions and objective person specifications for every job.
- 3 Ensuring that the procedure and code of good practice for recruitment and selection for appointment or promotion, is followed by every Manager, Supervisor and Employee involved in recruitment and selection.
- 4 Ensuring that all staff involved in the recruitment and selection process are given adequate training on the Council's Policy and Procedures and their responsibilities.
- 5 Monitoring/Reviewing its policy and procedures to ensure that unlawful and unfair practices are not introduced.
- 6 When appropriate, as determined by monitoring procedures, take positive action to make this policy fully effective including steps to encourage applications from under represented groups. I.e. women, black and ethnic minority groups and people with difficulties.

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Recruitment and Employment

2.0 IMPLEMENTATION

- 2.1 Responsibility for advising, developing, implementing and monitoring this Policy lies with the Chair of Council. Day to day operation of the Policy is the responsibility of the Chair and Vice Chair and / or a nominated councillor.

3.0 EMPLOYMENT OF DISABLED PERSONS

- 3.1 All applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

4.0 COMPLAINTS

- 4.1 If any employee/job applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy or Procedures, he/she can make a complaint which will be dealt with in accordance with the agreed procedures.

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