

## Introduction

Newport City Council is committed to recruiting staff of the highest calibre to contribute to service delivery. The quality of our services is, to a large extent, determined by the people delivering them and we are committed to selecting the best employees in a fair and non-discriminatory way.

## Aims of the Policy

To provide a framework for Managers to follow when appointing staff in a structured, fair manner without discrimination whilst meeting all statutory obligations to ensure the most suitable applicant is appointed.

## Scope

The policy applies to the recruitment of all employees with the exception of those employees working in maintained schools under the direct control of a School Governing Body.

The policy applies to appointments to all posts, including for full time, part time, fixed term and temporary posts. Council approval is required for recruitment to Chief Officer posts

### School Based Employees:

Newport City Council commends this policy to individual Governing Bodies for adoption. If adopted by a Governing Body, the policy will apply to all employees under the direct control of that Governing Body.

## To be read in conjunction with:

Guidance – Recruitment & Selection

## PRINCIPLES

Newport City Council is committed to recruiting staff of the highest calibre to contribute to service delivery. The quality of our services is, to a large extent, determined by the people delivering them and we are committed to selecting the best employees in a fair and non-discriminatory way.

Newport City Council is an Equal Opportunities Employer. No job applicant/employee shall receive less favourable treatment on the grounds of gender, age, disability, family circumstances, marital status, sexual orientation, colour, nationality, or ethnic origin, trade union activity or religion and no one shall be disadvantaged by conditions or requirements (unless there is a genuine occupational requirement).

Before proceeding with a recruitment exercise, Heads of Service / Headteachers should consider whether the vacancy needs to be filled and whether any revisions to the post or any structural changes are required. For corporate posts, a [scheme of delegation and business case form](#) needs to be completed and authorised before a recruitment exercise can take place.

## Scope

The policy applies to the recruitment of all employees and casual workers including appointments for full time, part time, fixed term and temporary posts.

Council approval is required for recruitment to Chief Officer posts.

## KEY STAGES OF THE PROCESS

The key stages of the process are listed below:-

### Review of post

1. Review the job description and job requirement form for the post, and make any necessary revisions.
2. Undertake assessment of Welsh language requirements.
3. Check whether there are any employees on the *Redeployment Register* who meet the essential requirements for the post:

**Yes** – follow the Redeployment Procedure

**No** – continue with the Recruitment process below

## Advertising

4. Prepare an information pack (if required).
5. Prepare the advertisement.
6. Arrange translation of advertisement and job description when Welsh language skills have been assessed as essential / desirable / need to be learnt.
7. Decide on the distribution of the advertisement (internal / external / etc).
8. Prepare timetable for the recruitment process.
9. Agree and inform selection panel.
10. Advertise and send out recruitment packs as requested.

## Shortlisting

11. Prepare shortlist against job requirement criteria.
12. Inform candidates selected for interview.
13. Where a candidate has indicated they wish for their interview to be conducted in Welsh, make relevant arrangements which may include use of a translation service.

## Selection process

14. Interview against job criteria, and undertake other selection tests appropriate to the post.
15. Select candidate with closest match to job requirement criteria.
16. Arrange for completion of equal opportunities monitoring information.
17. Arrange for completion of recruitment source monitoring.
18. Action expense claims if applicable.

## Appointment

19. Appoint subject to references and any other required checks. Arrange date of commencement.
20. Check that satisfactory references and medical information is received. (Appropriate action to be made where unsatisfactory information is received)
21. Check and record qualifications.
22. Ask employee if they wish for their Contract of Employment to be provided in Welsh
23. Carry out any Disclosure and Barring Checks.
24. Where required for specific posts, check and confirm registration with statutory bodies.
25. Set up appropriate manual and computerised personnel records.
26. Arrange for the completion of appropriate starter documentation for payroll.
27. Arrange for the new employees to be welcomed to the City Council including making a nomination to the Council's induction programme for new starters.

## Further support and guidance

A number of guidance notes are available which provide support to managers in applying the principles of the recruitment and selection policy and links to these are available below. In addition recruitment and selection training is available via e-Passport and more in depth face to face skills based training will be available to book in the coming months.

### [Links to Guidance notes and other Policies](#)

[Guidance: Genuine Occupational Qualifications/ Requirements](#)

[Guidance: Disclosure and Barring Service](#)

[Guidance: Rehabilitation of Offenders](#)

[Corporate Diversity Policy](#)

[Probationary Policy](#)

## Links to Forms

[\*Recommended shortlisting form\*](#)

[\*Selection Assessment form\*](#)

[\*Referee's form\*](#)