



Recruitment & Selection Policy
(Reviewed May 2021: 15th May 2023)

(a) **INTRODUCTION**

Lydney Town Council strives to demonstrate its commitment to Equal Opportunities.

The aim of the Council's Recruitment and Selection Policy is to ensure that recruitment and selection results in the selection of the most suitable person for the job on the basis of merit, and that no employee or potential employee receives less favourable treatment than any other on grounds of sex, race, colour, nationality, ethnic or national origin or on the grounds of disability, sexual orientation, religion or belief.

(b) **ACHIEVING THE AIMS**

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

1. Considering whether an existing employee could be trained to do the job, whether the work could be done by part-timers, job-sharers or home-based workers and how the selection will be made.
2. Ensuring that applicants are attracted by using the best recruitment method or methods to reach the target group at the most reasonable cost.
3. Ensuring that there are clear job descriptions and objective person specifications for every job.
4. Ensuring that the procedure, which is available on request and code of good practice for recruitment and selection is followed by every employee involved in recruitment and selection.
5. Ensuring that all staff involved in the recruitment and selection process receives training in the Council's Policy and Procedures and their responsibilities.
6. Monitoring/reviewing its policy and procedures to ensure that unlawful and unfair practices are not introduced.

(c) **IMPLEMENTATION**

Responsibility for advising, developing, implementing and monitoring this policy lies with the Town Clerk on an annual basis. The Town Clerk and Personnel Committee will be responsible for ensuring that Recruitment and Selection procedures are adhered to and that advice and support is available.

(d) **COMPLAINTS**

If any applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy, an investigation will be undertaken in accordance with the Town Council's Complaints Procedure.

(e) **THE GENERAL DATA PROTECTION REGULATION (GDPR)**

The Council fully endorses and adheres to the principles of data protection, as set out in the above.