# Cyngor Cymuned
# Trefriw
# Community Council

# RECRUITMENT PROCEDURE

**This procedure was re-adopted at a meeting on**
**8th September 2026**
**and will be reviewed in September 2029**
**or sooner should legislation dictate**

Recruitment of employees of Trefriw Community Council (TCC) will be led by the Staffing Committee. If required, HR advice should be sought via One Voice Wales.

At the appropriate stages of the process, full Council will be asked to approve the role profile including selection criteria, advertising approach, and appointment of the preferred candidate.

## 1. Recruitment principles

As a responsible and inclusive employer, TCC will recruit staff according to the following principles:

Open

Potential candidates must have a fair and equal chance to apply, and the role should be advertised in a variety of places available to the public. This may include local press and online.

Potential candidates must be given reasonable access to information about the role and its requirements, and about the selection process.

Fair

There must be no bias in the assessment of candidates. Job adverts must be clear about how candidates will be assessed. All candidates must be assessed in the same way, using the same criteria and the same methods of assessment.

As far as possible, reasonable adjustments during the selection process must be made for candidates who need them due to a disability, long term health condition or caring responsibility. Any person with a disability or long-term health condition as defined by the Equality Act 2010 and who meets the minimum criteria for the role will be guaranteed an interview.

Merit

The best available candidate judged against the published criteria for the role will be appointed.

## 2. Designing the role profile

The first step to effective recruitment is understanding the role and responsibilities of the job. Other Councillors and the current post-holder (if possible) will be consulted to gain a comprehensive view of the requirements of the role and its responsibilities, noting that these may have change since the role was last advertised.

The role profile should accurately describe what the job entails and set out the necessary behaviours, skills, and qualifications (including right to work in the UK), noting that the successful candidate should expect to receive appropriate training and support to get fully up to speed within six months.

Role profiles should be accessible to all applicants and avoid acronyms and jargon. The selection process should also be specified – this will typically involve a written application followed by an interview for short listed candidates.

Hours and working patterns

The roles and responsibilities of the job will indicate the number of hours required to do it effectively. By default, all TCC roles should be available to part time workers, those applying as a job share, and flexible working patterns.

If there is a business reason why a role cannot accommodate certain working patterns, this should be set out and approved by full Council before advertising.

## 3. Selection

Candidates will usually be expected to provide a written application demonstrating their behaviours, skills and qualifications necessary for the job. The Staffing Committee will assess the strength of their evidence and then invite short listed candidates to interview (a minimum of 5 working days' notice will be given).

Once all interviews have been concluded, the Staffing Committee will make a recommendation for appointment to full Council for their approval. If no suitable candidates are identified the role will be readvertised.

Throughout the selection process, candidates can use transferable skills from another related context such as skills gained through voluntary work or a hobby. The selection criteria must not be discriminatory. For example, asking for a set number of years' experience could discriminate against those who have taken time out of the workplace to have or care for children.

## 4. Induction

Once a new employee has been appointed, TCC should plan their induction to settle them into their role. This should include:

- explaining the role and how they fit within the Council as a whole
- welcoming them to the Council, setting up intro meetings with other colleagues / Councillors, showing them around TCC buildings / property
- making them aware of the organisation's policies and procedures
- arranging any necessary training to do the role and giving them work time to complete this
- regular catch-ups to get to know them, discussing how everything is going and addressing any concerns that may arise

## 5. Feedback & record keeping

Once recruitment has been concluded all candidates should be provided with feedback on their application on request.

All recruitment records should be kept for two years.

## 6. Disputes & complaints

Any disputes or complaints from candidates about the recruitment procedures should be raised with TCC Chair in the first instance.

## 7. Handling resignations

An employee may resign for many different reasons including factors outside the workplace. During the notice period a member of the Staffing Committee should hold an exit interview to understand why the employee is leaving and obtain any feedback on what the Council as an employer does well and what could be improved.

TCC should also agree any handover arrangements, make plans to cover the work of the employee until a successor can be appointed, and arrange the return of Council equipment at the end of the notice period.