

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**PERSONNEL COMMITTEE**

**2<sup>ND</sup> SEPTEMBER 2024**

**REPORT OF THE HEAD OF PEOPLE AND ORGANISATIONAL  
DEVELOPMENT – SHEENAGH REES**

**Matter for Decision**

**Wards Affected: All wards**

**A revised Recruitment and Selection Policy & Procedure**

**1. Purpose of Report:**

The purpose of this report is to seek Member approval to implement a revised Recruitment and Selection Policy & Procedure.

**2. Executive Summary:**

The council's recruitment and selection policy and procedure, designed to ensure a fair and effective process for recruiting new employees, has undergone a review focused on enhancing inclusivity for neurodivergent individuals and reinforcing our commitment to equality, diversity, and inclusion initiatives, eliminating unconscious bias throughout. The updated policy now better supports our goals of fostering a diverse and fair workplace, and to contribute to the Council being an employer of choice.

**3. Background:**

This policy was last reviewed in September 2022 and it is important that it is kept up to date to ensure that it continues to support council priorities and is in line with legislation.

## 4. Review

The review of the policy was informed by focus groups held with employees and managers and researching best practice inclusive recruitment. It has also been agreed by the Joint Trade Unions.

### Summary of Key Changes:

**Interview Date Transparency:** Managers are encouraged to include the interview date in the job advert to ensure transparency about the entire recruitment process and help potential applicants plan their time.

**Anonymous Application Forms:** This is the default option for recruiting managers to facilitate a fair and transparent recruitment process by reducing unconscious bias.

**Additional Testing:** Managers are encouraged to incorporate additional testing during the interview stage where appropriate, to better assess candidates' suitability.

**Interview Location Guides:** Interview location guides have been created and will now be included in the invite to interview letter. These guides provide directions to the three main buildings, describe what they look like, and include parking information to further assist neuro diverse applicants.

## 5. Communication of the Policy

As this is a key policy for all recruiting managers, a new policy, it is important that it is communicated widely across the Council. We will do this by including an article in the Council's Sway and In The Loop, we will place it on NPT Connect and Viva Engage. It will also be included in our quarterly email to Accountable Managers requesting them to cascade the link to the revised policy to all their service managers. Regular training is available for recruiting managers.

## **5. Financial Impacts:**

No impacts.

## **6. Integrated impact assessment:**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

## **7. Valleys Communities Impacts:**

No Impacts.

## **8. Workforce Impacts:**

It is anticipated that this revised policy will have an impact on the way new starters are recruited to the Council, ensuring diversity and inclusion runs through the whole of the recruitment process.

## **9. Legal Impacts:**

No impact.

## **10. Risk Management Impacts:**

No impact.

## **11. Crime and Disorder Impacts**

No impact.

## **12. Counter Terrorism Impacts**

No impact

## **13. Consultation:**

There is no requirement under the Constitution for external consultation on this item. The proposed revisions to this policy have been fully endorsed by the Trade Unions as both they and their members have been involved in the revisions. Consultation has also taken place with the Ethnic Minority Employee Forum and a representative of the neurodivergent community.

## **14. Recommendations:**

It is **RECOMMENDED** that Members **APPROVE** the revised Recruitment and Selection Policy & Procedure.

### **FOR DECISION**

## **15. Appendices:**

Appendix 1 – Revised Recruitment and Selection Policy & Procedure.  
Appendix 2 – First Stage Integrated Impact Assessment.

## **16. List of background papers:**

None.

## **17. Officer Contact**

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