



MALMESBURY
TOWN COUNCIL

Recruitment Policy

Malmesbury Town Council supports a policy of developing its staff and of operating a fair, transparent and effective recruitment process.

Vacancies that arise will therefore be advertised and applications invited and assessed before appointments are made. The possibility of job sharing/flexible solutions will always be taken into consideration.

Where the Personnel sub-committee, Town Clerk or Deputy Town Clerk consider there may be suitable internal candidates for a vacant role the Personnel sub-committee may choose, taking account of its equal opportunities or other associate policies, to advertise internally in the first instance.

The Personnel sub-committee, Town Clerk, or Deputy Town Clerk will assess any internal applications it receives before deciding whether external advertising is required or undertaking any wider recruitment process.

Any external recruitment process will be undertaken at a scale and cost proportionate to the recruitment requirement, taking account of its equal opportunities and associated policies.