

Report for: Staffing & Remuneration Committee, 17th December 2018

Title: HR Recruitment Practice Note (Senior Managers)

Report

authorised by : Mark Rudd, Asst Director Corporate Services

Lead Officer: Ian Morgan, Reward Strategy Manager

Ward(s) affected:

**Report for Key/
Non Key Decision:**

1 Describe the issue under consideration

1.1 The Human Resources team have produced the Recruitment Practice Note (Senior Managers) as an adjunct to the main Recruitment Policy to ensure a better understanding of the obligations of Officers and Members in the recruitment process. The practice note aims to provide more consistency and better transparency to the key elements of the process so that everyone is clear of their role and responsibilities.

1.2 The definition of a senior manager for the purpose of this note is any post subject to the terms and conditions of a senior manager contract and including, but not limited to, the following groups:
Corporate Board
Corporate Leadership Team
Corporate Management Team

2 Cabinet Member Introduction

Not applicable.

3 Recommendations

3.1 The Committee are asked to approve the Practice Note attached at Appendix 1.

3.2 That the Assistant Director, Corporate Resources is authorised , in consultation with the Chair of the Committee, to make such amendments to the Practice Note as he considers minor. Any such amendments to be reported back to the meeting of the Committee immediately following the making of the amendments

4 Reason for Decision

The concept of the practice note is to add clarity for those who are executing Council's policies and to map processes to assist all those involved. Where the policy reflects the organisation's stance on particular issues, these notes inform officers how to put this into practice. They are based on the principle that the policy will be better able to achieve its ends if the associated process has clear

identifiable steps and if everyone involved in the process understands their roles and responsibilities.

The introduction of Practice Notes is an integral part of the HR policy review currently being undertaken.

5 Alternative options considered

Not applicable.

6 Background information

All relevant information is given in the Practice Note attached at Appendix 1.

7 Contribution to strategic outcomes

Not applicable.

8 Statutory Officers' comments

Chief Finance Officer

The Chief Finance Officer has considered the report and there are no direct financial implications arising from it.

9 Assistant Director of Corporate Governance

There are no legal implications arising from this report.

10 Use of Appendices

Appendix 1 – Recruitment Practice Note (Senior Managers)

11 Local government (Access to Information) Act 1985

Not applicable.