

Report for: **Staffing and Remuneration Committee**

Title: **Recruitment Policy**

Report

authorised by: Richard Grice - Director for Customers, Transformation & Resources

Lead Officer: Dan Paul, Chief People Officer

Ward(s) affected: **N/A**

Report for Key/

Non Key Decision: **N/A**

1. Describe the issue under consideration

Members are asked to consider the updated Recruitment Policy (attached as Appendix A).

2. Cabinet Member Introduction

Not required for the S&R Committee.

3. Recommendations

That the Committee approve the new Recruitment Policy.

4. Reason for decision

Not applicable.

5. Alternative options considered

Not applicable.

6. Background information

6.1 The Council's ambition is to create a best-in-class in-house recruitment and resourcing solution and the updated recruitment policy will help establish the framework within which this will be created.

6.2 The policy sets out our intentions to match people to jobs and vice versa, as it has been proven that individuals are most comfortable and productive when matched to roles that make the best use of their talents, but also to recruit people who share our organisational values.

6.3 The new policy sets out the selection parameters that will be applied when filling vacancies including fixed-term roles, apprenticeships, internal secondments and redeployees.

6.4 The policy has undergone an exhaustive consultation exercise which ensured that all key stakeholders, including the trades union, staff networks and directorate management representatives had an opportunity to comment.

6.5 Once the policy has been approved the HR team will arrange training for all hiring managers so that they understand their role and the importance of strict adherence to the principles set out in the policy; not only to protect the Council from challenge but also to enhance our image as an employer of choice.

7. Statutory Officers' comments

7.1 Legal Comments

The Head of Legal and Governance has been consulted in the preparation of this report and confirms that it complies with all relevant legislation.

7.2 Finance Comments

There are no direct financial implications arising from the contents of this report. The cost of training all hiring managers on the policy will be met from existing resources.

7.3 Equalities Comments

The Council has a public sector equality duty under the Equality Act 2010 to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it;
- Foster good relations between people who share a relevant protected characteristic and people who do not share it;
- A "relevant protected characteristic" is age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Recruitment Policy supports the Council's approach to the recruitment of its staff in a way that is accountable, fair, transparent and free from bias.

8. Use of Appendices

Appendix A – Recruitment Policy

9. Local Government (Access to Information) Act 1985

Not Applicable