

Report for: **Staffing & Remuneration Committee, 24 June 2021**

Item number:

Title: **Practice Notes for Recruitment & Selection Policy.**

**Report
authorised by:** **Richard Grice – Director of Customers, Transformation and
Resources**

Lead Officer: **Dan Paul – Chief People Officer**

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

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

1 Describe the issue under consideration

As part of the process to in-source the recruitment service from the current out-sourced provider. HR are scoping and defining the recruitment processes to ensure delivery of a new 21st century recruitment service, which will reduce reliance on agency staffing and better leverage modern recruitment channels such as social media to attract and recruit top talent into the organisation.

As part of the Council's ongoing commitment to the in-sourced recruitment service, members are asked to note the attached Practice Notes at Appendix 1, which are associated with the previously approved Recruitment & Selection policy, attached for noting at Appendix 2.

2 Cabinet Member Introduction

Not applicable.

3 Recommendations

- 3.1 That the Committee note the Practice Notes associated with the Recruitment and Selection policy ready for implementation with effect from 26th July 2021. Staff training on the policy will be incorporated into the council's wider policy training programme.

- 3.2 That the Director for Customers, Transformation & Resources is also authorised, in consultation with the Chair of the Committee, to make such amendments to the Recruitment Policy and Practice Notes as considered minor.

4 Reason for Decision

These Practice Notes place the council's recruiting managers and in-sourced recruitment team in a strong position to understand the council's policy for recruiting and aid the process to select candidates on merit and showcase Haringey as an excellent employer.

Best practice across local government has been to implement Recruitment and Selection policies supported by Practice notes which take account of the following employment laws and guidance.

- [ACAS Recruiting Staff Guidance](#)
- Immigration, Asylum and Nationality Act 2006
- Equality Act 2010
- Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (SI 2017/353)
- Data Protection Act 2018
- General Data Protection Regulation (2016/679 EU)

5 Alternative options considered

n/a

6 Background information

- 6.1 These practice notes apply to all roles involved in recruitment & selection across the council, except for senior officers who use the Senior Officer Appointments process. The recruitment & selection policy and practice notes align to the council's values.
- 6.2 The key pieces of information from the practice notes:
- i. The practice notes that sit alongside the recruitment & selection policy cover the practical implementation of the policy, including:
 - a) Recruiting Manager and Human Resources responsibilities in assuring the recruitment process.
 - b) Reviewing vacancies and workforce planning.
 - c) Opportunities to create apprentice and traineeships.
 - d) Politically Restricted posts.

- e) Advertising of secondment opportunities to aid existing staff development.
- f) Selection, assessment, and interview methods.
- g) Pre-employment compliance checking guidance.
- h) Candidate engagement and on-boarding

These practice notes clarify the council's commitment to fair and safe recruitment processes, in a clear, structured, and understandable way. The documents ensure that all candidates and staff applying for vacancies are treated fairly and with dignity and respect at all times.

7 Contribution to strategic outcomes

7.1 Contributes to the aims of the council workforce development strategy.

Supports the overall council plan to in-source services.

Contributes to the borough plan 2019-2023 to create job opportunities for residents and to boost the local economy, whilst working to attract the best talent to the council.

Aids the council need to professionalise its workforce planning by creating re-training opportunities for a diverse mix of candidates, including those leaving full time education and those who find themselves not in education, employment, or training (NEET).

8 Staff Networks comments

As part of the Recruitment policy development the associated Practice Notes were shared for information with the Staff Networks.

9 Statutory Officers' comments

9.1 Chief Finance Officer

This report proposes the adoption of the new Recruitment Policy and Practice Notes. The cost of staff training on the policy will be incorporated into the council's wider policy training programme and will therefore be contained within existing HR budgets. There are no other financial implications arising from this report.

9.2 Corporate Governance

Legal Services were consulted in the preparation of this report and involved in drafting the proposed Practice Notes associated with the Recruitment & Selection policy. They confirmed that it complies with all relevant legislation.

10 **Use of Appendices**

Appendix 1 - Recruitment & Selection Policy Practice Notes
Appendix 2 – Recruitment Policy for noting

11 **Local government (Access to Information) Act 1985**
Not applicable.