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General Purposes**On 23 October 2006**

Report Title: Recruitment Procedure

Forward Plan reference number (if applicable):

Report of: **Head of Personnel**Wards(s) affected: **All**

Report for:

1. Purpose

1.1 To agree changes to the existing Recruitment Procedure following the updating of business processes.

2. Introduction by Executive Member

2.1

3. Recommendations

3.1 To agree the attached report and its implementation across the Council. .

Report Authorised by: **Stuart Young, Head of Personnel**Contact Officer: **Carole Engwell, Recruitment & Retention Manager. Ext. 2448****4. Director of Finance Comments**

4.1 The Acting Director of Finance has been consulted and has no specific comments.

5. Head of Legal Services Comments

5.1 The Head of legal Services has been consulted and has not specific comment. The proposed procedure meets the statutory requirements on the Council as an employer.

6. Local Government (Access to Information) Act 1985

6.1

7. Strategic Implications

7.1 Appended is a procedure which is mainly concerned with updating business operations and processes. A council wide recruitment strategy is currently being worked on and this will be submitted to CEMB and to GP Committee for comments later in the year.

8. Financial Implications

8.1 There are no specific budgetary implications which are not already provided for within existing resources.

9. Legal Implications

9.1 The comments of Legal Services are shown on the first page.

10. Equalities Implications

10.1 This report aims to support equalities and it has been drawn up in consultation with the equalities team and comments from the Equalities I.R. Group have been incorporated.

11. Consultation

11.1 The report has been subject to consultation with the Trade Unions and their comments have been incorporated.

12. Background

12.1 A summary of the main changes outlined in the attached report are:

12.2 The use of SAP and e-forms has altered the way that information is stored and transferred between recruiting managers and the recruitment team, these changes have been clearly outlined.

12.3 The role of the recruiting manager in helping to ensure a fast and transparent process is outlined (p3).

12.4 As a minimum, all staff who Chair a panel must have been trained in recruitment and selection. Ideally other members of the panel would also have been trained, but it is recognised that this may not be reasonable (p6).

12.5 Staff must not take part in shortlisting or interviewing if they know the one or more of the candidates socially or outside of the work situation. They must declare an interest and withdraw from the process (p6).

12.6 The requirement for the Recruitment Team to check the redeployment register before advertising any posts is clearly outlined (p8).

12.7 Agreed Response Management arrangements and the facility for applicants to apply on-line is outlined (p9)

12.8 The method of shortlisting is amended from weighting criteria and rating of answers to a judgement being made by the panel to decide whether the criteria are Strongly Met (SM), Met (M), Partly Met (PM) or Not Met (NM) (p10).

- 12.9 The assessment of candidates at the interview stage is amended from weighting the criteria between 1 – 5 and rating the answers between 0 – 4 to a reduced criteria weighting of 1 or 2 and the assessments to correlate to Strongly Met (4 or 5), Met (2 or 3), Partly Met (1) or Not Met (0) (p12).
- 12.10 Employment references will be taken up to cover the two year period immediately prior to the recruitment exercise. This may reduce the number of references requested i.e. if a candidate has been in his/her current job for two years or over only one reference will be required (p13).
- 12.11 CRB disclosure certificates which show no convictions or cautions, will be accepted for the purpose of agreeing a start date, pending a disclosure being requested by Haringey.

13. Conclusion

- 13.1 The existing procedure was in need of updating to take into account new business processes and methods of working.

14. Use of Appendices / Tables / Photographs

- 14.1 None