

EXECUTIVE BOARD

18TH NOVEMBER 2019

NEW RECRUITMENT AND SELECTION POLICY

Recommendations / key decisions required:

To approve the new Recruitment and Selection Policy before it is politically endorsed and implemented across the Council.

Reasons:

The Recruitment Policy has been re-written as a result of the review of recruitment which encompassed a wholesale review of recruitment in consultation with a number of recruiting managers and reflects current employment legislation and best practice.

Relevant scrutiny committee to be consulted: NO

Executive Board Decision Required : YES

Council Decision Required: NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Mair Stephens

Directorate: Chief Executives

Name of Head of Service:
Paul Thomas

Report Author:

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Designations:

Assistant Chief Executive

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EXECUTIVE SUMMARY

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18TH NOVEMBER 2019

NEW RECRUITMENT AND SELECTION POLICY

Following feedback from the People Managers conference in relation to the recruitment and selection process and the recommendations of the TIC based review, the Recruitment and Selection Policy has been fundamentally reviewed. In addition the Policy strengthens the Authority's approach to safer recruitment as highlighted and subsequently endorsed by the Authority's Corporate Safeguarding Group. Specifically in relation to this, over the last 12 months key performance indicators have been agreed which monitor compliance with pre-employment checks and this information is reported to the Corporate Safeguarding Group and CMT.

Carmarthenshire County Council's Recruitment and Selection Policy aims to ensure that internal and external appointments to posts at all levels within the Authority are equitable, consistent and safe. The Aims and Objectives of the Policy being:-

- To ensure that the workforce has the relevant competencies, experience, skills and attributes for the Authority's current and future needs - the right people for the right roles at the right time.
- To provide guidelines for the recruitment and selection of employees which will ensure consistent and ethical practice across all departments.
- To provide a framework for best practice in recruitment and selection setting a minimum standard of performance, which may be enhanced by approved departmental adaptations which meet specific needs.
- To ensure that recruitment practice reflects relevant legislation, including ACAS Codes of Practice and the Welsh Government's Ethical Employment and Supply Chain principles and to commend these principles to our suppliers and contractors.
- To support the recruitment of a diverse workforce that will enrich the organisation and reflect the community we serve

The Policy encompasses all activities that form part of the recruitment and selection process and applies to all employees and job applicants/candidates other than those in educational establishments with delegated powers. The Policy aims to ensure that internal and external appointments to posts at all levels within the Authority are equitable, consistent and safe

The Policy provides step by step advice and focuses on safer recruitment whilst enabling managers to recruit as quickly as possible. Key elements are:

- Focus on ensuring recruiting officers are trained in recruitment and selection;
- Encouraging managers to ensure the job profile accurately reflects the job before recruiting;
- Encouraging recruiting managers to utilise a full range of assessment techniques.
- The importance of pre-employment checks especially DBS;

DETAILED REPORT ATTACHED?

Appendix – Recruitment and Selection Policy

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Paul R Thomas, Assistant Chief Executive (People Management and Performance)

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	People Management and Performance
YES	YES	NONE	NONE	YES	YES

Policy, Crime and Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council', 'Making Better Use of Resources' and 'Equality of Opportunity'.

Legal

This Policy is compliant and reflects current employment legislation and reflects ACAS good practice guidance.

Risk Management

Failure to comply with this policy could put the Council at risk of legal challenge/abuse of process.

People Management and Performance

This is a key employment policy which reflects current employment legislation as well as providing consistency relating to safer recruitment and selection practices.

Training on this policy will be provided.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Paul R Thomas Assistant Chief Executive (People Management and Performance)

1. Scrutiny Committee - N/A

2. Local Member(s) - N/A

3. Community / Town Council - N/A

4. Relevant Partners - N/A

5. Staff Side Representatives and other Organisations

Consultation has taken place with recognised Trade Unions at the Corporate Employee Relations Forum (CERF). In the development of this Policy, recruiting managers have been consulted through workshops and individually and this feedback has informed the final policy.

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE