

Committee: **Council**

Date of meeting: **25th January 2024**

Report Subject: **Recruitment and Selection Policy**

Portfolio Holder: **Councillor Stephen Thomas, Leader of the Council /
Cabinet Member Corporate Overview & Performance**

Report Submitted by: **Andrea Prosser, Head of Organisational Development**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
	14.12.23				18.01.24		25.01.24	

1. Purpose of the Report

- 1.1 The purpose of this report is to seek Council approval of the revised Recruitment and Selection Policy, (“the Policy”) (Appendix 1).

2 Scope and Background

- 2.1 The Organisational Development (OD) Service has reviewed the Council’s recruitment and selection processes contained in the Council’s current Recruitment Charter. This review was delayed as a result of competing priorities to include the Covid pandemic, staff capacity, increasing demand and complexity and alignment to developments with the Council’s integrated HR/Payroll system, iTrent.
- 2.2 The Policy sets out the Council’s approach to recruitment and selection and reflects current legislation, best practice, organisational priorities and strategy. The Policy applies to the recruitment and selection of all permanent, temporary and fixed term employees with the exception of school-based employees under the delegated powers of the Governing Body who are subject to a separate policy.
- 2.3 The key aims of the Policy are to:
- support the achievement of the Council’s Workforce Strategy and wider corporate objectives;
 - ensure recruitment and selection is fair, objective and transparent.
 - recruit and retain individuals with the right experience, knowledge and competencies in a timely manner;
 - recruit openly, ensuring opportunities are available to all and to attract from a diverse pool of talent;
 - ensure safer recruitment is central to the safeguarding of children, young people and adults at risk;
 - have in place a modern, efficient and cost-effective process which offers a positive experience.

2.4 The Policy has undergone a review however the revisions to policy do not fundamentally change the recruitment and selection processes. Detailed below are the key features of the Policy:

- Jobs will be advertised internally and externally concurrently, in order to facilitate a wider and more diverse pool of candidates from which to select the best candidate(s). An additional caveat has been included in the Policy which states that a role can be advertised internally only where there is a clear business case to do so. Internal recruitment will be applicable to all those currently engaged via a contract of employment with the Council.
- OD will usually only participate in the appointment process for positions graded 10 and above.
- Wherever possible recruitment panels will reflect the diversity of the workforce and to ensure consistency the same officers will normally be involved throughout the process.
- The guaranteed interview schemes, Disability Confident and the Defence Employer Recognition Scheme continue to apply.
- Safer recruitment and practice and re-emphasising the need to ensure that all pre-employment checks are completed prior to an individual commencing employment with the Council.
- The Policy is now applicable for senior officer recruitment.
- The inclusion of the principles of 'Positive Action' taking specific steps to improve equality in the workplace by working to increase the number from under-represented groups in the workforce.
- Flexibility for recruiting managers to design the selection process to suit the requirements of the role to include the option to facilitate recruitment days or to use executive search as a means to identify suitable candidates in cases of hard to fill or senior positions.
- During times of national or 'Gold command' emergency situations, or any other significant local event the Corporate Leadership Team may seek to suspend aspects of the policy in order to appropriately respond to a critical situation.
- The secondment and market supplement policies have been incorporated into the Policy. Combining these allows for ease of reference and reduces the number of individual policies.
- Clarity has also been provided in relation to the appointment of former employees as detailed in the Council's Pay Policy.
- The complaints section is updated, to include a first and second stage complaints process.
- A definition of workers has been added as an appendix to the Policy.

3. Options for Recommendation

This report and policy is being considered at the Corporate Overview and Performance Scrutiny Committee on the 18th January 2024. Feedback from the Committee will be provided verbally at Council.

- 3.1 **Option 1:** (preferred option) That Council approve the Recruitment and Selection Policy for implementation.
- 3.2 **Option 2:** That Council suggest amendments to the Recruitment and Selection Policy Concerns and Complaints Policy prior to adoption.

4. **Evidence of how this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

The Recruitment and Selection Policy supports the achievement of the Council's Workforce Strategy and Council's objectives set out in the Council's Corporate Plan.

5. **Implications Against Each Option**

5.1 **Impact on Budget (*short- and long-term impact*)**

There are no direct financial implications relating to the approval of the Policy.

5.2 **Risk including Mitigating Actions**

The risk of not implementing the proposed policy would mean that the policy is not reflective of current best practice. There are no risks associated with implementing the Policy.

5.3 **Legal**

The Policy has been reviewed in line with employment legislation, to ensure Blaenau Gwent is compliant with relevant legislation.

5.4 **Human Resources**

The human resources implications are set out in the body of the report.

5.5 **Health and Safety**

There are no Health and Safety implications relating to the approval of the Policy.

6. **Supporting Evidence**

6.1 **Performance Information and Data**

N/A

6.2 **Expected outcome for the public**

It is anticipated that the proposed changes to the recruitment policy, and modernisation of our systems will make it more streamlined and easier for external applicants to apply for roles with Blaenau Gwent.

6.3 **Involvement (consultation, engagement, participation)**

The Corporate Leadership Team (CLT) considered this report on the 14th December 2023 and support the proposed policy.

Consultation, engagement and participation regarding the amended policy has been internal to the Council, along with the Trade Unions. The feedback from the trade union consultation requested that the policy be amended that all recruitment in the first instance is internal. CLT considered that the policy provided the flexibility for posts to be advertised internally if there was a business case to do so.

6.4 **Thinking for the Long term (forward planning)**

The Policy is intended to support Blaenau Gwent to recruit the right people into the right roles, and in turn support with retention of staff in the longer term to ensure services can be delivered to the residents of Blaenau Gwent.

6.5 **Preventative focus**

N/A

6.6 **Collaboration / partnership working**

N/A

6.8 ***Decarbonisation and Reducing Carbon Emissions***

N/A

6.9 ***Integrated Impact Assessment (IIA)***

Integrated Impact Assessment completed – no adverse impact.

7. **Monitoring Arrangements**

7.1 All policies and procedures are monitored by OD in line with the Policy Schedule. The proposed policies and procedures will be reviewed in line with the OD policy review timetable or if there are any legal or best practice changes that may arise in the meantime.

Background Documents /Electronic Links

Appendix 1 - Recruitment and Selection Policy



Recruitment and
Selection Policy - Dec