

# EAST AYRSHIRE COUNCIL

## CORPORATE GOVERNANCE COMMITTEE 16 FEBRUARY 2006

### LOCAL GOVERNMENT EMPLOYEES, CRAFT EMPLOYEES AND CHIEF OFFICIALS REVISED RECRUITMENT AND SELECTION POLICY AND PROCEDURES

#### Report by Depute Chief Executive/Executive Director of Corporate Support

#### 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to ask the Committee to approve proposed changes to the Council's Recruitment and Selection Policy and Procedures, subject to consultation with Trade Unions.

#### 2. BACKGROUND

- 2.1 The Council's Recruitment and Selection Policy and Procedures were last updated when the Corporate Sub-Committee of the Policy and Resources Committee at its meeting on 4 June 2002 approved changes to reflect implications arising from the Data Protection Act and Part 5 of the Police Act 1997.
- 2.2 A further review of the Recruitment and Selection Policy and Procedures has been necessary to ensure that the Council continues to take account of new legislation and reflect best personnel practice.
- 2.3 The Policy and Procedures apply equally to the recruitment of all employees including promotion and transfer appointments and to both internal and external applicants **with the exception of teaching posts, which are the subject of separate documentation.**
- 2.4 Copies of the revised Recruitment and Selection Policy and Procedures are available from the Head of Personnel as well as the Essential Points of the Policy and Procedures. The main changes proposed are summarised below:

#### 3. PROPOSED CHANGES

- 3.1 The current application for employment form has been amended to reflect the deletion of the section on Job Sharing as it is considered that there is no longer a requirement for applicants to advise that they wish to job share a post given that the advertisement will indicate if the post is being filled on that basis.
- 3.2 The notes of guidance have been amended to take account of changes in the Recruitment and Selection Policy and Procedures and an Information Booklet for Job Applicants has been produced which incorporates the notes of guidance, the recruitment and selection charter and the background information for applicants.

### 3.3 The documentation has been updated to reflect:

- the Council's revised Policy on Age Diversity (ability to work beyond 65 years of age);
- the recommendation that a personnel representative is a member of every interview panel to ensure consistency of approach, application of Policy etc:
- the inclusion of the person specification in the recruitment pack;
- that specific posts have been identified where applicants will require to pass a pre-employment medical examination before being offered an appointment to the post concerned;
- the inclusion of guidance on the employment of ex-offenders.
- The inclusion of guidance on the role of observers at interviews;
- guidance on the additional external conditions that have been placed on the recruitment process in respect of a number of posts e.g. Social Care Managers, Social Care employees and Registrars of Births, Deaths and Marriages.
- the new documentary evidence that applicants have to produce to prove that they are authorised to work in the UK.
- the changes to reflect new legislation including the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 and Protection of Children (Scotland) Act 2003.
- the various changes made with regard to additional guidance on selection techniques which can be used in addition to the interview including in tray exercises; practical skill tests and Job Simulation Exercises.

**3.4** The standard letters and forms including Criminal Conviction Declaration Form and Health Questionnaire and other documentation used in the recruitment process will all be updated to reflect the proposed changes.

**3.5** The revised Policy and Procedures will continue to assist the Council to achieve a corporate and consistent approach in the critical area of recruitment and selection.

## **4. TRAINING**

**4.1** The corporate Recruitment and Selection training course will be updated to reflect the revised Policy and Procedures once formal approval has been received.

**4.2** All employees involved in the recruitment and selection of employees will be made aware of the changes as well as have a general refresher on the essential points of Policy by the delivery of workplace Toolbox Talks which will ensure maximum impact

with minimum disruption to departments' service delivery. In addition these employees will be issued with the essential points of the Recruitment and Selection Policy and Procedures which will be able to be used as an aide memoire .

## **5. COMMUNICATIONS**

- 5.1 Employees will be made aware of the amendments to the above Policy and Procedures via the Council's intranet site, Eastwords and the issue of a relevant PER Circular.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 Any additional costs arising from the proposed changes to the Recruitment and Selection Policy and Procedures will be contained within existing budgets.

## **7. POLICY/LEGAL IMPLICATIONS**

- 7.1 The proposed changes will ensure that the Council meets its legislative requirements as an employer and continues to follow best practice guidelines. The proposals meet the Improving Opportunities Action Plan of the Community Plan.

## **8. TRADE UNIONS**

- 8.1 The proposed changes are subject to Trade Union consultation.

## **9. RECOMMENDATIONS**

- 9.1 The Committee is asked to approve the proposed changes to the Council's Recruitment and Selection Policy and Procedures subject to consultation with Trade Unions.

Elizabeth Morton  
Depute Chief Executive/Executive Director of Corporate Support  
10 January 2006

### **LIST OF BACKGROUND PAPERS**

- 1. Report on Local Government Employees, Craft Employees and Chief Officials – Managing Absence and Recruitment and Selection by the Depute Chief Executive/Director of Corporate Resources to Corporate Sub-Committee of the Policy and Resources Committee of 4 June 2002.

Any person wishing further information should contact Martin Rose, Head of Personnel (Telephone 01563 576092).