

**Personnel Committee – 11 October 2016**

**Recruitment and Selection Procedure**

**1. Summary of report**

To request Personnel Committee approval for the new Recruitment and Selection Procedure (Appendix 1).

**2. Recommendations**

Personnel Committee is recommended to:-

- Agree the attached Recruitment and Selection Procedure to take effect from 1 November 2016.

**3. Background**

The new Recruitment and Selection Procedure sets out the council's approach to the management of effective and fair recruitment and selection practices, which are compliant with employment legislation and demonstrate best practice. The procedure covers overarching recruitment and selection principles, and is supplemented by the current Recruitment and Selection Toolkit, which provides the relevant detail.

This procedure is a key element of our employment practices and it is vital that it meets the needs of the employees and managers who use it.

The new Recruitment and Selection procedure includes the following provisions:-

- Responsibilities of managers, Executive Directors, Assistant Directors, Heads of Service and Human Resources.
- Safer Recruitment principles
- Objectivity in the assessment and selection of candidates
- Make up of recruitment and selection panel, and the panel's training
- The application of selection principles for acting up roles and secondments, and casual and temporary workers
- Principles for review, job evaluation and advertisement of positions
- Equality and diversity considerations in R&S
- Shortlisting and selection principles
- Minimum standards with regards to pre-employment checks, to include references
- Principles of dealing with unsuccessful candidates
- Processing new appointments

#### **4. Resource and Legal Considerations**

No financial implications arising out of this report.

The procedure appears to be consistent with good practices derived from employment legislation.

#### **5. Citizen Impact**

There is no direct impact on our citizens as a result of this procedure. The procedure is however, part of the employment framework that helps to ensure that the residents of Walsall get the best possible services from council employees.

#### **6. Performance and Risk Management issues**

No risk management implications arising out of this report.

#### **7. Equality Implications**

An Equality Impact Assessment is attached (Appendix 2).

#### **8. Consultation**

The procedure has been consulted upon with senior managers across the Council and recognised Trade Unions between 13 and 27 September 2016.

Equalities were consulted as part of a wider consultation exercise and their comments have been responded to.

The Trade Unions have raised no issues or concerns with this procedure.

CMT reviewed the procedure on 29 September 2016 for subsequent Personnel Committee approval.

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