



FULL COUNCIL REPORT

Date Written	10 th December 2015
Report Author	Lisa Jones
Service Area	Human Resources
Exempt/Non Exempt	Non Exempt
Committee Date	6 th January 2016

To: Mayor, Ladies and Gentlemen

Recruitment & Selection Policy

1.0 SUMMARY OF THE REPORT

- 1.1 The Council has operated a Recruitment Policy for some time. This defines the expectations of recruitment and ensures it is fair and equitable.
- 1.2 It is good practice to update policies every year to ensure that the content is still relevant, achieves the outcomes that are required, and responds appropriately to new legislation and case law.
- 1.3 In addition, it is recognised that Policies, if set out using a simple format that is easy to understand and follow, will enable managers to use them more effectively.
- 1.4 In recent times all Local Authorities are facing difficult times and as such are implementing processes to assist employees to retain work, such as ring fencing vacancies to redeployment. It is important that when recruitment is undertaken it is transparent and linked to the need to recruit. This Policy sets this out more clearly.

2.0 RECOMMENDATION(S) that

- 2.1 The updated Policy and Procedure be approved; with immediate effect.

3.0 KEY CHANGES OR ADDITIONS TO THE POLICY

- 3.1 The Policy sets out the roles and responsibilities of officers and sets out the process. It clarifies the need to protect those at risk of redundancy.
- 3.2 The Merthyr Tydfil and Rhondda Cynon Taf CBC shared vacancy protocol is included in the new Policy, as are the forms to seek approval to fill a vacancy.
- 3.3 Also included is the need to state the essential and desirable skills required, which assist managers to be clear on skills needs. This enhances the robustness of the redundancy process by ensuring that any redeployed employee can fulfil the essential criteria of the role.
- 3.4 In addition, the Values and Behaviours form part of the Job description template.

4.0 FINANCIAL IMPLICATION(S)

- 4.1 There are no financial implications.

5.0 SINGLE INTEGRATED PLAN AND SUSTAINABILITY IMPACT SUMMARY

- 5.1 There are no identified issues.

6.0 EQUALITY IMPACT ASSESSMENT

- 6.1 An Equality Impact Assessment (EqIA) form has been prepared for the purpose of this report. It has been found that a full assessment is not required at this time. The form can be accessed on the Council's website/intranet via the 'Equality Impact Assessment' link.

Gareth Chapman
Chief Executive

Councillor Phil Williams
Cabinet Member for Governance and Corporate Services

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Does the report contain any issue that may impact the Council's Constitution?		no

Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.