



Derby City Council

**Personnel Committee**  
**12 April 2018**

Report of the Interim Strategic Director of  
Corporate Resources

# ITEM 6

## Recruitment Policy - Update

### SUMMARY

- 1.1 The success of any organisation depends on the quality of its workforce. To provide the best possible, modern services to the people of Derby, the Council needs highly skilled, flexible and motivated employees.
- 1.2 This report seeks to introduce a Recruitment Policy that aims to make recruiting managers aware of their responsibilities to ensure a robust process that meets the needs of our modernising organisation, and supports the Council's policies on equal opportunities.

### RECOMMENDATION

- 2.1 To note that the updated Policy will raise awareness to ensure best practice to provide a consistent approach to quality recruitment and to reflect the organisation's values.
- 2.2 To note the Equality Impact Assessment and consider it in making a decision about the adoption and implementation of the Recruitment Policy.
- 2.3 To authorise the adoption and implementation of the Recruitment Policy with immediate effect.
- 2.4 To note that promotion of this Policy will be cascaded widely to all managers to raise awareness and confidence that all selection decisions will be justifiable and based on a fair and objective assessment of candidates.
- 2.5 To authorise the Director of Human Resources and OD to make any minor amendments to the Policy which may be needed in the future. However, any changes which will alter the nature or intent of the policy will always require the approval of the Personnel Committee.

### REASONS FOR RECOMMENDATION

- 3.1 It is important that the Council provides a quality service to job seekers, both internal and external that is fair, transparent and equally accessible. Understanding and implementing the manager responsibilities ensures applicants have trust and

confidence in the recruitment process, and they see the Council as an employer of choice.

- 3.2 The Policy sets out the responsibilities for managers to enable an effective and fair process to be followed.

## **SUPPORTING INFORMATION**

- 4.1 The Recruitment Policy aims to make recruiting managers aware of their responsibilities to ensure a robust process that meets the needs of our modernising organisation and supports the Council's policies on equal opportunities.
- 4.2 A comprehensive guidance document about the recruitment process, including advice on codes of practice such as the Disclosure and Barring Service, is already available on the Council's intranet site, iDerby.
- 4.3 A promotion of the policy, through manager bulletins and briefings, is planned to enable managers to be fully aware of their responsibilities. The Recruitment Team within HR are also available to provide advice on the policy application.

## **OTHER OPTIONS CONSIDERED**

- 5.1 None. Having a clear Recruitment Policy sets the standard for recruiting managers.

**This report has been approved by the following officers:**

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Estates/Property officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Olu Idowu – Head of Legal Services Not applicable Liz Moore, Head of HR Not applicable  Zoe Bird, HR Shared Services Manager
<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	Andrea Cauldwell 01332 643692 andrea.cauldwell@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Recruitment policy Appendix 3 – EIA To be circulated asap

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 None directly arising.

**Legal**

- 2.1 None directly arising, although the requirements of the Equalities Act 2010 have been taken into account in developing the Policy.

**Personnel**

- 3.1 All recruiting managers are responsible and accountable for following this policy.

**IT**

- 4.1 None directly arising.

**Equalities Impact**

- 5.1 The policy supports our aim to recruit a workforce that is as diverse as the community we serve, in all our services and at every level. We value the diversity of our job applicants and want to encourage as many applicants as possible from people with protected characteristics under the Equality Act 2010. The Equality Impact Assessment for this Policy is being drafted, and will be made available to members of the Committee prior to the meeting.

**Health and Safety**

- 6.1 None directly arising.

**Environmental Sustainability**

- 7.1 None directly arising.

**Property and Asset Management**

- 8.1 None directly arising.

**Risk Management and Safeguarding**

9.1 None directly arising.

### **Corporate objectives and priorities for change**

- 10.1 The Council aims to be a leading employer which is both modern and flexible in its approach. It endeavours to ensure that its recruitment processes are robust and efficient in terms of time and cost.
- 10.2 The Council's objective is to have skilled recruitment managers who are confident in its recruitment and selection processes and promote the organisation as an employer of choice.