

READING BOROUGH COUNCIL  
REPORT BY MANAGING DIRECTOR

TO:	PERSONNEL COMMITTEE		
DATE:	11 DECEMBER 2014	AGENDA ITEM:	3
TITLE:	REVISIONS TO RECRUITMENT & SELECTION POLICY AND PROCEDURE / PRE-EMPLOYMENT CHECKS GUIDANCE		
LEAD COUNCILLOR:	COUNCILLOR LOVELOCK	PORTFOLIO:	LEADERSHIP
SERVICE:	HUMAN RESOURCES	WARDS:	BOROUGH-WIDE
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### 1.0 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report (and its attachments) sets out amendments to the Council's Recruitment & Selection Policy and Pre-Employment Check Guidance to bring them up to date with various safeguarding and other policy changes.
- 1.2 The following documents are attached:

**Appendix A:** Revised Recruitment and Selection Policy  
**Appendix B:** Revised Recruitment and Pre-Employment Checks - Guidance

### 2.0 RECOMMENDED ACTION

- 2.1 That the changes set out in Appendices A and B be agreed, and both the revised Recruitment and Selection Policy and the revised Recruitment and Pre-Employment Checks Guidance be adopted by the authority.

### 3.0 POLICY CONTEXT

- 3.1 The Council's Recruitment & Selection Policy and Procedure contains the key policy structure that determines the Council's resourcing activities and processes. It is cross-referred to in the Council's constitution. As such it requires to be updated from time to time to keep abreast of key changes to the Council's resourcing options and / or related policies such as safeguarding.
- 3.2 The policy was the subject of a major review, following consultation with the joint trades unions, by this Committee on 7 October 2008 (Minute 11 refers). It was subsequently amended by the Committee on 2 November 2010 (Minute 23 refers) to incorporate new provisions relating to safer recruitment and a framework for vulnerable groups.

3.3 The associated guide to pre-employment checks relates specifically to the safeguarding of vulnerable groups and is intended to provide further, detailed advice to managers when recruiting to roles that require checks with the Disclosure and Barring Service (DBS).

#### 4.0 SUMMARY OF CHANGES

##### 4.1 Recruitment & Selection Policy

4.1.1 This has been updated to take account of:

- Changes to reflect changes to the national DBS & Right to Work framework/s since 2012;
- The 'two tick' accreditation requirement to consider disabled job applicants if they meet the minimum requirements for a post;
- The Council's policy on appointing redeployees if they meet the minimum requirements for a post;
- Streamlining the reference request process so that references are sought for the successful candidate only (except in where the postholder is working with vulnerable groups where other, safeguarding arrangements will apply).
- Changing / updating references to other legislation where appropriate.
- Bringing appeals under the Policy and Procedure within the Council's Corporate Complaints Procedure.

4.1.2 The revised policy (with tracked changes) is attached at **Appendix A**.

4.1.3 This review is without prejudice to any further review of the Council's recruitment & selection strategy and systems which will commence in early 2015.

##### 4.2 Recruitment and Pre-Employment Checks

4.2.1 The Guidance was last updated in 2007. It has also been updated in the light of legal, policy and DBS system changes since then. The revised Guide is attached at **Appendix B**.

#### 5. CONTRIBUTION TO STRATEGIC AIMS

5.1 Securing the most effective use of the Council's human (staff) resource is fundamental to the effective delivery of all of the Council's strategic aims.

#### 6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 The proposed revisions to the recruitment and selection policy and pre-employment checks guidance have been the subject of consultation with the joint trades unions.

#### 7. EQUALITY IMPACT ASSESSMENT

7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 In this regard you **must** consider whether the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief.

7.3 The proposed revisions to both documents are being made to bring the documents in line with national and local good practice. In this respect, it is not considered that an equality impact assessment is necessary.

## 8. LEGAL IMPLICATIONS

8.1 The authority has the power to appoint staff and to determine their terms and conditions of service under Section 12 of the Local Government Act 1972.

## 9. FINANCIAL IMPLICATIONS

9.1 None direct.

## 10. BACKGROUND PAPERS

10.1 Recruitment and Selection Policy (adopted 2008 and modified 2010)  
Recruitment and Pre-Employment Checks Guidance (adopted 2007)