

## **Recruitment Policy and Procedure**

### **Purpose of Report**

1. The purpose of this report is to present the new Recruitment Policy and Procedure which has been rewritten in line with the Equality Act 2010 and to make it more accessible to managers and employees.

### **Background**

2. This policy was last revised during 2010. Since then the Equality Act 2010 has introduced new requirements for employers regarding the treatment of staff with protected characteristics during the recruitment process. This policy has been updated in line with the new requirements.

### **Main Considerations for the Council**

3. The previous policy was relatively long and was accompanied by a 76 page 'Managers Guide' which managers found difficult to use. The documents have therefore been made more succinct and they outline the step by step process to be followed if a manager would like to recruit.
4. The policy will be updated once more later this year when the new e-recruitment system is introduced, although it is anticipated these will be minor changes.
5. The policy is in the new HR policy format and language.

### **Consultation**

6. This policy was approved by JCC on 30 June 2011 following consultation with HR, union representatives and other key stakeholders

### **Environmental Impact of the Proposal**

7. None

### **Equalities Impact of the Proposal**

8. No negative impacts have been identified.

### **Risk Assessment**

9. None

### **Options Considered**

10. None

### **Recommendation**

11. That Staffing Policy Committee agree this updated policy.

**Barry Pirie**  
**Service Director**  
**HR & OD**

---

Report Author: Melanie Lyng, Human Resources Policy & Reward team

**The following unpublished documents have been relied on in the preparation of this Report: None**