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<b>PART B:</b>	<b>RECOMMENDATIONS TO COUNCIL</b>
<b>REPORT TO:</b>	<b>POLICY AND RESOURCES</b>
<b>DATE:</b>	<b>12 NOVEMBER 2020</b>
<b>REPORT OF THE:</b>	<b>HEAD OF HUMAN RESOURCES ANDREW ELLIS</b>
<b>TITLE OF REPORT:</b>	<b>HR POLICY REVISION – RECRUITMENT POLICY</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 To obtain commitment from the Policy and Resources Committee in relation to an updated employee Recruitment Policy, incorporating Safer Recruitment.

### **2.0 RECOMMENDATION(S)**

- 2.1 It is recommended that
- (i) The revised policy is agreed for implementation.

### **3.0 REASON FOR RECOMMENDATION(S)**

- 3.1 RDC's former Recruitment Policy was significantly out of date and referred to old legislation that was no longer relevant. For this reason, the Policy was removed from the internal intranet in 2019. The attached Policies have been developed to provide a current, robust and efficient recruitment framework.
- 3.2 Senior Management Board have reviewed and signed off these policies, following consultation with representatives from Unison, as the recognised trade union at Ryedale District Council. Following Unisons comments some minor revisions were made and signed off by Senior Management Board in early October 2020.

### **4.0 SIGNIFICANT RISKS**

- 4.1 The current Recruitment Policy is outdated and contained incorrect guidance; it was removed from the council's intranet in 2019. This presents risks and challenges because there is no framework to which Managers can reference their practice. This

is currently leading to inconsistent approaches, unnecessary costs and risk of inequality claims. The current Recruitment Policy does not specifically refer to Safer Recruitment practices and as such there are risks in current practice when recruiting to roles in regulated activity and where safeguarding may be a concern. The new Policy addresses Safer Recruitment.

- 4.2 Introduction of the Policies may create new risk, namely from applicants or existing employees who challenge recruitment approaches, however this risk is the lesser than the current situation of having no formal Recruitment/Safer Recruitment Policies.

## **5.0 POLICY CONTEXT AND CONSULTATION**

- 5.1 The Policy has been shared and discussed in detail with Unison, the recognised trade union within Ryedale District Council and their comments taken on board in the form of some minor revisions to the Policy.

## **REPORT**

### **6.0 REPORT DETAILS**

#### **6.1 Recruitment Policy**

This policy aims to provide a structured framework for Managers when they are required to undertake recruitment of new employees. The policy is structured through the process a manager would need to follow from the point that a new vacancy arose, through to a new employee starting. It includes the recommended approach from advertising, shortlisting, interviewing and recruitment clearances, in addition to considerations when there is a need to hire agency workers.

The policy aims to ensure compliance with relevant legislation and Acts, whilst also ensuring good practice to achieve a positive candidate experience, enhancing the reputation as an employer and striving to attract and appoint talented staff.

#### **Safer Recruitment Policy**

Ensuring Ryedale's Service Users and communities are kept safe from harm is paramount. The Safer Recruitment Policy aims to embed safeguarding into the all stages of the Council's recruitment process. It outlines the necessary processes that should be followed when managers are recruiting to roles in Regulated Activity and for those roles not defined as Regulated Activity but where the post-holder is still directly working with Service Users it proposes measures that should be implemented to minimise risk.

## **7.0 IMPLICATIONS**

The following implications have been identified:

- a) Financial  
None
- b) Legal  
As above
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate

Change, Crime & Disorder)  
As above

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**Background Papers:**  
Recruitment Policy & accompanying appendices  
Safer Recruitment Policy and accompanying appendices