

BRECKLAND COUNCIL

Report, on behalf of the Director of Corporate Resources to the General Purposes Committee, 30th March 2011

BRECKLAND RECRUITMENT & SELECTION POLICY

1. Purpose of Report

To seek approval for the updated Recruitment & Selection Policy & Procedure as part of the HR Policy review.

2. Recommendations

It is recommended that the Council/Committee:

- 2.1 Approves the updates to the Breckland Council Recruitment & Selection Policy & Procedure.

Note: In preparing this report, due regard has been had to equality of opportunity, human rights, prevention of crime and disorder, environmental and risk management considerations as appropriate. Relevant officers have been consulted in relation to any legal, financial or human resources implications and comments received are reflected in the report.

3. Information, Issues and Options

3.1 Information

The Recruitment & Selection Policy & Procedure is being reviewed as part of the Human Resources Policy review agreed by the Committee on 28th October 2010. This policy has been reviewed to ensure compliance with relevant legislation and that it is still fit for purpose.

The Policy has been updated to comply with the new Equality Act 2010 legislation and some word additions and changes have also been made. Appendix A shows these tracked changes which appear in sections 1, 2, 4, 5, 6, 7, 8, 10 and 14 of the policy.

Unison have also been consulted on the updates of the policy.

3.2 Issues

- 3.2.1 As there are no significant changes to the policy, no issues are foreseen.

3.3 Options

1. Approve the updates to the Recruitment & Selection Policy & Procedure.
2. The existing Recruitment & Selection Policy & Procedure remains in place.

4. Risk and Financial Implications

4.1 Risk

- 4.1.1 None

4.2 Financial

4.2.1 None

5. Legal Implications

5.1 None

6. Other Implications

- a) Equalities: n/a
- b) Section 17, Crime & Disorder Act 1998: n/a
- c) Section 40, Natural Environment & Rural Communities Act 2006: n/a
- d) Human Resources: n/a
- e) Human Rights: n/a
- f) Other: [e.g. Children's Act 2004] n/a

7. Alignment to Council Priorities

7.1 7.1 The matter raised in this report falls within the following Council priorities:

- A safe and healthy environment
- A prosperous place to live and work

8. Ward/Community Affected

8.1 N/A

Background Papers

None

Lead Contact Officer:

Name/Post: Natalie King

Telephone: 01362 656200

Email: Natalie.king@breckland.gov.uk

Key Decision Status (Executive Decisions only):

This is not a key decision.

Appendix

a) Recruitment & Selection Policy & Procedure (showing tracked changes)