

Agenda Item No: 8 **Report No: 190/07**
Report Title: Recruitment Policy and Procedure
Report To: Employment Committee **Date: 15 October 2007**
Ward(s) Affected: All
Report By: Head of Business Services
Contact Officer(s): John Clark, Head of Business Services

Purpose of Report:

To get agreement to a revised Recruitment policy for the Council.

Officers Recommendation(s):

- 1 That the Recruitment policy at Appendix A and the guides to job descriptions and person specifications at Appendices B and C are adopted.

Information

- 1 The Council's existing recruitment policy and procedure was last updated some years ago and needs updating to reflect changes in recruitment methods e.g. internet advertising, changes in the way the staffing budgets are monitored, and to introduce more recognised good practice.
- 2 The biggest change proposed in the revised procedure is a change to the system of person specifications where we will now tell candidates what method we will use to assess their application. This is described in the guide to person specifications at Appendix C.
- 3 The document "Data Protection Policy and Procedure for Employee Information" referred to in the policy is at draft stage at present and will be added to Infolink once the officer Records Management Group, who oversee our data protection activities have had a chance to comment on it.

Appendices

Appendix A – Recruitment Policy and Procedure

Appendix B – Job Descriptions

Appendix C – Person Specifications