**APPENDIX**

| Policy Section | Suggested Change | Reason for Change |
|---|---|---|
| Title | Retitle Recruitment Policy | Streamline title |
| 1.0 Introduction | Amended Human Resources references to HR | Streamline wording |
| 3.0 Overview of Recruitment Process | Amended Vacancy Control to GMT | GMT process has replaced Vacancy Control |
| | Amended Admin to Business Support | Admin have been retitled Business Support |
| 4.0 Leaver's Questionnaire | Changed 'required' to 'can' | Leaver's Questionnaires are not mandatory |
| | Exit Interview added | Previous version did not include Exit Interview |
| 5.0 Promoting Diversity | Condensed section | The Council has an existing Equality and Diversity, and Equal Opportunities Policy |
| 5.3 Immigration | Amended to Right to Work plus associated legislation | Legislative update |
| 6.0 Recruitment Monitoring | Included data to be reported in Annual Workforce Profile | Custom and practice |
| 7.1 Job Analysis | Condensed and Apprenticeship options referenced | Streamlined wording and reflected current practice |
| 9.0 Person Specification | Signpost Managers to intranet templates | Reflects current practice |
| 10.0 Advertising | Include ring-fencing to be consulted with GMT | Reflects current practice |
| | Remove references to Vacancy Control and replace with GMT | Reflects current practice |
| | Condensed wording | Reflects current practice |
| 11.1 Application Form | Applications checked by Business Support | Reflects current practice |
| 11.5 Shortlisting | Clarified all interview panel members must have completed e-learning training | Reflects current practice |
| | Included Veterans and Care Leavers | Reflects current practice/policy changes |
| 11.6 References | Clarified requirement for references | Reflects current practice |

| 12.3 Interviews | Included video interviews as an option | Reflects current practice and widens potential applicant pool |
|---|---|---|
|  | Removed travel expenses | Reflects current practice |
| 13.0 Supporting Selection Methods | Included psychometric testing, open days and assessment centres as methods used | Reflects current practice |
| 14.1 Membership of the Panel | Clarified that panel MUST have completed relevant training | Reflects current practice |
|  | If HR unable to attend interviews, Managers must discuss with HR in advance | Reflects current practice |
|  | Business Support to send interview documentation to Managers | Reflects current practice |
| 14.3 The Interview | Avoidance of prompting clarified | Reflects current/good practice to ensure equality |
| 14.4 Notes on Disabled Candidates | Removal of Two Ticks Symbol references and replaced with Disability Confident | Reflects current arrangements |
| 15.3 Record Keeping | Reference to data retention periods included | Reflects legislation and current practice |
| 16.1 Notification | Timescales removed and replaced with as soon as possible | Reflects current practice |
|  | Expanded pre-employment checks list to include Right to Work and job-specific clearance | Reflects current practice |
|  | Added disclaimer about job offer withdrawal | Reflects current practice |
| 16.2 Pre-employment medical screening | Reasonable adjustments clarified | Reflects current practice and Equality Act 2010 |
| 16.3 Induction | Updated frequency of Corporate Inductions | Reflects current practice |
|  | Included ne employees meeting GMT | Reflects current practice |
| 16.4 Internal Appointments | Clarified notice periods | Reflects current practice |