

## Report of the Portfolio Holder for Personnel and Resources

**Recruitment and Selection Policy**1. Purpose of Report

To make amendments to the Council's Recruitment and Selection Policy. This is in accordance with the Council's aim to invest in our towns and people.

2. Recommendation

**Cabinet is asked to RESOLVE that the Recruitment and Selection Policy is be amended to include paragraphs outlining initiatives to target particular groups who may experience barriers during recruitment processes , explanation of the process for the recruitment of Assistant Directors and above and clarification regarding starting salary for roles.**

3. Detail

The Council has been working closely with HMP Ranby, exploring initiatives on the employability of ex-offenders and reintegrating them into society and the workplace. The Council understands its role within the County as a large employer and its duty to work with other agencies and Government departments to play a part in proactively engaging with ex-offenders who may have appropriate skills that could be utilised across the workforce.

The Recruitment and Selection Policy is to be amended to include a paragraph outlining that the Council reserves the right to explore employment initiatives to target particular groups who may experience barriers during recruitment processes – this may include Care Leavers, Veterans, Disabled people and ex-offenders. Initiatives may include:

- Providing work experience or training in advance of recruitment to a position
- Ring fencing certain jobs for particular types of candidates
- Proactively recruiting or identifying talent from underrepresented groups especially in “hard to fill” positions.

In addition, a paragraph has been added in 16.2 relating to the appointment of Assistant Directors and above, using a Member Appointment Panel. This is to clarify the existing process. For appointments of Chief Officers, the Council's Constitution will be followed.

A paragraph has been added at 15.1 relating to the starting salary on which successful candidates will be appointed.

Risk Assessments where appropriate would be required, along with compliance with the Equality Act 2010. The Policy is within **Appendix 1** and The Equality Impact Assessment is **Appendix 2** with a Change Table in **Appendix 3**

#### 4. Financial Implications

The comments from the Assistant Director Finance Services were as follows:

There are no additional costs to consider relating to this policy update. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

#### 5. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services were as follows:

Shortlisting and selection decisions will be made through a fair evaluation of the candidate's skills, knowledge, and behaviours and experience required for the role.

As an employer committed to equality, diversity and inclusion, the Council will ensure fair treatment and equality of opportunity in all our employment practices. The Council's commitment to diversity and inclusion within our workforce is grounded in, but not limited to, our responsibilities under the Equality Act (2010) which requires the Council to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are: age, disability, sex, race, gender reassignment, sexual orientation, religion or belief, marriage or civil partnership, pregnancy and maternity.

It is crucial that the Council's recruitment process is legally compliant to protect against the risk of litigation and reputational damage.

#### 6. Updates from Scrutiny

This report was taken to Local Joint Consultative Committee on 18 June 2025 where the following recommendation was made to Cabinet:

RECOMMENDED to Cabinet that the Recruitment and Selection Policy be amended to include paragraphs outlining initiatives to target particular groups who may experience barriers during recruitment processes and the recruitment of Assistant Directors and above with the specific wording of the addition to be

delegated to the Chair and Vice Chair of Local Joint Consultative Committee and the Human Resources Manager.

7. Human Resources Implications

The comments of the Human Resources Manager form the report.

8. Union Comments

The Union comments were as follows:

UNISON supports the proposed amendment to the Policy.

9. Climate Change Implications

The climate change implications are contained within the report.

10. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

11. Equality Impact Assessment

As this is a change to policy a new policy an equality impact assessment is included in **Appendix 2** to this report.

12. Background Papers

Nil.