

Report To: Full Council

Date of Meeting: Tuesday 9th April 2013

Lead Member / Officer: Councillor Barbara Smith

Report Author: Linda Atkin, Head of HR

Title: HR Policy and Procedure

1. What is the report about?

This report has been written to identify the changes that have been made to our current HR policies and procedures in order to comply with legislation changes and best practice. The policies and procedures have been written to provide managers with comprehensive guidance on how to deal with the Recruitment and Selection Providing an Employment Reference, Secondments and Agency Workers within the Council.

2. What is the reason for making this report?

To gain agreement to adopt the following documents as Council policies and procedures:

- Recruitment and Selection
- Providing an Employment Reference
- Secondment
- Agency Workers procedure

3. What are the Recommendations?

That the new and amended policies and procedure are accepted and adopted by Denbighshire County Council.

4. Report details.

The above documents have reviewed in line with legislative changes and best practice and taking into account comments and recommendations made by managers. The documents have been reformatted in a simplified format in order to make them much easier to use and more accessible via the intranet.

Please see appendices 1 - 4 where policy and procedure changes have been highlighted.

Due to the length and amount of documents to be considered, copies of these have not been provided in hardcopy. However, these will be available to members electronically and there will be copies available on the day of the meeting. In the meantime if a copy is required please contact Gemma Hillier on 01824 706200.

5. How does the decision contribute to the Corporate Priorities?

The agreement and implementation of the policies and procedures will allow the Council to recruit and retain employees who are suitable to contribute and achieve the corporate priorities.

6. What will it cost and how will it affect other services?

There will be no additional costs with the agreement and implementation.

This will affect all services within the Council as they will need to comply with policies and procedures to reduce any risk.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

It has been identified that recruiting managers will need to consider the impact on the protected characteristics when justifying recruitment. Recruiting managers will need to ensure that all interview locations have access to all candidates including those with protected characteristics. Also, recruiting managers will need to ensure that if a candidate has notified the Council on reasonable adjustments to be made to attend the interviews, this will need to be actioned. For example, hearing loops, wheelchair access, and additional time for tests. When Assessment centres need to be used, managers will need to ensure that the appropriate equipment is used and is suitable for all applicants. There is a need to ensure that if external consultants are used during the process that all protected characteristics are considered.

The council will need to ensure that at least one member of the recruitment panel has attended equality training as per policy. HR will need to provide refresher training for managers and training for new managers on how to use the policy and procedure.

The policy and procedure will be available on the internet and intranet, however other alternative formats can be requested.

We will need to identify mechanisms that would support female progression.

HR will need to monitor the impact and effectiveness of new policy once implemented.

Please see the appendices 5 -8 for the Equality Impact Assessment Reports.

8. What consultations have been carried out with Scrutiny and others?

The policies and procedures have been distributed for consultation with the Council's Senior Leadership Team and recognised Trade Unions. Please see appendices for comments and actions from the consultation.

9. Chief Finance Officer Statement

There are no significant cost implications resulting from the proposed changes to policies. In some cases the policies have been updated to reflect legislation and current practice, for example in relation to agency worker regulations, so the formalisation of the changes into a policy will not in itself create additional costs.

10. What risks are there and is there anything we can do to reduce them?

The Council will need to ensure that at least one member of the recruitment panel has attended equality training as per policy.

11. Power to make the Decision

This is non-applicable.