

# Y BWRDD GWEITHREDOL

18 TACHWEDD 2019

## POLISI NEWYDD O RAN RECRIWTIO A DETHOL

### Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

Cymeradwyo'r Polisi newydd o ran Recriwtio a Dethol cyn iddo gael ei gymeradwyo'n wleidyddol a'i gyflwyno ledled y Cyngor.

### Y Rhesymau:

Mae'r Polisi Recriwtio wedi cael ei ail-ysgrifennu o ganlyniad i adolygiad recriwtio a oedd yn cynnwys adolygiad recriwtio ar raddfa eang, mewn ymgynghoriad â nifer o reolwyr recriwtio, ac sy'n adlewyrchu deddfwriaeth gyflogaeth gyfredol ac arferion gorau.

Angen ymgynghori â'r Pwyllgor Craffu perthnasol : NAC OES

Angen i'r Bwrdd Gweithredol wneud penderfyniad : OES

Angen i'r Cyngor wneud penderfyniad: NAC OES

### YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-

Y Cyngorydd Mair Stephens

Y Gyfarwyddiaeth: Y Prif Weithredwr

Enw Pennaeth y Gwasanaeth: Paul Thomas

Awdur yr Adroddiad:

Robert Jones-Young

Swyddi:

Prif Weithredwr Cynorthwyol

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# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

18<sup>TH</sup> NOVEMBER 2019

### NEW RECRUITMENT AND SELECTION POLICY

Following feedback from the People Managers conference in relation to the recruitment and selection process and the recommendations of the TIC based review, the Recruitment and Selection Policy has been fundamentally reviewed. In addition the Policy strengthens the Authority's approach to safer recruitment as highlighted and subsequently endorsed by the Authority's Corporate Safeguarding Group. Specifically in relation to this, over the last 12 months key performance indicators have been agreed which monitor compliance with pre-employment checks and this information is reported to the Corporate Safeguarding Group and CMT.

Carmarthenshire County Council's Recruitment and Selection Policy aims to ensure that internal and external appointments to posts at all levels within the Authority are equitable, consistent and safe. The Aims and Objectives of the Policy being:-

- To ensure that the workforce has the relevant competencies, experience, skills and attributes for the Authority's current and future needs - the right people for the right roles at the right time.
- To provide guidelines for the recruitment and selection of employees which will ensure consistent and ethical practice across all departments.
- To provide a framework for best practice in recruitment and selection setting a minimum standard of performance, which may be enhanced by approved departmental adaptations which meet specific needs.
- To ensure that recruitment practice reflects relevant legislation, including ACAS Codes of Practice and the Welsh Government's Ethical Employment and Supply Chain principles and to commend these principles to our suppliers and contractors.
- To support the recruitment of a diverse workforce that will enrich the organisation and reflect the community we serve

The Policy encompasses all activities that form part of the recruitment and selection process and applies to all employees and job applicants/candidates other than those in educational establishments with delegated powers. The Policy aims to ensure that internal and external appointments to posts at all levels within the Authority are equitable, consistent and safe

The Policy provides step by step advice and focuses on safer recruitment whilst enabling managers to recruit as quickly as possible. Key elements are:

- Focus on ensuring recruiting officers are trained in recruitment and selection;
- Encouraging managers to ensure the job profile accurately reflects the job before recruiting;
- Encouraging recruiting managers to utilise a full range of assessment techniques.
- The importance of pre-employment checks especially DBS;

**DETAILED REPORT ATTACHED?**

Appendix – Recruitment and Selection Policy

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Paul R Thomas, Assistant Chief Executive (People Management and Performance)

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	People Management and Performance
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>YES</b>

### Policy, Crime and Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council', 'Making Better Use of Resources' and 'Equality of Opportunity'.

### Legal

This Policy is compliant and reflects current employment legislation and reflects ACAS good practice guidance.

### Risk Management

Failure to comply with this policy could put the Council at risk of legal challenge/abuse of process.

### People Management and Performance

This is a key employment policy which reflects current employment legislation as well as providing consistency relating to safer recruitment and selection practices.

Training on this policy will be provided.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Paul R Thomas Assistant Chief Executive (People Management and Performance)

**1. Scrutiny Committee - N/A**

**2. Local Member(s) - N/A**

**3. Community / Town Council - N/A**

**4. Relevant Partners - N/A**

**5. Staff Side Representatives and other Organisations**

Consultation has taken place with recognised Trade Unions at the Corporate Employee Relations Forum (CERF). In the development of this Policy, recruiting managers have been consulted through workshops and individually and this feedback has informed the final policy.

**Section 100D Local Government Act, 1972 – Access to Information**

**List of Background Papers used in the preparation of this report:**

**THERE ARE NONE**