

**Bolsover District Council**

**Union Employee Consultation Committee**

**8<sup>th</sup> June 2016**

<b>Recruitment and Selection Policy</b>
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**Report of the Joint Assistant Director – Human Resources & Payroll**

This report is public

**Purpose of the Report**

To ask UECC to consider the attached draft Recruitment and Selection policy and guidance documents and to recommend the policy for approval by Council.

**1. Report Details**

- 1.1 Attached at **Appendix 1** is a draft Recruitment and Selection policy and guidance documents for consideration by UECC.
- 1.2 The documents are new and not based on either of the district councils existing policies. The intention is to provide a generic policy based on good practice with local requirements added. The key difference For Bolsover District Council is for the recruiting department to be responsible for long/shortlisting and that all applicants who meet the essential criteria will progress to the next stage of the process.

**2 Conclusions and Reasons for Recommendation**

- 2.1 The purpose of the report is to ask UECC to consider the new draft Recruitment and Selection Policy and seek agreement that the Policy should be recommended to Council for adoption.

**3 Consultation and Equality Impact**

- 3.1 Discussions on the draft policy have already taken place with senior managers and with trade union representatives.

**4 Alternative Options and Reasons for Rejection**

N/A

**5 Implications**

N/A

### 5.1 **Finance and Risk Implications**

N/A

### 5.2 **Legal Implications including Data Protection**

N/A

### 5.3 **Human Resources Implications**

Contained in the report

## 6 **Recommendations**

6.1 The Policy be recommended to Council for adoption.

## 7 **Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	
<b>Links to Corporate Plan priorities or Policy Framework</b>	

## 8 **Document Information**

Appendix No	Title
N/A	
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
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