

Surrey Heath Borough Council
Employment Committee
8 February 2022

Review of Recruitment Policy and Procedure

Head of Service	Louise Livingston –Head of HR, Performance & Communications
Report Author:	Julie Simmonds – HR Manager
Key Decision:	No
Wards Affected:	n/a

Summary and purpose

This report provides the Joint Staff Consultative Group with information regarding the Council's updated Recruitment Policy and Procedure.

Recommendation

The Committee is advised to RESOLVE that the revised Recruitment Policy and Procedure, as set out at Annex A to this report, be agreed.

1. Background and Supporting Information

- 1.1 This policy has been updated to reflect operational changes within the recruitment process namely, a new job profile template, a new timescale for making job adverts live, a new online staffing resources form, the ongoing temporary changes to right to work checks due to Covid 19, and a new DBS umbrella body company.

2. Reasons for Recommendation

- 2.1 Ensure processes are up to date and meet current requirements.

3. Proposal and Alternative Options

- 3.1 The Group is advised to recommend the Policy for adoption, with or without any further amendments it considers appropriate.

4. Resource Implications

4.1 n/a

5. Other Considerations and Impacts

Environment and Climate Change

5.1 n/a

Equalities and Human Rights

5.2 Equality Impact Assessment completed

Community Engagement

5.3 n/a

Annexes

Casual, Fixed Term and Agency Workers Policy and Procedure

Background Papers

n/a