

Surrey Heath Borough Council
Employment Committee
1st February 2024

Recruitment Policy

Head of Service: Sally Kipping – Head of HR, Performance & Communications
Report Author: Julie Simmonds – HR Manager and Jo Hill, HR Advisor
Key Decision: No
Wards Affected: n/a

Summary and purpose

This report provides the Employment Committee on our Recruitment Policy following a review with the aim of giving managers more information and options which is also linked to our intranet, Warbler. The purpose is to ensure Managers think of alternatives when a post becomes vacant as opposed to thinking they need to recruit like for like. We want to give staff opportunities to broaden their knowledge and develop within SHBC wherever we can give these opportunities.

All changes to the policy are tracked change for ease.

Recommendation

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

1. Background and Supporting Information

1.1 The Recruitment Policy has been reviewed to update information and also include:

1.1.1 Career Grades - We have used Career Grades within SHBC for a number of years and wish for this to become more of an option for consideration when a role becomes vacant within the organisation. This will support either internal staff or external recruitment with growing in a role and their salary increasing as their knowledge and experience grows until they reach the ultimate grade given to the role.

1.1.2 Secondments - We have also included secondments as another alternative for filling vacancies as they may arise we can give staff an

opportunity to broaden their knowledge, develop their skills and enhance their professional development.

2. Reasons for Recommendation

- 2.1 To give Managers and staff greater opportunities and clarity around different options for filling a vacant post. It is also to provide this information to Managers and staff both through this policy but through Warbler for consistency.

3. Proposal and Alternative Options

- 3.1 To recommend this Recruitment Policy to Employment Committee for adoption.

4. Resource Implications

- 4.1 n/a

5. Section 151 Officer Comments:

- 5.1 This policy was taken to CMT for their comments on 12th December 2023

6. Legal and Governance Issues

- 6.1 No further matters arising.

7. Monitoring Officer Comments:

- 7.1 This policy was taken to CMT for their comments on 12th December 2023

8. Other Considerations and Impacts

Environment and Climate Change

- 8.1 n/a

Equalities and Human Rights

- 8.2 Equality Impact Assessment will be completed

Risk Management

- 8.3 No matters arising.

Community Engagement

- 8.4 n/a

Annexes

Annex A - Recruitment Policy

Background Papers

n/a