

RECRUITMENT – SUMMARY OF AMENDMENTS

JANUARY 2015

<i>Policy reference</i>	<i>Amendment</i>
Contents	Updated with changes to section titles and page numbers.
Throughout	Updates to titles and heading eg. GSCC to HCPC, and minor tidying up where this does not affect policy or practice.
Para 2.5 – Disclosure and Barring Service	Inclusion of paragraph relating to the requirement to undertake a Basic Disclosure check for employees who require the use of a GCSX email account – this is a Baseline Personnel Security Standard requirement.
4.2.1 Rehabilitation periods	Updated with amendments to eg. Length of custodial sentences when they become spent. Updated tables.
4.3 DBS	Removal of reference to internal Child Protection Register checks – this is no longer applicable nor carried out. Inclusion of paragraph referring to the filtering system for certain cautions and convictions. Reference to Basic Disclosure if user of GCSX email account.
4.4 Asylum and Immigration Act	Updated to reflect changes to regulations and evidence documents to prove right to work in the UK.
Section B – Para 1 Filling a vacancy	Confirmation that authorisation is required by the Chief Executive
Section B Para 4 – Job Requirements – Weighting Job Requirements	Additional first sentence to confirm that it may be appropriate to ‘weight’ the job requirements if the post attracts a large number of applicants – as referenced in Para 12 Shortlisting and Selection Methods. Inclusion of statement to seek further guidance from HR to ensure consistency.
Section 5 Para 5 – The Recruitment and Selection Process Matrix	Updated timescale against ‘Shortlisting’ to reflect current practice from ‘No Less than 8 days prior to interview ‘ to ‘Following day after closing’.
Section B Para 6 – Advertising	Removal of the words ‘under normal circumstances posts must be advertised externally’. Council practice and policy is to ensure opportunities are available to existing staff; would also be contrary to our redeployment procedures.

<p>Section B Para 11 – The Interview Panel .</p> <p>Para 13 – Planning the Interview – Interview Structure</p>	<p>Amendment to the construction of the Interview Panel. Previously policy stated 3 members on the panel. Change is to 'as a minimum there must be two panel members – managers may not interview candidates on a sole basis'.</p> <p>This is to recognise that for some posts, 2 panel members is sufficient. For a small organisation it has proved difficult at times to source 3 panels members and therefore the policy should reflect what is practicable and achievable. For more senior posts, and where applicable, we already use panels or further assessment which ensures a wider input to the assessment and selection process.</p> <p>We have agreed with UCU to review this in 12 months to reflect on any issues that have arisen.</p>
<p>Interview Assessment Form</p>	<p>This form has been removed. This was a supplementary form that duplicated what is recorded on the actual assessment form following the interview.</p>
<p>Para 15 Offer of appointments</p>	<p>Removal of a section that refers to Induction – this is not relevant in this section. Guidance on induction is provided for managers elsewhere outside of this policy.</p>