

EX26. Referral from Corporate Partnership Forum

The Executive considered a report by the Director of Corporate and Housing Services seeking approval of 2 policies which were considered by the Corporate Partnership Forum on 24 April 2019, these were the: Health & Safety Policy and the Recruitment and Selection Policy.

The Health, Safety and Wellbeing team were reviewing the existing policy framework. The aim was to reduce the number of policies, by reviewing documents and linking them more directly with the requirements of the Council's Health and Safety policy and safety management system. The Health & Safety policy had been updated to reflect best practice with updated roles and responsibilities and the use of plain English.

The Recruitment & Selection policy provided guidance on fair recruitment and selection processes. The policy adopted a new format using hyperlinks instead of appendices and introducing 'how to' guides to make it more user friendly. Where possible, the policy had been simplified and duplication removed. A Code of Practice on the English language requirements for public sector workers was now in force and changes had been made to take that into account.

The following areas were also changed:-

- Information on timescales for grading were included;
- Approval levels for creating/amending posts; this took account of feedback from services and managers on streamlining processes and increasing accountability;
- The recruitment checks required in certain circumstances had been reduced and clarified, at which stage, recruitment checks should be carried out. The new arrangements were based on benchmarking from other local authorities and feedback from managers, and
- Information about which interview paperwork should be kept and for how long had been added following a recommendation set out in an audit of recruitment by internal audit.

Decision

The Executive agreed the immediate implementation of changes to the Health & Safety policy and Recruitment & Selection policy.