

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	6 th November 2025
Decision Maker (Officer):	Katie Wilkins, Assistant Director - People
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39). This proposal is within the delegated powers of the Chief Executive, and the Chief Executive, in consultation with the Assistant Director – People, as set out in the Responsibility of Functions and Scheme of Delegation contained within Part 3 of the Council's Constitution, as agreed by Council (Reference Parts 3.9 and 3.19). The Human Resources and Council Tax Committee have responsibility for the discharge of the Part II – miscellaneous functions as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended), and as detailed in Appendix 1 to Part 3 of the Constitution; including the 'decision-making on key Human Resource and Personnel issues not reserved by the Council or delegated to officers'. This extends to the agreement of key personnel policies, including those relating to Pay and Reward.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Human Resources and Council Tax Committee Chairman/Vice Chairman.

Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	That the Council adopts the updated Council's Recruitment and Selection Policy and Procedure; Authorisation for the Assistant Director (People), in consultation with the Head of Paid Service, to make any necessary and consequential amendments to associated people policies and procedures arising from the implementation of the updated policy; and Authorisation for the Assistant Director (People), in consultation with the Head of Paid Service, to make any further amendments to the policy (<i>and any associated policies</i>) as may be required to ensure compliance with future changes to employment legislation, including those anticipated under the Employment Rights Bill, particularly in relation to family leave and support provisions.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	As the Recruitment and Selection Policy and Procedure has undergone a significant update, it was appropriate for the Human Resources and Council Tax Committee to approve its adoption in accordance with Part 3 of the Council's Constitution. The updated Recruitment and Selection Policy and Procedure reflects procedural enhancements following the implementation of the Council's HR and Payroll System (iTrent), incorporates current best practice, and reinforces the Council's commitment to fair and inclusive recruitment. It ensures that all candidates, internal and external, have equitable access to employment opportunities, enabling the Council to attract and retain a diverse and skilled workforce. The policy also clarifies the roles and responsibilities of recruiting managers and the HR team and provides comprehensive guidance on legal obligations associated with recruitment activity. The policy reflects current best practice and has been developed in collaboration with Human Resources, Unison, and relevant service leads.

Highlight any associated risks/finance/legal/equality considerations:	The updated Recruitment and Selection Policy and Procedure will ensure that the Council meets any statutory obligations with regards to current employment legislation, including the recent amendments to the Employment Rights Bill. By adopting and implementing the updated Recruitment and Selection Policy and Procedure, the Council reinforces its commitment to legal compliance, mitigates risk, and demonstrates a proactive approach to the recruitment and selection of staff. The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic. No specific resources or financial implications have been identified to date, as these working practices are already in place, and the cost sits within existing budgets.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The updated Recruitment and Selection Policy ensures the Council is fully compliant with employment legislation and best practice, putting the organisation and its staff in a positive position as we progress towards Local Government Reorganisation. This policy will therefore align with any employment responsibilities of the new unitary authority.
Details of any Alternative Options Considered and rejected (together with reasons):	The Council has a legal obligation as an employer to comply with current employment legislation. Failure to do so could result in a claim by an employee if they felt they had been treated unlawfully, and a potential employment tribunal claim.
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	None. N/A
	X Not applicable – Decision [and report] to be published

Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	If Report is not to be published – tick one of the following boxes:	
	☐	The report supporting the Decision contains confidential information
	☐	The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
	☐	• Relates to an individual
	☐	• Likely to reveal the identity of an individual
	☐	• Relating to financial or business affairs of a person or organisation
	☐	• Relates to a claim for legal professional privilege in legal proceedings
	☐	• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
☐		• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Reasons: N/A		

Officers

Signed:



Title: Katie Wilkins, Assistant Director - People

Dated: 06/11/25