

<b>Report to:</b>	MSMTM
<b>Report by:</b>	Helen Gardner-Swift, Head of Corporate Services (HOCS)
<b>Meeting Date:</b>	23 February 2022
<b>Subject/ Title:</b> (and VC no)	Key Document Review C5 Recruitment and Selection Policy and Handbook (VC165597)
<b>Attached Papers</b> (title and VC no)	Draft C5 Recruitment and Selection Policy VC165329 Draft C5 Recruitment and Selection Procedures VC165330 Draft Committee Report – Recruitment Template VC165449

## Purpose of report

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1. The purpose of this Committee Report (CR) is to consider the Key Document Review, the revised draft key documents and the draft CR Recruitment Template.

## Recommendation and actions

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2. I recommend that the following are approved/agreed:
  - (i) the draft C5 Recruitment and Selection Policy is approved
  - (ii) the draft C5 Recruitment and Selection Procedures is approved
  - (iii) the draft CR – Recruitment template is set up as a template
  - (iv) that this CR and accompanying papers are published as set out in paragraph 22.

## Executive summary

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3. A planned key document review of the current C5 Recruitment and Selection Policy and Handbook (VC122668) was due to take place in August 2022 but has been brought forward as it is intended to carry out further recruitment in the near future.
4. Recruitment is the overall process whereby we appoint staff to fill vacant or new posts. This needs to be a considered process and should not be undertaken without the necessary approvals and resource in place.
5. Selection covers the series of activities used to best identify the most suitable candidate for any particular vacant post on the basis of their job-related skills and abilities.
6. The current key document procedures are cumbersome, repetitive and difficult to understand and follow in places. When reviewing these, it became obvious that a different approach was required. In essence, the revised policy and procedures are the same as before (but are now set out in 2 separate documents) and are more consistent, streamlined and understandable.
7. The draft policy provides a sound framework for the recruitment of staff and aims to make sure that the Scottish Information Commissioner (the Commissioner) attracts, selects and

retains the most suitable candidates by using the most appropriate, efficient, fair, open and effective recruitment and selection processes.

8. The draft procedures cover the activities that form part of the Commissioner's recruitment process and will enable consistency across any recruitment we undertake. The aim of the document is to provide more clearly articulated procedures, and to provide the SMT and other staff involved in the recruitment process with the information required to fulfil their respective responsibilities.
9. The draft policy and procedures have been formatted in a way that makes a PDF version more accessible - the documents look different from our usual key documents but they are easier to read. The various forms and documents needed for the recruitment process are detailed within the documents and will be held as templates in Virtual Cabinet. The template CR – Recruitment is also attached for approval.

## **Risk impact**

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10. The Commissioner's reputation and, also, public confidence in the Commissioner could be undermined if the Commissioner does not demonstrate good practice and good governance in recruitment and selection practices.
11. The revised documents will mitigate against strategic and operational risks of not having effective and robust governance and human resource arrangements in place.

## **Equalities impact**

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12. In carrying out any recruitment, we need to comply with the Equality Act 2010, relevant equality polices and relevant employment legislation. The Commissioner is committed to promoting equality of opportunity and treatment and to ensuring that there is no discrimination in recruitment and selection practices.
13. The revised documents will manage the risk of discrimination, promote diversity and ensure recruitment and selection are managed fairly. In addition, having robust and accurate guidance ensures that the any equality impact arising from recruitment and selection is mitigated as far as possible.

## **Privacy impact**

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14. No privacy impact arises directly from this CR.

## **Resources impact**

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15. An adequate and reasonable amount of time must be allowed for each stage of the recruitment and selection process and take into account the other duties and responsibilities of the SP, the FAMs, the Administrator and the HOCS. The recruitment timescales, also, are subject to there being sufficient staff resource available to carry out the recruitment.

## **Operational/ strategic plan impact**

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16. The review of the Key Document has been included as a project in the Operational Plan 2021-22.

## **Records management impact (including any key documents actions)**

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17. If approved and when finalised for publication, the HOCS will be the Responsible Manager (RM) for the Recruitment and Selection Policy and the SMT the approver.
18. The Finance and Administration Manager (FAM) will be the RM for the Recruitment and Selection Procedures and the HOCS will be the approver.
19. Both new key documents will be published and will sit within Class 5 of the Commissioner's Guide to Information.

## **Consultation and Communication**

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20. The SMT have been consulted on the draft documents and their comments have been taken into account.
21. MSMTM minute and Key Documents update.

## **Publication**

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22. I recommend that this CR is published as follows:
  - (i) the CR is published in full
  - (ii) each Key Document, the Recruitment and Selection Policy and the Recruitment and Selection Procedures, is withheld on the basis that Section 27 of FOISA applies and each Key Document will be finalised and published in full on our website as soon as possible.