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## MANAGEMENT REVIEW COMMITTEE

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**Tuesday, 28th November, 2017**

**Present:** Councillor Miles Parkinson (in the Chair), Councillors Paul Cox and Tony Dobson

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**238 Apologies for Absence**

There were no apologies for absence.

**239 Declarations of Interest or Dispensations**

There were no declarations of interest or dispensations.

**240 Minutes of Last Meeting**

The Minutes of the meeting of the Management Review Committee held on 6<sup>th</sup> September 2017 were submitted for approval as a correct record.

**Resolved** **- That the Minutes be received and approved as a correct record.**

**241 Draft Recruitment and Selection Policy**

The Head of Human Resources submitted a report and presented a draft Recruitment and Selection Policy, as attached at Appendix 1 to the report and drew attention to the proposed amendments set out in Paragraph 3.3 of the report. The current Policy was attached at Appendix 2 to the report.

The Head of Human Resources informed the Committee that the current Policy had been agreed in 2009 and although still relevant, the toolkit and framework included in the Policy made it very lengthy with some duplication in both documents. The draft Policy was more concise and practical for managers and provided clear guidance on the key stages of the recruitment and selection process.

Unison disagreed with the proposed approach to allow for internal only advertising of vacancies in the first instance for at least 5 days unless (i) there were exceptional reasons for placing an external advert or (ii) the role was at service manager level or higher. Unison believed that all vacancies should be advertised internally first and the Hyndburn Unison Branch Secretary and Branch Treasurer present at the meeting, spoke on the reasons for that viewpoint. The Head of Human Resources presented senior management's reasons for the proposed approach.

**Resolved** **- That the draft Recruitment and Selection Policy be approved and adopted, subject to the wording contained in the Paragraph relating to internal / external advertising being replaced with the wording "All posts**

**will be advertised to internal candidates first, for a minimum period of five working days".**

Signed:.....

Date: .....

Chair of the meeting  
At which the minutes were confirmed