***RECRUITMENT, SELECTION, REDEPLOYMENT AND RELOCATION (RSRR) POLICY***

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1 INTRODUCTION

* 1. EXECUTIVE SUMMARY

This policy outlines Inverclyde Council’s procedures for recruitment, selection, redeployment, and relocation, ensuring alignment with best practices and legislative requirements. It aims to provide a fair, transparent, and inclusive framework to support the recruitment and retention of a diverse and talented workforce

* 1. BACKGROUND

The combined policy integrates recruitment, selection, redeployment, and relocation procedures to streamline processes and enhance operational efficiency. It reflects best practices from other councils and adheres to guidelines from the Scottish Social Services Council (SSSC) and Advisory, Conciliation and Arbitration Service (ACAS).

The Recruitment, Selection, Redeployment and Relocation (RSRR) Policy is designed to ensure the Council attracts, selects, and retains the best candidates in a fair, transparent, and consistent manner, in line with best practices and legislative requirements. This policy aims to remove potential barriers to accessing services and support that may exist for some people, particularly where they may have a history of having experienced trauma

This policy sits alongside the Recruitment, Selection, Redeployment and Relocation Procedures which provides detail of the how employees should implement processes in line with the policy.

* 1. STRATEGIC CONTEXT

Aligning with the Council’s vision and values, this policy supports strategic objectives related to workforce management and organisational development. It supports the Council Plan 2023/28 outcomes of:

• More people will be in employment, with fair pay and conditions

• High quality and innovative services are provided, giving value for money, and

• Our employees are supported and developed

1.4 LINKS TO LEGISLATION

This policy considers relevant legislation, including the Equality Act 2010, Employment Rights Act, and the Working Time Regulations, to ensure comprehensive compliance. It promotes fair talent management through adherence to the ACAS Code of Practice, ensuring that all recruitment, selection, redeployment, and relocation activities are conducted fairly and transparently.

Inverclyde Council is an equal opportunities employer. The Council is committed to promoting equality and diversity throughout the recruitment and selection process. All activities will comply with the Equality Act 2010, ensuring no candidate is discriminated against based on protected characteristics. This policy should be considered in conjunction with Inverclyde Council’s Equality and Diversity Policy.

The Council recognises its social, moral and statutory duty to employ people with disabilities and will do all that is practicable to meet this responsibility. As a Disability Confident Employer, the Council guarantees interviews for disabled applicants who meet the essential criteria for a role, ensuring fair opportunities for candidates with disabilities.

The Council supports the Armed Forces Covenant and ensures fair treatment of current and former members of the armed forces and their families during the recruitment process. Council managers will give positive consideration to shortlisting veterans for posts where they meet the essential criteria of the post. In addition the Council will publicise through recruitment materials its support for reservists, highlighting that applications from reservists are particularly welcome.

* 1. AIM

The aim is to establish a fair, transparent, and inclusive policy framework that supports the recruitment, retention, redeployment, and relocation of a diverse and talented workforce

* 1. LINKS TO CORPORATE GROUPS

This policy is linked to the work of the Corporate Management Team and the Corporate Quality Improvement Group, ensuring alignment with broader organisational policies and objectives

1. Scope

This policy applies to all recruitment, selection, redeployment, and relocation activities within Inverclyde Council. However, it is acknowledged that the terms and conditions specific to the teaching profession may necessitate amendments to address these differences appropriately.

1. **POLICY CONTENT**

**3.1 Recruitment and Selection**

* + 1. **Application and Scope**

This policy applies equally to all employees and applicants for posts, whether permanent, fixed term, or temporary, irrespective of grade, or profession. While the principles of this policy apply to the recruitment and selection of the Chief Executive and Chief Officers there are differences in procedures, outlined in the appendix to the procedures document.

The policy also applies to the recruitment to supply teaching or casual/sessional work registers. A separate protocol is available which covers the circumstances for engagement of casual/sessional workers.

All existing Council employees, modern apprentices, supply and casual (sessional) workers are entitled to apply for internal vacancies. This includes agency workers who have been on the same assignment for a period of more than 12 weeks.

Organisational Development, Human Resources & Communications reserve the right to withhold or withdraw any vacancy for redeployment, at any stage of the recruitment and selection process including up to where an appointment has been recommended, as per the Council’s Redeployment Policy.

Unless there are exceptional circumstances, existing employees who are employed by the Council on a permanent basis and who are appointed to a temporary or fixed term post within the Council should always be given the right of return to their substantive post. However, this right of return is not an automatic entitlement and employees must always discuss this with their current line manager before accepting a move to another post. In exceptional circumstances where a manager believes they are unable to give an employee the right of return to their original post, approval must be sought from the Head of Organisational Development, Human Resources & Communications. The right of return would be to a suitable alternative on the same grade, with this included in the new contract. This must be discussed by the manager with their employee before accepting a move to another position.

Training is essential for all managers prior to participating in recruitment panels – at any stage, with specific training for panel chairs. This ensures adherence to fair and consistent recruitment practices and aligns with best practice across other organisations.

* + 1. **Jointly Funded Posts**

There may at times be posts which are jointly funded by a partnership organisation. For this reason, the recruitment & selection process may differ slightly for this type of vacancy in relation to both new and backfilled posts.

The ownership of the recruitment & selection process for this type of post may rest with either of the parties jointly responsible for the post. Applicants will therefore be subject to the recruitment & selection policy & procedures of the organisation responsible for filling the vacancy.

* + 1. **Recruitment Process**

Anyone involved in the recruitment process who has a personal relationship with a candidate, or may be able to exercise favouritism, should remove themselves from the process. Where there is any doubt, they should take no part in the shortlisting and interview process. For example where:

* they are in a close personal relationship with a candidate e.g., husband/wife/spouse, civil partnership, co-habitant.
* they are a relative of a candidate e.g.- daughter/son, sibling, parent, aunt/uncle, cousin etc. including in-laws and step relatives.
* they are a close friend of a candidate. e.g. - someone known personally and on a social basis outside of work.
* they are living in the same household as a candidate. e.g. - lodger, step-sibling etc.
* they have previously had a personal relationship with a candidate e.g. – ex-wife/husband/partner etc.

This list is not exhaustive. Where there is a potential perception of a conflict of interest discretion should be used and advice sought from HR.

Where practicable, anyone directly involved in the appointment process who is also listed as a referee for any candidate they must either decline from acting as a referee or take no further part in the interview process.

Recruiting managers are expected to check the central redeployment register to identify any potential matches to their vacancy prior to commencing with the recruitment process.

The vacancy management processes should be followed in order to receive the correct approvals before a post is advertised. Advertising will then be coordinated by HR.

Shortlisting for interview will be based on the essential and desirable criteria for the post as set out in the person specification ensuring that the process is free from discrimination. Candidates who have indicated on their application that they have a disability or are a veteran, and who meet the essential criteria for the post, will be shortlisted for interview in line with our Disability Confident Initiative and Armed Forces Covenant.

* + 1. **Interview Panels**

In respect of the Council's Equality & Diversity Policy, every effort should be made to have interview panels are balanced with at least one male and one female member where possible.

In appointment panels, for which recruitment is delegated to officers, it is the role of the Chairperson to ensure that appointments are run in accordance with the recruitment procedure and all attempts are made to achieve a gender balance on interview panels.

Where the Recruitment Panel consists of a panel of Elected Members and/or parent councils, such appointment panels should strive for gender balance and both male and female recruiters should be on each Panel or where that is not practicable, an HR representative/other officer of appropriate gender should be in attendance to advise the Panel.

There may be occasions where an Elected Member panel composition is fixed based on the principle of political balance and a gender mix may not be possible.

**All interviews must be conducted in a fair and consistent manner and must be structured and systematic. The interview process and format is outlined in the Recruitment, Selection, Redeployment and Relocation Procedures**

* + 1. **Canvassing of Elected Members or Employees**

The canvassing of Elected Members or employees of the Council, directly or indirectly, in connection with any appointment being made by the Council, shall disqualify the candidate.

* + 1. **Positive Action**

The Council follows the principles of ‘positive action’ as outlined in the Equality Act 2010. This can be applied during the recruitment and selection process when a tie breaker situation arises between two (or more) candidates of equal merit. Positive action allows an employer to make an appointment based on a particular protected characteristic possessed by a candidate.

This process must only be used in consultation with the Head of Organisational Development, Human Resources & Communications.

* + 1. **Politically Restricted Posts**

Some posts in the Council are politically restricted by virtue of the Local Government & Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990.

Where a political restriction applies this means that the applicant will not be permitted to be involved in, or may be restricted, in political interests or associations. If the post being applied for is politically restricted this will be shown on the job advert. If you are unsure whether this applies to you or a post you wish to apply for, please contact Organisational Development, Human Resources & Communications.

* + 1. **Safer Recruitment Checks**

The Council will carry out employment checks to determine the suitability of candidates for a post, for example:

* Confirmation of Right to Work in the UK.
* PVG Enhanced/Standard/Basic or post April 2026 Level 1 and Level 2 Disclosures.
* Criminal Conviction Declaration, if the post is not regulated work with a vulnerable group.
* SSSC, GTCS registration
* Pre-Employment Health Checks.
* References - two written references (one for internal candidates if moving from one Service area to another) will be requested and one should be from the current line manager. Internal candidates with an internal referee will only need a verbal reference. Teachers require one reference from their previous head teacher. It must be completed on the relevant head teacher report form which is sent to the successful candidate by HR Support. Teachers that are returning to teaching after some time will require two references as per their work history.
* Confirmation of qualifications required to meet the essential criteria on the person specification - relevant qualifications will be viewed at interview.

Inverclyde Council is committed to ensure information gathered is used fairly. All safer recruitment checks must be satisfied otherwise an offer of employment may be withdrawn.

Recruiting managers should follow the steps in the Recruitment, Selection, Redeployment and Relocation Procedures to:

1. notify candidates whether they have been unsuccessful or are the preferred candidate,
2. provide feedback,
3. provide information to HR on the interview outcome, and
4. liaise with the preferred candidate and HR to confirm their start date.

All safer recruitment checks must be satisfied otherwise an offer of employment may be withdrawn.

Although safe recruitment checks will be carried out prior to appointment there may be exceptional occasions where an offer of employment is offered subject to satisfactory checks in agreement with HR.

Upon starting employment, the employee will undertake the corporate induction in addition to service or role specific induction.

* + 1. **Reengagement**

The Council will not normally re-engage an employee who has benefited from an early departure package in a similar role or as a consultant within 12 months of leaving. It is acknowledged, however, that employees may apply for other advertised vacancies during this time. This does not apply in respect of sessional/supply work.

More widely in the public sector the decision to re-engage officers immediately after they take redundancy or early retirement has been subject to criticism by Audit Scotland and managers need to be aware of this and the public perception of the use of public funds in making decisions on re-employment.

* + 1. **Complaints**

The Council will endeavor to respond to any concerns the employee or applicant has concerning any aspect of the recruitment and selection process. This is outlined in the Recruitment, Selection, Redeployment and Relocation Procedure.

**3.1.11 Teacher Specific Recruitment Information**

Inverclyde Council acknowledges the unique procedures and job specifications applicable to the recruitment and selection of teaching staff. These processes are guided by the Local Negotiating Committee for Teachers (LNCT) agreements, which provide specific frameworks for appointments and job descriptions within the teaching profession.

The following LNCT agreements should be referenced for detailed guidance on recruitment and job specifications for teaching staff:

* LNCT 04-2023: Employment of Teachers on Temporary Contracts
* LNCT 05-2024: Appointment of Teachers on Permanent Contracts
* LNCT 10-2024: Temporary Promoted Posts in Schools
* LNCT 11: Job Description – PT Primary
* LNCT 12: Job Description – PT Secondary
* LNCT 13: Job Description – DHT Primary

These documents outline the agreed procedures for appointments, job specifications, and other relevant aspects of teaching positions. They are essential for ensuring compliance with the specific requirements of the teaching sector.

To access these documents please visit the Scottish Negotiating Committee for Teacher (SNCT) website at <https://www.snct.org.uk/InctAgreements.php>. Select “Inverclyde” in the filter and then for the relevant LNCT numbers listed above.

* 1. **Redeployment**

**3.2.1 Reasons for Redeployment**

Redeployment within the Council may be necessary as a result of one of the following:

1. Capability
	1. Medical grounds
	2. Performance Issues
	3. Where redeployment is the outcome of a formal action.
2. Redundancy
3. Efficiency of the Service (where there is no redundancy situation but there would be efficiency improvements resulting from the retirement).
4. Displacement due to budget savings, restructures, job redesign
5. Some Other Substantial Reason (SOSR)

i. For example it is recognised that personal relationships with colleagues can deteriorate or that circumstances outwith the work environment can adversely affect an employee’s ability to function in the job.

ii. To be included on the Redeployment Register for SOSR a report into the circumstances would be required, e.g. a recommendation through the Council’s Dignity & Respect at Work Processes. This would also need to be approved by the Head of Organisational Development, Policy & Communications and the relevant Head of Service.

* + 1. **Staff covered by arrangements**

This covers all permanent employees of the Council and temporary employees as detailed below.

For temporary employees (as defined in the Temporary Employee Protocol), whose employment is due to be terminated, redeployment to a suitable alternative position or vacancy will be sought in accordance with the undernoted arrangements. Temporary teachers will be dealt with in terms of the relevant Local Negotiating Committee Teachers (LNCT) and Scottish Negotiating Committee Teachers (SNCT) provisions. There can be no guarantee that a suitable alternative position will be found and, if not, this will result in the termination of employment in the normal manner, and with notice in accordance with contractual entitlement.

Where the employee has up to 2 years service the Redeployment Register will be checked, at employee or manager’s request for up to a 6 week period, to be agreed between Head of Service and HR, but ending no later than the contractual notice end date. Management must advise the employee, in accordance with the Temporary Employee Protocol, that the end of a fixed term /temporary appointment is being considered and the reasons for this. The employee must be invited to a meeting with management to discuss the circumstances, to establish whether the contract might be extended or whether there is any alternative work the employee could do. If no suitable alternative vacancy found then the employee’s dismissal shall take effect – if suitable redeployment found and agreed to by the employee then existing contract will be terminated by mutual consent, in writing, and subsequent offer of employment in new role offered at rate for the post (no salary protection consideration).

Where an employee has more than 2 years service the Redeployment Register will be checked at employee or manager’s request for up to a 12 week period, to be agreed between Head of Service and HR, but ending no later than the contractual notice end date. Management must advise the employee, in accordance with the Temporary Employee Protocol, that the end of a fixed term /temporary appointment is being considered and the reasons for this. The employee must be invited to a meeting with management to discuss the circumstances, to establish whether the contract might be extended or whether there is any alternative work the employee could do. If no suitable alternative vacancy found then the employee’s dismissal shall take effect and the contract terminated with redundancy payment, in redundancy situation – if suitable redeployment found and agreed to by the employee then existing contract will be terminated by mutual consent, in writing, and subsequent offer of employment in new role offered at rate for the post (no salary protection consideration).

Notwithstanding the above, the Council may exercise discretion in exceptional circumstances (Head of OD, Policy & Communications in consultation with Chief Financial Officer & relevant Head of Service) e.g where any employee with over 2 year’s temporary service is to be displaced and face a “redundancy” situation and where an alternative post is sourced but at a substantially reduced grade. In such cases employees may be eligible for salary protection up to a maximum of 1 year.

Teachers will only be covered where the following are not applicable: LNCT 15- ‘Future Provision - School Accommodation Staffing Policy’, ‘Scottish Schools (Parental Involvement) Act 2006’ and ‘Parental Involvement in Headteacher and Deputy Headteacher Appointments (Scotland) Regulations 2007’.

The Scottish Teachers’ Superannunation Scheme (SPPA) circular 09/2012 referring to redeployment on the grounds of ill health for Teachers may apply.

Redeployment is a reasonable adjustment under the Equality Act 2010. If there are no reasonable adjustments that would enable a disabled employee to do their current job, employers must look for suitable alternative vacancies to which the employee can be transferred.

**3.2.3. Terms of Redeployment**

Redeployment will be looked for with reference to the following terms and conditions, subject to provisions in respect of Temporary Employees:

1. Consideration will only be given to an employee whose circumstances are as detailed above.
2. Organisational Development, Policy & Communications will keep a central Redeployment Register. Consideration will be given to temporarily placing individuals in temporary posts in the interest of utilising an employee’s skills, improving the skills base of an employee, and as a consequence positively affecting absence levels. Employees receiving retraining of some description not with their own service will, however, continue to be paid by their own service.
3. Where an employee is included in the Redeployment Register on health grounds a search for a suitable alternative role will commence within their current service, then directorate.
4. A suitable alternative post has to be a substantive, temporary or fixed term vacancy - established post i.e. a post is not created to accommodate an individual.
5. Pregnant Employees who have commenced their maternity/family leave; or Shared Parental Leave/Adoption Leave who are selected for redundancy, special provisions apply to them. They must be given first refusal on any available suitable alternative.
6. A suitable alternative employment opportunity may be at a lower, or similar salary level. Where an employee can demonstrate to management that they meet all essential criteria of a vacant higher salaried post then this may be considered. The job description and person specification for the vacancy will be the factors which determine if there is the possibility of a match. The associated remuneration package is not a determining factor, although any salary differential would have to be “reasonable” as determined by the Head of Organisational Development, Policy & Communications.
7. Offers of redeployment will be made at the salary rate attached to the post. Protection in terms of conditions of service and 1 year’s salary protection will apply where redeployment occurs due to reasons of restructure, redundancy or for health reasons when recommended, by the Councils Occupational Health Adviser, as essential.
8. The redeployment will be subject to consultation with the relevant Head of Service. Should a vacancy be considered appropriate then the employee to be redeployed may be considered without recourse to the advertising process or on a restricted basis (i.e. when limiting leeting to a retricted pool and not advertising competitively, with other employees on the Redeployment Register) and slotted in where they meet the essential critieria for the post. Individuals alternatively may be interviewed as part of the normal recruitment and selection process, depending on the circumstances of the post and subject to agreement by the Head of Organisational Development, Policy & Communications and relevant Head of Service.
9. The authorised signatory of a ‘Request to Advertise’ form should consider all requests to advertise a post as potential redeployment opportunities, and, therefore, ensure that the central Redeployment Register is considered prior to the authorisation to advertise a vacancy. A suitable candidate for the vacancy found on the Redeployment Register may circumvent the traditional recruitment and selection process at any stage prior to having made an offer of employment to a candidate.
10. In determining the suitability of any offer of alternative employment, cognisance will be taken by HR and the appointing Head of Service of the following factors: pay; status; location; working environment; hours of work; job description; person specification.
11. Any offer of alternative employment will be subject to the Council’s safer recruitment practices.
12. The redeployment will be subject to a four week trial period during which time the employee and the new service will be able to assess the suitability of the transferee. In the event of either party considering the alternative as unsuitable the reason offered should be captured in writing and reported to the Head of Organisational Development, Policy & Communications. Where the reason is agreed by the Head of Organisational Development, Policy & Communications as a justifiable one, the employee will return to the Redeployment Register and remain attached to their substantive service.
13. An employee who rejects the offer of redeployment, which is considered a reasonable match by the Head of Organisational Development, Policy & Communications, without good reason may result in their dismissal taking effect subsequent to the employee having, in the view of the Head of Organisational Development, Policy & Communications, unreasonably refused the offer of a suitable alternative post. Employees will be given 2 working days to consider an offer. The Head of Organisational Development, Policy & Communications has discretion to extend the two day period for acceptance in appropriate cases.
14. When determining whether a suitable offer of redeployment has been made, a variety of factors require to be considered including rate of pay, duties of the job, location, any family friendly issues. The deciding factor will be where an employee has no justifiable reason for refusing a job that the employer deems a suitable alternative offer of employment.
15. Where possible, the period on the Redeployment Register will be determined at the outset. This will be for up to 6 months (inclusive of notice period). This timescale may be extended in exceptional circumstances for an additional 6 months (for example, due to serious health issues) by the Head of Organisational Development, Policy & Communications and relevant Head of Service. In determining the period for redeployment, consideration will be given to a number of factors, eg. the remaining sickness allowance of an employee, the expiry date of the existing contract of employment, how long a service can maintain an employee on redeployment who may be on restricted duties or work placement.
16. Where staff are displaced as a result of a service review /budget saving the custom & practice for employees is a maximum of 12 weeks and will be agreed by Head of Service and HR, in consultation with Trade Union. Budgetary and financial constraints will also be a key determining factor when deciding on the period for redeployment. For example, when the Council carries out its annual budget review, or where redundancies are necessary, redeployment periods will be determined based on the financial circumstances of the Council at that time.
17. Financial liability will remain with employing service up until the beginning of the trial after which it is the new service. If the trial does not work out liability returns to the employing service. On occasions the new service can agree to contribute towards the salary protection costs.
18. If no suitable alternative employment is found, then the employee’s dismissal will take effect and the contract of employment will be terminated at the end of the redeployment and notice period.
19. Restructure - In circumstances in which post(s) have been removed from the organisational structure as a result of organisational change the employee(s) in the post(s) find themselves in a displacement situation. Where more than one employee is affected by an organisational change and all options under the voluntary redeployment and voluntary severance routes are entirely exhausted, the Council will identify which employee is displaced by applying the Displacement Selection Criteria Matrix. Details are contained in the Voluntary Severance Policy, and the employee will be placed on the Redeployment Register.
20. The Council will attempt to avoid compulsory redundancy where practicable but where an employee(s) are displaced from their job(s), have gone through the redeployment process without success and do not wish to opt for voluntary severance, then a report will be prepared for the Policy and Resources Committee to advise of the position and to seek authority to make a displaced employee or employees compulsory redundant. Any severance payment made will be the same that is offered under voluntary severance. All appropriate notice periods will apply.
21. Retraining will be available within reasonable boundaries, that is to say with reference to previous experience, qualifications already gained, time and cost constraints. This process should be considered immediately and is the responsibility of senior management within the transferee service to instigate.
	* 1. **Other Conditions**

Where an employee, has been redeployed because of a service restructure/ redundancy situation the following additional conditions will apply:

1. Where the alteration results in a move to a post which has earnings lower than the employee’s previous salary then a Certificate of Material Change will be issued. This certificate has the effect of protecting pension rights for a period of ten years, by recognising the employee’s most advantageous salary arrangements over the prescribed period.
2. Where the alteration results in a move to a post which has earnings lower than the employee’s previous salary then pay protection on a cash conserved basis will apply for up to one year.

The Certificate of Material Change detailed in paragraph above will also be applicable to employees who have been redeployed due to the ill health criteria, as outlined by Strathclyde Pension Fund Scheme and whose earnings are now lower than their previous salary.

**3.2.5 Right of Appeal**

Where a dismissal is due to the expiry or termination of a temporary/fixed term contract, then the right of appeal is one internal stage and to a Corporate Director (or nominated senior officer not previously involved). For all other dismissals, the right of appeal will be to the Human Resources Appeal Board or HR Appeals Panel (Officers), for absence related dismissals.

An employee who is of the opinion that their circumstances have been considered unfavourably can raise a grievance using the Council’s Grievance Procedure, subject to the terms of that procedure.

* 1. **Relocation**

**3.1.1 General Conditions**

The Council wishes to encourage its employees to live within the Inverclyde area to promote population and economic growth. Relocation expenses will therefore only be applicable where an employee moves into the Inverclyde area.

It is expected that the move will take place within 1 year of taking up employment.

In considering claims, the following criteria will be applied:

* Considering an employee’s normal means of travel, whether it is considered unreasonable or impractical for the employee to commute from their present home to their new place of employment.
* Any expenses must have been necessarily and actually incurred and will be to a maximum level as specified in the procedures
* Expenses will be recovered on a proportionate basis from the employee should they fail to complete 2 years service from the date of the move. A declaration to this effect will require to be signed by participants. Any repayment due must be made **before the employee leaves the service of the Council**.

Enquiries as to whether the allowances may be payable should be raised with the Head of Organisational Development, Human Resources, Policy and Communications (OD, HR, Policy & Communications) prior to actual expenditure being incurred.

**4 ROLES AND RESPONSIBILITIES**

4.1 THE CHIEF EXECUTIVE

The Chief Executive has overall responsibility for the maintenance and operation of this policy.

4.2 DIRECTORS

Directors are responsible for setting the strategic direction of their Service consistent with the principles of the policy.

4.3 HEADS OF SERVICE

Heads of Service should promote a culture whereby accurate information is recorded in relation to recruitment, selection, redeployment and relocation, procedures are followed and appropriate supports put in place.

4.4. SERVICE MANAGERS

Service Managers should ensure employee awareness of key policies.

4.5 EMPLOYEES

Officers are expected to:

* accurately complete forms and processes relating to recruitment, selection, redeployment and relocation in a timely manner and
* ensure they understand their role in the policy implementation.

**5 IMPLEMENTATION**

5.1 TRAINING

Training on the content of this policy is provided to employees.

5.2 COMMUNICATION OF THE POLICY

The policy will be available on ICON, the intranet, as well as publically via the Council website.

**6 RISK**

6.1 LEGISLATIVE RISK

This policy takes into account the requirements of the Equality Act 2010, Employment Rights Act, and the Working Time Regulations.

6.2 WIDER RISKS

Without this policy there is a risk that fair and transparent processes are not followed with consequential reputational and financial detriment to the Council. These policies also aim to secure the best candidates for roles and so minimise workforce capacity risks.

**7 EQUALITIES**

7.1 CONSULTATION AND ENGAGEMENT

This policy was updated in consultation with the Trade Union Liaison Group.

7.2 EQUALITY IMPACT ASSESSMENT

This policy was assessed in relation to the Council’s equality duties. All employees are entitled to use, access and be subjected to the policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Protected Characteristics.