



**Revised Recruitment and Selection Policy**

**Committee** Personnel

**Date of meeting** 28 April 2023

**Date of report** 18 April 2023

**Report by Director of Finance & Corporate Support**

**1. Object of report**

To recommend approval of the revised Recruitment and Selection Policy which has been subject to consultation with the recognised Trade Unions.

**2. Background**

SPT’s Recruitment and Selection Policy was last reviewed and updated in April 2018 and as a result of internal review and legal advice have now been updated.

SPT’s recognised Trades Unions have been consulted on all changes to the Recruitment and Section Policy prior to implementation.

**3. Outline of proposals**

As part of SPT’s review of the Recruitment and Selection Policy, it has been updated to ensure compliance with Data Protection and UK GDPR legislation and reflect organisational changes.

A summary of the recommended changes is attached at Appendix 1 with the full draft Recruitment and Selection Policy attached at Appendix 2.

**4. Conclusions**

SPT’s Recruitment and Selection Policy has been updated to reflect organisational changes and legal advice. A summary of changes to the Recruitment and Selection Policy and proposed new Recruitment and Selection Policy is attached at Appendices 1 and 2 for information. Trade Unions, Unite the Union and Unison have been consulted prior to adoption of the updated Recruitment and Selection Policy.

**5. Committee action**

The Committee is recommended to approve the attached Recruitment and Selection Policy which has been subject to consultation with the recognised Trade Unions.

**6. Consequences**

Policy consequences

*Recruitment and Selection Policy updated to reflect organisations changes and legislation.*

Legal consequences	<i>Recruitment and Selection Policy complies with legislation.</i>
Financial consequences	<i>None.</i>
Personnel consequences	<i>HR to ensure the changes are communicated to all SPT employees.</i>
Equalities consequences	<i>None envisaged.</i>
Risk consequences	<i>Not updating the Recruitment and Selection Policy may result in non-compliance with the Data Protection and UK GDPR.</i>
Climate Change, Adaptation & Carbon Consequences	<i>None directly.</i>

**Name** Neil Wylie  
**Title** **Director of Finance & Corporate Support**

**Name** Valerie Davidson  
**Title** **Chief Executive**

For further information, please contact *Neil Wylie, Director of Finance & Corporate Support*, on 0141-333 3380 or *Janice Morgan, Head of HR*, on 0141-333 3414.

## APPENDIX 1

### Summary of Changes to Recruitment and Selection Policy

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
1.	1.	<b>Statement of Policy</b>		
			No changes	
2.	2.	<b>Scope of Policy</b>		
			Update/Review	Line 2 – word “such” removed
3.	3.	<b>Legislation</b>		
			No changes	
4.	4.	<b>Principles</b>		
			Update/Review	Line 3 – replaced “use” with “utilise a dedicated recruitment IT system and”
		<b>Procedures</b>		
5.		<b>End to End Process</b>	Section removed	
6.	5.	<b>Responsibilities</b>		
6.1.	5.1.	<b>Human Resources Department</b>	Renumbered to 5.1 Update/Review	
6.2.	5.2.	<b>Line Managers, Managers and Heads of Department</b>	Renumbered to 5.2 Update/Review	Line 1 – added “The recruiting manager, supported by HR, is responsible for ensuring that best practice is followed in the recruitment process in line with the ‘Recruitment and Selection Guidance and Procedures’.”

<b>Current Section No.</b>	<b>New Section No.</b>	<b>Contents</b>	<b>Reason for Changes</b>	<b>Revised/Key features</b>
				Line 6 – “Director of Finance and HR” changed to read “Director of Finance & Corporate Support”
<b>7.</b>	<b>6.</b>	<b>Training</b>		
			Renumbered to 6	
	<b>7.</b>	<b>Data Protection and UK GDPR</b>		
			New Section added	SPT will comply with the principles for processing personal data in line with its Data Protection Policy and applicable Data Protection legislation. Any data collected from the point at which an employee applies for a vacancy within the organisation will be held securely and accessed by, or disclosed to, individuals only for the purpose of managing their recruitment and selection. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with SPT’s Information Security Incident reporting process immediately
<b>8.</b>	<b>8.</b>	<b>Review and Update</b>		
			Update/Review	Change from “Director of Finance & HR” to “Director of Finance & Corporate Support”
<b>9.</b>	<b>9.</b>	<b>Approval (Signature and Date)</b>		
			Update/Review	Change from “Director of Finance & HR” to “Director of Finance & Corporate Support”



## STRATHCLYDE PARTNERSHIP FOR TRANSPORT

### RECRUITMENT AND SELECTION POLICY

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
0.02	Updated to reflect current legislation and organisational changes.		09/04/2018
0.03	Updated to reflect changes to Data Protection legislation and organisational changes.	Karen McGarrity, HR Advisor	12/01/2023



## **Policy**

### **1. Statement of Policy**

The purpose of this policy is to outline SPT's approach to the recruitment and selection of employees. SPT recognises that its success, both operationally and strategically, depends heavily upon securing the right people, with the right skills at the right time. The recruitment and selection process and timescales applied for any given vacancy will be tailored to the specific business requirements but will always be in line with the principles of equality of opportunity.

SPT is committed to equality of opportunity and encourages applications from a diverse range of candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The principles outlined in the Code of Conduct will apply throughout the recruitment process to ensure that appointments are made on the basis of merit.

### **2. Scope of Policy**

The policy applies to the recruitment and selection activity of all employees of the organisation, irrespective of whether a contract is for a temporary, fixed term or permanent duration. The policy applies to both internal and external recruitment.

### **3. Legislation**

The following legislation and guidance are of relevance to the formulation and implementation of this policy:-

- The Equality Act (2010)
- Immigration, Asylum and Nationality Act (2006)
- Rehabilitation of Offenders Act (1974)
- General Data Protection Regulations (GDPR) (2018)

### **4. Principles**

Recruitment and selection will be conducted in a professional and responsible manner in compliance with current employment legislation and internal policy guidelines.

SPT utilise a dedicated recruitment IT system and web-based technology to complete administration tasks relating to the recruitment process such as advertising and attraction, assessment, selection and the hiring of staff.

All documentation and data relating to applicants will be treated confidentially and stored in accordance with the General Data Protection Regulations (GDPR) (2018) and in line with the agreed retention schedule.



## **5. Responsibilities**

### **5.1. Human Resources Department**

The Human Resources Department is responsible for implementing and monitoring the application of the policy and procedures across the organisation and, as such, will support and guide recruiting managers and staff as required to ensure consistency and fairness.

HR will compile statistics, including in relation to equal opportunities, and will evaluate recruitment campaigns to identify the most appropriate recruitment and selection approach for vacancies in terms of effectiveness, quality of outcome and cost.

### **5.2. Line Managers, Managers and Heads of Department**

The recruiting manager, supported by HR, is responsible for ensuring that best practice is followed in the recruitment process in line with the 'Recruitment and Selection Guidance and Procedures'.

In line with the Code of Conduct, an employee who is responsible for all or part of the recruitment/selection process and is related to, or has or has had a personal relationship with any applicant, must disclose that relationship to the Director of Finance & Corporate Support prior to the interview process commencing. The Director will consult with the Head of HR and will advise on how the process will be conducted.

Where the subsequent interview or selection process determines any of these parties are the most suitable applicant, the Line Manager must seek formal agreement from their Director prior to any formal offer.

### **5.3. Individual Employees**

Individual employees are responsible for their own career and personal development planning. As such, employees are responsible for keeping up to date with opportunities available across SPT by checking the intranet and/or by registering for alerts on the eRecruitment portal.

Employees must declare any personal relationship, current or previous, with the recruiting Manager to HR so that appropriate arrangements can be made to ensure the integrity of the process.

Prospective employees must disclose any personal relationship current or previous, with HR prior to interview. This opportunity is provided at invite to interview stage where recruiting managers are disclosed to the candidates.

Employees must complete the application process within the timescales advertised and ensure that all information provided therein is factually correct.



## 6. Training

All managers and staff responsible for recruitment and selection activity will receive appropriate training to ensure successful implementation of the policy.

## 7. Data Protection and UK GDPR

SPT will comply with the principles for processing personal data in line with its Data Protection Policy and applicable Data Protection legislation. Any data collected from the point at which an employee applies for a vacancy within the organisation will be held securely and accessed by, or disclosed to, individuals only for the purpose of managing their recruitment and selection. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with SPT's Information Security Incident reporting process immediately.

## 8. Review and Update

This policy will be reviewed and updated as appropriate by the Director of Finance & Corporate Support and HR after consultation with our recognised Trade Unions.

## 9. Approval (Signature and Date)

Sign:

Print: **Neil Wylie**

Date: 24<sup>th</sup> February 2023

Designation: **Director of Finance  
& Corporate Support**