



LONDON BOROUGH OF BRENT

MINUTES OF THE GENERAL PURPOSES COMMITTEE Tuesday, 24 November 2009 at 6.30 pm

PRESENT: Councillor Blackman (Vice-Chair in the Chair) and Councillors Bessong, Beswick, Butt, Dunwell and Sneddon

Apologies were received from: Councillors John, Colwill, Lorber and Wharton

1. **Declarations of personal and prejudicial interests**

None declared

2. **Minutes of the previous meeting**

RESOLVED:-

that the minutes of the previous meeting held on Tuesday 3rd November 2009 be approved as an accurate record of the meeting.

3. **Matters arising (if any)**

None.

4. **Deputations (if any)**

None.

5. **Revised Recruitment and Selection Policy & Procedure**

Councillor Sneddon (Lead Member for Human Resources and Diversity, Local Democracy and Consultation) introduced the report from the Assistant Director of Human Resources which set out the details of the proposed revised recruitment and selection policy and procedure. He explained that the purpose of the policy review was to provide a modern recruitment framework that would meet the council's requirements to successfully recruit and retain a talented workforce.

The Assistant Director of Human Resources set out the three key changes to the policy and procedure, which were the use of internal recruitment when appropriate, the use of e-recruitment and the use of CVs (curriculum vitae) in the application process. Following a concern raised around the issue of equality and internal advertising, the Assistant Director assured the committee that procedures would be put in place to ensure that the council's equality policies and equality legislation were not breached. She explained that the Assistant Director of Human Resources, or her delegated representative, in consultation with the relevant

director would be responsible for the approval and decision as to whether internal advertising was appropriate.

In response to an enquiry regarding whether internal advertising would be used for just junior positions, the Assistant Director explained that it could be used for both junior and senior positions, depending on what was appropriate. She noted that since joining the council in 2005, a consistent message which had come out of the staff surveys was that many staff believed that there was not enough priority being given to developing the council's own staff. This revised policy and procedure, she explained, would give the council an opportunity to address this need, whilst also ensuring that council processes remain fair.

Following a concern raised as to whether job descriptions would be flexible and adaptable enough to reflect changing circumstances, the Assistant Director assured the committee that the council was aware of the need for job descriptions to have flexibility built into them. It was noted that the changes to the policy and procedure would have no bearing on the composition and workings of the appointment board for senior positions.

RESOLVED:-

- i) that the policy and procedure (attached as appendices one and two to the report from the Assistant Director, Human Resources) be approved and adopted by the council with immediate effect specifically proposals for implementing:
 - E-Recruitment (I-grasp)
 - Internal advertising
 - The use of CVs (curriculum vitae);
- ii) that the Assistant Director, Human Resources, be authorised, after consultation with the Borough Solicitor and then consultation with the relevant trade unions, to amend the Recruitment Policy and Procedure from time to time;
- iii) that the Assistant Director, Human Resources, be authorised, after consultation with the Borough Solicitor, to issue supplementary guidance to managers on recruitment issues from time to time.

6. **Appointments to Sub-Committees / Outside Bodies (if any)**

RESOLVED:-

that approval be given to the following changes to committee membership:-

GP Licensing Sub-Committee

Delete Councillor Eniola
Insert Councillor Joseph

Senior Staff Appointments Sub-Committee

Delete Councillor Eniola as 2nd alternate to Councillor John
Insert Councillor Long as 2nd alternate to Councillor John

Staff Appeals Sub-Committee A

Delete Councillor Colwill
Insert Councillor Joseph

Delete Councillor Eniola as 1st alternate and insert Councillor Colwill

RESOLVED:-

that approval be given to the following changes to outside body membership:-

London Councils Health & Social Care Forum

Delete Councillor Mrs Fernandes
Insert Councillor Colwill

London Councils Economic Development Forum

Insert Councillor Steel as Deputy

7. Any Other Urgent Business

There was none.

8. Date of Next Meeting

It was noted that the date of the next meeting of the General Purposes Committee was scheduled for the 26th January 2010.

The meeting closed at 6.50 pm

B BLACKMAN
Vice-Chair in the Chair