

**EXCERPT FROM THE MINUTES OF  
THE CABINET  
OF 1 NOVEMBER 2022**

**Finance, Human Resources and ICT.**

**C**

**10. Revised Recruitment and Selection Policy.**

There was submitted a report ([issued](#)) of 19 October 2022 by the Chief Executive seeking approval for

- (1) the revisions applied to the Council 'Recruitment and Selection' Policy ('the Policy'), Handbook and Charter which incorporate:
  - new online recruitment resources;
  - changes to the Right to Work legislation;
  - achievement of Recruit with Convictions Ambassador Status; and
  - payment of SSSC fees; and
- (2) the implementation of a new guidance document on the Recruitment of Ex-Offenders.

The Cabinet

**Decided:**

- (a) to note the work that had been undertaken in the development of the revised Policy, Handbook and Charter, working with the Director of Recruit with Conviction and the Ayrshire Criminal Justice Partnership;
- (b) to approve the revisions made to the Policy, Handbook and Charter, as detailed in Appendices 1 to 3 of the report;
- (c) to approve the implementation of the new guidance document on the Recruitment of Ex-Offenders, as detailed in Appendix 4 of the report;
- (d) to agree that the Council would maintain its current position to discuss criminal convictions at interview;

- (e) to request that the Chief HR Adviser publicise and promote these procedures;
- (f) to request that officers from Procurement consider using the Ambassador's principles within commissioning and tendering by the Council and report back to a future meeting of Cabinet with any proposals;
- (g) to note that the roll out of 'Recruit with Conviction' awareness and skills development training would be carried out for managers across the Council;
- (h) to agree the updating of the Council's terms and conditions of employment to reflect the recommendations in this report;
- (i) to approve the changes made to the Recruitment and Selection complaints procedure, as detailed in Appendix 5 of the report; and
- (j) to approve the proposal that references requested by external organisations for current or former employees were solely issued by the HR department and only provide basic employment details (such as the position held and employment dates).