

**The Local Government Staff Commission for Northern Ireland**



**Review of the Code of Procedures on Recruitment and Selection**

**Schedule of Amendments**

**February 2016**

## 1. **Background**

This paper sets out a schedule of amendments for the revised Code of Procedures on Recruitment and Selection (the Code).

Wording which is proposed for deletion is highlighted in red and crossed out. Wording which is proposed to be added is highlighted in purple.

## 2. **Amendments**

The structure of the Code remains the same. The significant changes are as follows:

- the removal of references to the Local Government Staff Commission for Northern Ireland (the Commission) which will cease to exist on 31 March 2017
- the removal of references to the Code as a statutory Code based on Section 40 (4)(b) of the Local Government Act as the statutory functions of the Commission will also cease to exist on from 31 March 2017
- the removal of references to Commission Observers

The amendments to the Code are outlined by section below:

## 3. **The Purpose and Structure of the Code** (pages 8-11)

### **Status of the Code** (page 8)

This paragraph has been deleted.

### **Departures from the Code** (page 9)

This paragraph has been deleted.

**4. Part A The Legislative Framework** (pages A:1-A:12)

This Part will be amended in line with advice from our legal advisors and the Equality Commission for NI during the consultation process.

**5. Part B General Principles Underpinning the Code** (pages B:1-B:21)

**Local Government Reform/Modernising Agenda** (page B:3)

This paragraph has been deleted.

**Merit Principle** (page B:4)

The reference to Commission advice has been removed.

**Recruitment Methods** (page B:5-B:6)

This paragraph has been deleted and will be replaced by the paragraph below:

**Managing Talent Across Local Government** (page B:6-B:7) and **Annex 4 Guidance and Action Plan on a New System for Recruiting and Developing Local Government Staff** (pages B:14-B:21)

This paragraph and annex have been added to outline a new approach to recruiting and developing staff in order to provide councils with the opportunity to retain the skilled, motivated and diverse workforce required to deliver excellent and efficient, citizen-centred services.

**Re-organisation and Change** (page B:7)

The reference to the Commission has been deleted.

**6. Part C Terms of Reference** (pages C:1-C:6)

**Status of the Code** (page C:1)

This paragraph has been deleted.

**The Scope of the Code** (page C:2)

The references to the Commission have been deleted.

**Departures from the Code** (page C:3)

This paragraph has been deleted.

**7. Part D Recruitment and Selection in Practice** (pages D:1-D:113)

**Stage 1 - Drafting the Recruitment Documentation**

**Selection Criteria and the Person Specification** (pages D:4- D:5)

References to Rodger's seven-point plan and Fraser's five-point plan have been deleted and a paragraph on the Competency Framework for Local Government has been included.

**Drafting a Person Specification** (page D:6)

A reference to the local government competency framework has been included.

**Procedures for the Recruitment and Selection of Group Chief Building Control Officer** (page (D:9-D:10) and **Annex 6** (pages D:23-D:29)

This paragraph and annex have been deleted.

**Procedures for the Recruitment and Selection of Group Chief Environmental Health Officer** (page (D:10) and **Annex 7** (pages D:30-D:37)

This paragraph and annex have been deleted because these posts no longer exist.

**Annex 6 Procedures for the Recruitment and Selection of Clerk and Chief Executive** (pages D:14-D:22)

Any references to the role of the Commission have been deleted.

It is recommended that an independent third party administers the recruitment exercise instead of the Commission. The independent person should attend the shortlisting and interview panel meetings.

It is recommended that the shortlisting panel is chaired by one of the Professional Assessors, and his/her views will prevail should the panel not be unanimous.

## **Stage 2 - Establishing the Panel and the Preliminary Meeting**

### **Panel Composition** (page D:39)

The reference to the approval of the Commission has been deleted and replaced with the Chief Executive.

### **Panel Composition for Shared Posts** (pages D:39-D:40)

This paragraph has been deleted as these posts are now recruited in line with the guidance for panel composition.

### **The Role of the Human Resources Section** (page D:41-D:42)

A reference to the local government competency framework has been inserted.

A reference to the local government recruitment portal has been inserted.

### **The Role of Commission Observer** (pages D:44-D:45)

#### **Consideration of Observer Reports by the Commission** (page D:45)

#### **Commission Observer's 'Approval' Role** (page D:45)

#### **Commission Observer's Concerns Regarding the Appointment Process**

(page D:46-47)

These paragraphs have been deleted.

### **Timetable for the Recruitment and Selection Process** (page D:52)

The reference to the Commission has been deleted.

**Annex 7 Matrix of Panel Composition** (page D:53)

References to the Commission have been deleted.

**Matrix of Panel Composition – Group Building Control** (page D:54)

**Matrix of Panel Composition – Group Environmental Health** (page D:55)

These matrices have been deleted as the Group staff are now part of the councils.

Subsequent appendices have been re-numbered.

**Guidance Notes for Professional Assessors Attending Selection Panels in Councils and the NIHE** (pages D:60-D:64)

References to the Commission have been deleted.

**Stage 3 - Starting the Recruitment Process**

**The Application Form** (page D:66)

A reference to the local government recruitment portal has been included.

**Recruitment Consultancy** (page D:71)

References to the Commission have been deleted.

**Executive Search Consultants** (page D:72)

References to the Commission have been deleted.

**Stage 4 – Shortlisting**

**Composition of the Shortlisting Panel** (page D:81)

References to the Commission have been deleted.

**The Shortlisting Process** (page D:83)

A reference to assessment exercises used for shortlisted has been included.

**Assessment Arrangements** (page D:84)

A reference to situational judgements tests has been included.

**Stage 5 – Assessment Arrangements**

**Assessment Arrangements** (page D:84)

A reference to situational judgements tests has been included.

**Situational Judgement Tests** (page D:89)

A paragraph on situational judgement tests has been inserted.

**Stage 6 – The Interview**

**Arrangements for Interview** (page D:95)

The reference to the Commission has been deleted.

**Annex 13 Sample Interview Assessment Form** (page D:106)

The reference to the Commission has been deleted.

**Stage 7 – Post Interview**

**Child Protection** (page D:112)

The title of this paragraph has been changed to 'Safeguarding' to reflect council policies and a reference to 'adults who may be at risk of harm' has been inserted.