

Committee	Human Resources and Remuneration Committee		
Agenda Item	12		
Date paper prepared	18/09/2023	Date of committee meeting	27/09/2023
Subject	Staff Recruitment – Internal Audit		
Author	Kathy MacDonald, HR & OD Lead		
Action requested	Review and note		
Purpose of the paper	Short report on findings and actions taken/to be taken		
Brief summary of the paper	<p>The purpose of the audit was to provide assurance over the design and operational effectiveness of the key controls in staff recruitment.</p> <p>Actions require detailed below</p>		
Consultation			
Resource implications	<p>Summarise the resource implications contained within or resulting from the actions/ activities described in the paper. This may include details of financial or human resources, including estimated or potential benefits/ costs, budgets, or forecasts. If this requires expenditure please confirm that this is included in the relevant budget and has budget holder approval.</p> <p>If none, or not known, please state this.</p>		
Risk implications	<p>There is a risk that the recruitment process is challenged and we are unable to evidence that the policy has been followed fairly and consistently</p>		

Link with strategy	
Equality, Diversity and Inclusion	
Island Community Impact	Summarise how any actual or potential (positive or negative) impacts on island communities have been considered in the development of the paper.
Paper status	<input type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction. <input type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting. <input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].
Freedom of information	Open If closed/ withheld, select date this will become 'open': Enter a date.

Policy to be updated as follows

- To reflect specific documentation required – done
- HR to monitor the return of documentation – ongoing
- In respect of panel composition – done
- Training slides to be updated for unconscious bias – outstanding
- In respect of interview panel to meet following interview – done
- Retention policy section to be updated – done
- Panel members required to complete recruitment training – done
- Staff Recruitment budget to be imported into finance system – done
- Budget owner to monitor actual figures -v- budget regularly – done
- Update website with guidance on how applicants/candidates with disabilities will be treated and supported – ongoing
- Publish equalities outcomes on website – done
- Share updated policy with staff highlighting the key changes - done