

Record of operational decision

Decision title:	Amendment to Herefordshire Council's 'Guide to Resourcing'
Date of decision:	27 February 2020
Decision maker:	Assistant Director, People (formerly Head of HR and OD)
Authority for delegated decision:	Under the Corporate Support Directorate's scheme of delegation (item 46), the Head of HR and OD (now Assistant Director, People) has authority to approve HR procedures and guidance in consultation with Management Board.
Ward:	Countywide
Consultation:	<p>The Assistant Director, People has consulted Management Board in respect of this amendment.</p> <p>The Council's recognised Trade Unions will be informed of the amendment at the next Joint Partnership Forum meeting. Formal consultation with the Trade Unions is not required in respect of amendments to HR guidance documents.</p>
Decision made:	<p>To update the 'Guide to Resourcing' by replacing one reference to the old "Two Ticks" scheme with the new "Disability Confident" scheme and amending document wording so that it now states:</p> <p>"The following candidates will be interviewed if they meet the essential criteria for the post they are applying for:</p> <ul style="list-style-type: none"> • Those who indicate that they have a disability. This is part of our commitment to the "Disability Confident" scheme; • Those who indicate in their supporting statement that they are an Armed Forces Veteran or Reservist. This is part of our pledge to support the Armed Forces Covenant; and • Those who indicate in their supporting statement that they are a Herefordshire care leaver. This is part of our commitment to supporting young people leaving our care. <p>Note: the reference to candidates with a disability is not a new addition – this was already covered in the previous version. The references to Herefordshire care leavers and Armed Forces Veterans and Reservists are, however, new additions.</p>
Reasons for decision:	<p>The Council's Corporate Parenting Strategy is being revised and republished for 2020. It sets out how the Council as Corporate Parent will provide every opportunity for its looked after children and care leavers. This includes reducing the number of care leavers who are not in education, employment or training. One of the ways the Council can support this is by offering a guaranteed interview to every care leaver who meets the essential criteria of the person specification when applying for a job within the Council.</p>

	<p>The Armed Forces Covenant is a promise by the nation that those who serve or who have served in the armed forces, and their families, will be treated fairly. The Council, together with local partners signed the Herefordshire Armed Forces Community Covenant in May 2012.</p> <p>In 2018, the Council received the Silver Award from the Armed Forces Covenant Employer Recognition Scheme. The Council is now actively working towards the Gold Award.</p> <p>As part of its commitment to the Armed Forces Covenant, the Council already encourages job applications from Armed Forces Veterans and Reservists. This was not, however, stated in any of the Council's existing HR procedures meaning it was therefore necessary to make a small amendment to the 'Guide to Resourcing'.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>The risks of not amending the 'Guide to Resourcing' are that:</p> <ul style="list-style-type: none"> • the Council's HR procedures do not accurately reflect practice in respect of job applications received from Herefordshire care leavers; • the Council's HR procedures do not accurately reflect practice in respect of job applications received from Armed Forces Veterans and Reservists; and • the Council may not be able to maintain and/or strengthen its position under the Armed Forces Covenant Employer Recognition Scheme. <p>There are no financial, legal or equality considerations arising from this decision.</p> <p>Similarly, there are no health and safety implications arising from this decision.</p>
<p>Details of any alternative options considered and rejected:</p>	<p>The option of not amending the 'Guide to Resourcing' was considered but rejected, on the basis that this would not support the Council's commitment to supporting its care leavers and the Armed Forces Covenant.</p>
<p>Details of any declarations of interest made:</p>	<p>None.</p>

Signed..... 

Date: 28 February 2020