

Glasgow Kelvin College

Board of Management Meeting of 10 December 2025

Recruitment and Selection Policy

Report by Director of People and Culture

1. Introduction

Members will be aware that the College has developed, in partnership with representatives of its recognised Trade Unions, staff, management and external partners and students, where appropriate, a range of policies and procedures for Glasgow Kelvin College.

The purpose of this report is to apprise members of the outcome to the consultation on a review of the College Recruitment and Selection Policy in line with the Policy Review Schedule.

2. Policies and Procedures

The following section provides members with an update on the review of the Recruitment and Selection Policy.

2.1 Recruitment and Selection Policy (Appendix 1) - For Approval by the Board of Management Committee

In accordance with the Policy Review Schedule, the College has undertaken a review of its Recruitment and Selection Policy to ensure that it continues to support the attraction and recruitment of the widest and diverse pool of suitably skilled and experienced candidates as possible. The review seeks to enhance the College's ability to appoint individuals who possess the appropriate qualifications, experience, and attributes to meet organisational needs and contribute effectively to the achievement of the College's strategic objectives.

The review also aims to strengthen inclusive and transparent recruitment practices, ensuring compliance with relevant employment legislation and alignment with the College's commitment to equality, diversity, and inclusion. It further seeks to provide managers with a clearer understanding of the factors influencing candidate attraction and selection to support evidence-based and equitable recruitment decisions.

Consultation feedback was invited from the staff and management, UNISON, and EIS-FELA. The draft document was also shared with an external partner (culture consultants) and the College's legal advisors for review.

All feedback received has been carefully considered and incorporated into the Policy where appropriate.

The main changes to this Policy to be noted include:

- Sections 1 and 13 - the addition of references to new or amended legislation.
- Section 3 - the inclusion of the College Values and a link to the College website - a reference to the College Values was incorporated after the Finance and Resources Committee and in anticipation that these will be approved by the Board of Management.
- Updated references to revised administrative processes and support, such as the anonymised application and selection process and the Health Passport.
- The incorporation of the following Sections:
 - Section 6. Shortlisting - explains this process to applicants
 - Section 12. Structural and/or Role Changes - provides clarity for the processes associated with organisational changes.
- Section 14 - the process for providing internal staff with feedback, post application or interview, as part of the College's commitment to career progression for staff. Feedback will be provided when requested to internal candidates to assist staff prepare for future opportunities and career progression.
- Clarification on the recruitment complaints process.

Members should note that the College collates data on the recruitment and selection process and any complaints received annually and reports these in its Public Sector Equality Duty Report.

The College provides members of a recruitment and selection panel with appropriate training, advice and guidance in the processes and equality and diversity.

The Recruitment and Selection Policy was considered by Finance and Resources Committee at its meeting held 25 November 2025 and members were invited to comment. No comments were received. Members of the Board of Management are recommended to approve the revised Recruitment and Selection Policy for immediate implementation.

6. Resource Implications

There are no resource implications identified as a result of this report.

7. Impact on Students

The revised Recruitment and Selection Policy aims to attract and appoint appropriately skilled, talented staff who can support learners effectively and contribute to the delivery of high-performing, quality services.

8. Risk and Assurance

There are no risk implications identified as a result of this report.

10. Equality and Inclusion

There are no equality implications identified as a result of this report. Members should note that the Equality Impact Assessment has been reviewed and revised and is available on the College website.

Members should note that appropriate training and development for managers and awareness training for staff will be provided in relation the Recruitment and Selection Policy.

11. Data Protection

No data protection issues have been identified as a result of this report.

12. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

13. Recommendations

Members of the Board of Management Committee are recommended to:

- i) approve the Recruitment and Selection Policy (**Appendix 1**) for immediate implementation; and
- ii) note that training for line managers will be delivered in AY 2025-26 to support the effective implementation of the Recruitment and Selection Policy.

14. Further Information

Further information on the content of this report and its appendices can be obtained from Doreen Shiels, Director of People & Culture Services
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