

SEA PRE-SCREENING REPORT (COVER NOTE)

PART 1

To: SEA.gateway@scotland.gsi.gov.uk
or
SEA Gateway
Scottish Executive
Area 1 H (Bridge)
Victoria Quay
Edinburgh EH6 6QQ

PART 2

An SEA Screening Report is attached for the plan, programme or strategy (PPS) entitled:

Aberdeenshire Council Personnel Policy: Recruitment and Selection

The Responsible Authority is:

Aberdeenshire Council

COMPLETE PART 3 or 4 or 5

PART 3

Screening is required by the Environmental Assessment (Scotland) Act 2005. Our view is that:

an SEA is required because the PPS falls under the scope of Section 5(3) of the Act and is likely to have significant environmental effects **or**

an SEA is required because the PPS falls under the scope of Section 5(4) of the Act and is likely to have significant environmental effects **or**

an SEA is not required because the PPS is unlikely to have significant environmental effects

PART 4

The PPS does not require an SEA under the Act. However, we wish to carry out an SEA on a voluntary basis. We accept that, because this SEA is voluntary, the statutory 28 day timescale for views from the Consultation Authorities cannot be guaranteed.

PART 5

None of the above apply. We have prepared this screening report because:
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PART 6

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PART 7

Signature (electronic signature is acceptable)	KAnderson
Date	29 October 2007

SEA PRE-SCREENING REPORT - KEY FACTS

Responsible Authority	Aberdeenshire Council
Title of PPS	Aberdeenshire Council Personnel Policy: Recruitment and Selection
Purpose of PPS	The policy aims to modernise the recruitment and selection policy, process and procedures consistent with recent and relevant legislative requirements. It seeks to develop a framework to attract best candidates and highest calibre of employees.
What prompted the PPS (e.g. a legislative, regulatory or administrative provision)	Administrative requirements and the provisions of the Scottish Schools (Parental Involvement) Act 2006
Subject (e.g. transport)	Recruitment
Period covered by PPS	2006-2011
Frequency of updates	As and when required
Area covered by PPS (e.g. geographical area – it is good practice to attach a map)	The whole of Aberdeenshire
Summary of nature/content of PPS	It covers policy objectives, policy statement, policy scope and links to other policies. It covers the procedure for vacancy advertising, job descriptions and specifications, leeting and composition of panel.
Are there any proposed PPS objectives?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Copy of objectives attached	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Date	29 October 2007

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Our determinations regarding the likely significance of effects on the environment of **[insert PPS title]** is set out in Table 1.

TABLE 1 – LIKELY SIGNIFICANCE OF EFFECTS ON THE ENVIRONMENT

TITLE OF PPS <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Aberdeenshire Council Personnel Policy: Recruitment and Selection</div> RESPONSIBLE AUTHORITY <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Aberdeenshire Council</div>		
Criteria for determining the likely significance of effects on the environment (1(a), 1(b) etc. refer to paragraphs in Schedule 2 of the Environmental Assessment (Scotland) Act 2005)	likely to have significant environmental effects? YES/NO	Summary of significant environmental effects (negative and positive)
1(a) the degree to which the PPS sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources	No	It sets no framework for projects and other activities. It merely deals with recruitment process and procedures
1(b) the degree to which the PPS influences other PPS including those in a hierarchy	No	It sets no framework for PPS. It is merely influenced by other PPS relating to equality, relocation, resettlement, protection of children, discrimination, human rights as well as trade union and labour relations among other recruitment-related policies

1(c) the relevance of the PPS for the integration of environmental considerations in particular with a view to promoting sustainable development	No	It does not address environmental or sustainability issues
Criteria for determining the likely significance of effects on the environment (1(d) etc. refer to paras in Schedule 2 of the Environmental Assessment (Scotland) Act 2005)	Likely to have significant environmental effects YES/NO	Summary of significant environmental effects (negative and positive)
1(d) environmental problems relevant to the PPS	No	There are no known environmental problems relevant to this policy
1(e) the relevance of the PPS for the implementation of Community legislation on the environment (for example, PPS linked to waste management or water protection)	No	The policy does not affect or is affected by any Community legislation on the environment.
2 (a) the probability, duration, frequency and reversibility of the effects	No	No effects
2 (b) the cumulative nature of the effects	No	No perceived cumulative effects
2 (c) transboundary nature of the effects (i.e. environmental effects on other EU Member States)	No	No transboundary effect

2 (d) the risks to human health or the environment (for example, due to accidents)	No	There are no discernible risks associated with the implementation of this policy
Criteria for determining the likely significance of effects on the environment (2(e), 2(f) etc refer to paras in Schedule 2 of the Environmental Assessment (Scotland) Act 2005)	Likely to have significant environmental effects? YES/NO	Summary of significant environmental effects (negative and positive)
2 (e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	No	No effect
2 (f) the value and vulnerability of the area likely to be affected due to- (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land-use.	No	No effects on designated and non-designated sites
2 (g) the effects on areas or landscapes which have a recognised national, Community or international protection status	No	No effects on landscapes

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A summary of our considerations of the significant environmental effects of Aberdeenshire Council Personnel Policy: Recruitment and Selection is given below.

TABLE 2 – SUMMARY OF ENVIRONMENTAL EFFECTS

Aberdeenshire Council Personnel Policy: Recruitment and Selection aims to modernise the recruitment and selection policy, process and procedures consistent with recent and relevant legislative requirements. It seeks to develop a framework to attract best candidates and highest calibre of employees. It does not set a framework for projects and other PPS. There are no environmental problems relevant to this policy. The policy, which does not affect or is affected by any Community legislation on the environment, has no discernible risks associated with its implementation.

It is the considered opinion of Aberdeenshire Council that this PPS has no effect in relation the environment.

DRAFT

ABERDEENSHIRE COUNCIL PERSONNEL POLICY: RECRUITMENT AND SELECTION

1. Policy Objectives

- 1.1 Aberdeenshire Council is committed attracting the best candidates and recruiting the highest calibre of employees. Recruitment and selection will be undertaken in an environment of continuous improvement to ensure a modern, relevant and efficient process. Work will be undertaken to ensure candidates continue to find Aberdeenshire Council to be an attractive employer.
- 1.2 People are the Council's most important resource and it is therefore vital that the recruitment and selection process whilst being fair, efficient and cost effective also ensures that the most suitable candidates in terms of skills, knowledge and attitude are being employed in order to maintain a motivated workforce delivering high quality services in line with the Council's objectives, values and aims.
- 1.3 A process for recruitment and selection monitoring is also incorporated into the recruitment and selection procedure in order to provide a positive framework within which applicants are given every opportunity to demonstrate their abilities regardless of gender, race, age, status, sexual orientation, religious or political beliefs or disability. The procedure provides a clear guide in order to ensure a consistent, high standard of recruitment and selection practice.

2. Policy Statement

- 2.1 Aberdeenshire Council is committed to adopting a fair and consistent approach in its recruitment and selection procedures whilst ensuring the employment and retention of a high quality and motivated workforce.
- 2.2 In accordance with the Council's Policy of Equality, the procedures will promote equal access to jobs, good personnel practice and compliance with employment legislation. All candidates will be given the opportunity to demonstrate their abilities regardless of gender, race, age, status, disability, sexual orientation, religious or political beliefs.
- 2.3 The Council are committed to ensuring that all employees involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met. Employees should not participate in a recruitment panel without having first attended the appropriate training.
- 2.4 The Council are committed to ensuring that the recruitment process is completed using the Recruitment Manager System for all vacancies (except Chief Officers). Inappropriate or fraudulent use of Recruitment Manager may result in Disciplinary action being taken against the individual.

3. Scope of Policy

This procedure will apply to all employees of the Council covered by the following National Schemes of Conditions of Service:

SJC for Local Government Employees
SJNC for Local Authorities' Service - Craft Operatives
SJNC for Local Authorities' Service - Chief Officials
Scottish Negotiating Committee for Teachers (SNCT)

4. Links to other Policies

4.1 This policy links to other associated policies, agreements, legislation and procedures including:

- Aberdeenshire Council Policy, Procedure & Guidance: Equality
- Aberdeenshire Council Policy, Procedure & Guidance: Relocation & Resettlement
- Aberdeenshire Council Policy, Procedure & Guidance: Redeployment
- Aberdeenshire Council Policy, Procedure & Guidance: Age (Being Developed)
- Aberdeenshire Council Policy, Procedure & Guidance: Protection of Children
- Sex Discrimination Act 1975
- Disability Discrimination Act 1995
- The Human Rights Act 1998
- The Employment Equality (Sexual Orientation) Regulations 2003 (as amended)
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended)
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Trade Union and Labour Relations (Consolidation) Act 1992 (as amended)
- Rehabilitation of Offenders Act 1974
- Local Government and Housing Act 1989
- Equal Pay Act 1970 (as amended)
- Race Relations Act 1976 (as amended)
- Gender Equality Duty 2007