

 <b>Employment Committee</b> <b>10 March 2009</b>		<b>Agenda Item No.</b>
<b>Title</b>	Recruitment & Selection Policy revised	
<b>Service Area</b>	Organisational Development & Performance Improvement	
<b>Wards of the District directly affected</b>	N/A	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	Yes/No
<b>Contrary to the budgetary framework:</b>	Yes/No
<b>Key Decision?</b>	Yes/No
<b>Included within the Forward Plan? (If yes include reference number)</b>	Yes/No

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director		
Chief Executive	27/02/09	Chris Elliot
CMT	23/02/09	Chris Elliot, Mary Hawkins, Bill Hunt
Section 151 Officer		Mary Hawkins
Legal	27/02/09	Peter Oliver
Finance	Email sent 26/02/09	Gary Walker
Portfolio Holder(s)	Email sent 26/02/09	Cllr Shilton
<b>Consultation Undertaken</b>		
Please insert details of any consultation undertaken with regard to this report. This has been considered by both Unison and GMB /MPO and has had their endorsement		
<b>Final Decision?</b>	Yes/No	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **SUMMARY**

- 1.1 Since the centralisation of Corporate Personnel Services (now Human Resources), the Recruitment & Selection policy has not been revised to reflect the centralised service; this report rectifies this.
- 1.2 The Recruitment & Selection policy previously promoted the recruitment advertising of every post externally in the interests of promoting equal opportunity for all and to attract candidates from the community in which it serves. This has now been amended to enable internal recruitment advertising in the first instance before external to promote internal growth and development of staff, job satisfaction and to reduce recruitment advertising costs.
- 1.3 Member appointed positions and JNC graded posts are exempt from this amendment and should be recruited for in an open, competitive market.

## 2. **RECOMMENDATION**

- 2.1 That the Committee support this policy change and a review will be presented back to Employment Committee in 12 months time.

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The policy was out of date and inaccurate, therefore it was misleading and not useful.
- 3.2 This may not be a long term policy change and will be reviewed to ensure it is still fit for purpose – depending on the current environment.
- 3.3 The change in policy to recruit internally prior to externally advertising has many benefits:
  - it promotes internal development and promotion, giving better job prospects and staff satisfaction
  - it gives opportunity internally to those that may have looked elsewhere for promotion and therefore increasing staff retention and saving the associated costs of replacing leavers
  - it will reduce advertising costs as lower graded roles will be replaced and not higher graded roles
- 3.4 There may be occasions when it would not be sensible to recruit internally only and the HR Manager will have the discretion to consider roles on an individual basis

## 4. **ALTERNATIVE OPTION CONSIDERED**

- 4.1 Do nothing – this would be confusing and inaccurate as the policy would be contrary to the work practices

## 5. **BUDGETARY FRAMEWORK**

- 5.1 A Service Area commitment to reduce the recruitment advertising costs by a minimum of £10,000 per annum would not be achieved if all vacancies were to continue to be externally advertised.

## 6. **POLICY FRAMEWORK**

- 6.1 There is not an impact on the Council's policy framework but there could be a perceived adverse impact on the Council's Equal Opportunities policy. To counter this, work within the E&D framework will pay special attention to recruitment

## 7. **BACKGROUND**

- 7.1 The HR team are endeavouring to review all main people policies to ensure they are relevant and current.
- 7.2 Volumes of recruitment will be closely monitored should this policy change be adopted, to ensure that internal recruitment is not damaging our current balance of mix in gender, disability and ethnicity
- 7.3 Clear and transparent processes for internal recruitment will be put in place with monitoring and evaluation to ensure discrimination is not being applied
- 7.4 Staff expressed in surveys the perception of a lack of internal promotion and opportunities. Employees often leave the organization for promotion, when they would have stayed if there had been the opportunities here.
- 7.4 In the current economic climate, keeping external recruitment to a minimum is a sensible and realistic course, ensuring that money spent is absolutely justified. There are often cases when an internal candidate is the most suitable and would have been appointed.