

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 25 OCTOBER 2007

REPORT BY DIRECTOR OF NEIGHBOURHOOD SERVICES

8. RECRUITMENT

WARD(S) AFFECTED: ALL

'D' RECOMMENDATION - that (A) the possibility of entering into an agreement with Hertfordshire County Council and Manpower for the provision of recruitment services for the Council be investigated, and

(B) if suitable terms can be agreed, then the Executive be requested to consider authorising an agreement as described in (A) above.

1.0 Purpose/Summary of Report

1.1 To seek the agreement of the Committee to the proposal that the Council enters into a shared recruitment service with Hertfordshire County Council and Manpower PLC, subject to the agreement of acceptable terms and to the outcome of consultation with any staff who may be affected.

2.0 Contribution to the Council's Corporate Priorities/Objectives

2.1 Fit for purpose, services fit for you

Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.

3.0 Background

3.1 The Committee agreed, at its meeting held on 19 August 2006, the process for the review of the Council's advertising contract. The investigation of the options available to the Council has revealed that the most advantageous solution is to join with the County Council and Manpower to use their recruitment centre.

4.0 Report

- 4.1 The recruitment centre would include the recruitment advertising, but it would also allow for the provision of a complete recruitment service up to the production of a shortlist of candidates. The preparation of related documents including contracts of employment and related checks, including obtaining employment references, could be included. A fee would be payable only if an appointment is made. The provision of temporary staff would form part of the contract at fixed rates. Other facilities would be included such as campaigns for the hard to recruit posts.
- 4.2 The contract between the County Council and Manpower allows for other Councils to join the contract. The Executive would need to approve the procurement process. Council would demonstrate value for money because the County Council has already complied with all the procurement requirements.
- 4.3 The contract could enable the Council to improve the recruitment process at low cost and at the same time releasing Human Resources (HR) staff from some of the recruitment functions. This would enable the team to concentrate on other Human Resources work which is currently under resourced and particularly to increase the scope for more strategic HR work, in line with the recommendations of the HR Peer Review conducted in 2006.
- 4.4 The Council would need to agree terms with Manpower as clearly not all of the services needed by the County Council are relevant to this Council. The operation of the services will need to be compatible with the Council's systems.
- 4.5 The service will enable better use of applications via the website, provide management information and assist with other services such redeployment. In summary, the contract would provide an integrated approach to recruitment.

5.0 Consultation

- 5.1 There has been no formal consultation as yet, although the Corporate Management Team has given the matter their initial consideration and support the proposal, subject to the agreement of terms. The Interim Head of People and Organisational Skills has advised staff in a recent HR team meeting of the possibility of this arrangement and has commenced discussions with them about the potential change in roles and ways of working within the HR service

that may result. Further consultation will be required when more detail is available about the terms of any agreement.

6.0 Legal Implications

6.1 The Council will need to comply with the procurement requirements and enter into a valid contract which protects the Council's interests.

7.0 Financial Implications

7.1 The cost of the contract would be contained within existing budgets. The intention is to generate a saving compared with current costs. The extent of these savings has yet to be identified.

8.0 Human Resource Implications

8.1 The transfer of the transactional side of the recruitment process will impact mainly on junior roles within the HR service. Staff currently located in those roles have been pursuing professional qualifications and should be capable of being deployed onto other areas of HR work, which could benefit from more attention. No examination has yet been made of the potential TUPE implications of this proposal.

9.0 Risk Management Implications

9.1 The Council needs to be satisfied with the procurement process. The contract terms should meet the Council's needs and represent value for money.

Background Papers

None

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