

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 28 FEBRUARY 2012

REPORT BY HEAD OF PEOPLE, ICT AND PROPERTY SERVICES

RECRUITMENT POLICY UPDATE

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- To approve the revised Recruitment Policy

<u>RECOMMENDATION:</u>	
(A)	that the revised Recruitment Policy be approved

1.0 Background

1.1 The Council's Human Resources policies are regularly reviewed to ensure they remain in line with current legislation, best practice and are fit for purpose for the organisation.

1.2 This report outlines the changes made to the Recruitment Policy

2.0 Report

2.2.1 Recruitment Policy

2.2.2 Please see Essential Reference Paper 'B' for the revised policy

2.2.3 Drivers for change

2.2.4 The recruitment policy was last updated in 2003 and needed to be revised to ensure it was fit for purpose and in line with current legislation.

2.2.5 The Council is currently in contract with Manpower for recruitment administration and temps. The contract is based on a master contract with Hertfordshire County Council (HCC). The master contract is currently out to tender for temps and it is HCC's intention to bring permanent recruitment back in-house. At the tender stage EHC will review the options and a decision will be made and subsequent to this the policy may need to be revised again. However, it is expected that the current arrangement with Manpower will be in place until 31 March 2013 and therefore it was considered appropriate to continue with the policy amendments.

2.2.6 Key changes

2.2.7 The revised policy outlines the recruitment and advertising processes with Manpower.

2.2.8 The Council's commitments to internal staff and those on the redeployment register are reinforced with detail around internal vacancies.

2.2.9 The Council's process of vacancy management is clearly detailed for managers (see section 5 of the policy).

2.2.10 Details on casuals, temps and 'sole traders', volunteers and the associated recruitment processes are given.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

Contact Officer: Emma Freeman - Head of People, ICT and Property Services

Report Author: Jaleh Nahvi – HR Officer

ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i>
Consultation:	Consultation has taken place with UNISON and Heads of Service.
Legal:	None.
Financial:	As detailed in the report
Human Resource:	As detailed in the report
Risk Management:	None.