

East Herts Council Report

Human Resources Committee

Date of Meeting: 12 February 2020

Report by: Head of Human Resources

Report title: Recruitment Audit 2019

Ward(s) affected: None

Summary

RECOMMENDATIONS FOR:

- (a) HR Committee to note the findings, recommendations and management responses in relation to the Internal Audit Report on the East Herts Council's Recruitment Process in Appendix 1.

1.0 Proposal(s)

- 1.1 This report sets out the findings and recommendations from the recruitment audit conducted by the Shared Internal Audit Service (SIAS) in December 2019. The Council operates a devolved recruitment model, which transfers accountability for the selection process and related administration as well as the responsibility for decision-making to services. The Management Action Plan was therefore reviewed, amended and agreed by Leadership Team on 20 January 2020 to ensure the organisational wide commitment to the agreed actions.

2.0 Background

- 2.1 The audit took place in December 2019. A random sample of 9 employees who joined the council between 1 October 2018 and 31 September 2019 were selected and HR provided evidence to demonstrate compliance with the council's recruitment processes.

3.0 Audit Outcome

- 3.1 The overall audit outcome is that the council has provided “overall **satisfactory assurance** that there are effective controls in operation for those elements of the risk management processes covered by this review.”
- 3.2 It is pleasing to note that the council scored a compliance rate of 100% on its pre-employment check process (i.e. seeking the appropriate references, checking candidates’ right to work in the UK etc.) which is managed centrally by HR.
- 3.3 The key risk area was services being able to provide appropriate shortlisting and interviewing documentation (which would be relied upon as evidence if there was a dispute).
- 3.4 The recommendations and management actions are outlined in the Management Action Plan in Appendix 1.

4.0 Conclusion

- 4.1 To ensure that the council can continue to provide satisfactory assurance regarding its recruitment processes and to minimise the risks identified by SIAS in their report, the management actions will be implemented and monitored. The main area where controls are not operating consistently and therefore effectively is the devolved element of shortlisting and the selection process. HR previously would not send out conditional offers without these processes being evidenced and sent back to HR, the previous Chief Executive relaxed this but it is clear that it needs re-instating and Leadership Team have fully supported this action going forward.

5.0 Risks

- 5.1 The risks of not following the recommendations are outlined in the Audit Report in Section 2 and Appendix

B.

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

No

Human Resources

As covered by the report

Human Rights

No

Legal

No

Specific Wards

No

7.0 Background papers, appendices and other relevant material

7.1 The audit report is attached at Appendix 1.

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