

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 13 JUNE 2012

HUMAN RESOURCES COMMITTEE – 11 JULY 2012

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

RECRUITMENT POLICY UPDATE

WARD(S) AFFECTED: NONE

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**Purpose/Summary of Report**

To recommend approval of the revised Recruitment Policy

<b><u>RECOMMENDATIONS FOR LOCAL JOINT PANEL: That:</u></b>	
<b>(A)</b>	The panel recommends approval of the revised Recruitment Policy;
<b><u>RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE: That:</u></b>	
<b>(A)</b>	The committee approve the revised Recruitment Policy

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**

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