

East Herts Council Report

Human Resources Committee

Date of meeting: 3rd June 2026

Report by: Marie Funicello, Human Resources and Organisational Development Adviser

Report title: Proposed Changes to the Recruitment & Induction Policy & General Leave Policy

Ward(s) affected: (All Wards)

Summary:

This report seeks approval for revisions to the Recruitment and Induction Policy and the General Leave Policy to reflect updated working practices and to support East Hertfordshire District Council's commitment to achieving silver status under the Armed Forces Covenant Employer Recognition Scheme. Additional administrative amendments have also been made to ensure relevant systems, practices, and job titles are accurately referenced.

Key changes include the introduction of a Guaranteed Interview Scheme for eligible members of the Armed Forces community, updates to role titles following the Tier Review, and amendments to reflect the full implementation of the Tribepad Applicant Tracking System. The General Leave Policy has also been updated to refer to bereaved partner's paternity leave within the 'Family Friendly Policy' as a new statutory entitlement, and to explicitly include paid leave provisions to Cadet Force Adult Volunteers within the eligible roles list.

The proposed amendments support fair and inclusive employment practices, widen access to employment opportunities, and ensure the Council's policies remain legally compliant and effective.

The proposed amendments were recommended for approval by Human Resources Committee by the Local Joint Panel on the 19th May 2026

RECOMMENDATIONS FOR Human Resources Committee

a) For the Human Resources Committee to approve the revised Recruitment and Induction Policy - (Appendix 1),

b) For the Human Resources Committee to approve the revised General Leave Policy - (Appendix 2)

1.0 Proposal(s)

- 1.1 The proposals are set out in the recommendations above. Two HR policies have been updated to meet the requirements for achieving silver status under the Armed Forces Covenant employer recognition scheme.
- 1.2 Both HR policies have been amended to reflect updated role titles and working practices associated with the Tribepad Recruitment (ATS) system.

2.0 Background

- 2.1 In September 2025, East Hertfordshire District Council began a project to strengthen its support for the Armed Forces Covenant, building on the bronze award achieved in 2022 and progressing towards silver status under the Employer Recognition Scheme. As part of this commitment and in line with best practice, the Council will introduce a Guaranteed Interview Scheme for members of the Armed Forces community who meet the set criteria. Under this scheme, applicants who identify as eligible, such as veterans, reservists, military spouses or partners, and Cadet Force Adult Volunteers, who meet the essential criteria set out in the personal specification for the role, will be offered an interview. This reinforces the Council's pledge to ensure fair and inclusive employment opportunities and to support the successful transition of Armed Forces community members into civilian careers, consistent with the principles of the Covenant signed on 5 September 2022 and the ERS Bronze Award granted on 29 November 2022.

- 2.2 Following the Tier Review, the role title of 'Head of Service' has been updated to 'Director' and of HR Officer to 'HR & OD (organisational development) Adviser, to ensure consistency with other local authorities and to support alignment across the Local Government Reorganisation (LGR) landscape, enabling the use of widely recognised and streamlined job titles that promote fair and transparent opportunities during the LGR transformation.
- 2.3 East Herts Council launched a recruitment Applicant Tracking System (ATS) called TribePad in March 2024. It is now fully integrated into all stages of the recruitment process, and the Recruitment & Induction Policy have now been updated accordingly to reflect its functionality and role within the Council's recruitment procedures.

3.0 Reason(s)

3.1 Recruitment and Induction Policy

- Introduced in section 2.4, the Council's Guaranteed Interview Scheme for the Armed Forces community
- Clarified how eligible applicants who meet the essential criteria will be guaranteed an interview.
- Defined the categories in section 2.5 of employees within the Armed Forces community who are supported under this policy, including reservists, veterans, and military spouses/partners.
- Updated job titles from Head of Service to Director, and from HR Officer to HR & OD Adviser throughout.
- Removed supplier name 'Matrix' and replaced it with the term 'approved neutral vendor' to reflect potential supplier changes and maintain neutral language (Sections 3.2 & 3.6).

- In section 6.3, explained that recruiting managers must obtain approval to recruit by submitting a Job Requisition through the Application Tracking System (ATS), which is then reviewed by the Chief Executive, Deputy Chief Executive and Director of Finance.
- In section 7.3, amended the policy names to Redeployment Policy and Redundancy Policy, reflecting the correct names as separate policies.
- In section 10.3, updated that recruiting managers should notify unsuccessful internal applicants and provide feedback on request via the ATS, while external applicants will receive an ATS notification and the option to request feedback.

3.2 General Leave Policy

- Section 6.2.4 has been added to reflect new legislation regarding bereaved partner's paternity leave and which Policy to refer to.
- Removed section 7.16.1 East Herts Carers Group from 7.16 'Further Support for Carers/Staff with Dependants', as the group is no longer in operation.
- Section 9.5.3 has been updated to explicitly include Cadet Force Adult Volunteers (CFAVs) to ensure eligibility for up to 3 days' paid leave in line with section 9.5.
- Updated job titles from Head of Service to Director throughout.

Community Safety

None

Data Protection

None

Equalities

The revised policies meet all requirements of the Equality Act 2010. In addition, they go beyond statutory obligations by making provision for locally or wider based important characteristics and circumstances to be considered within the Council's recruitment and leave processes, including specific support for the Armed Forces community. This approach supports fair, inclusive decision-making and helps widen access to employment and workplace support opportunities.

Environmental Sustainability

None

Financial

None

Health and Safety

None

Human Resources

HR will continue to maintain and oversee the ongoing review of this policy.

Human Rights

None

Legal

General Absence Policy has been updated to reflect the introduction of 'Bereaved Partner's Paternity Leave' and to direct employees to the 'Family Friendly Policy' for further guidance.

Specific Wards

None

4.0 Background papers, appendices and other relevant material

The updated policies are attached as appendices 1 – 2.

Contact Member

Executive Member for Corporate Services,

Joseph Dumont

joseph.dumont@eastherts.gov.uk

Contact Officer

Director for Communities,

Jonathan Geall

jonathan.geall@eastherts.gov.uk

Report Author

Human Resources Adviser

Marie Funicello

marie.funicello@eastherts.gov.uk