

**Item numbers:**

**Title of Report**      **Recruitment Policy Revision**

**Report authorised by**      **Dan Paul, Chief People Officer**

**Lead Officer:**      **Dan Paul, Chief People Officer**

**Ward(s) affected:**      **All**

**Report for Key/ Non Key  
Non Key Decision:**

**1. Describe the issue under consideration**

On 16 March 2021, Staffing and Remuneration Committee received a report on the Council's Recruitment Policy. The Committee did not approve the wording proposed in relation to advertising posts and approved the policy subject to the wording being altered to require all posts to be advertised externally and internally in the first instance.

Trade Unions have subsequently raised this issue with Officers and with Elected Members. At CEJCB on 11 October 2022, Members agreed that a report should be brought to Staffing and Remuneration Committee to consider this issue again.

On 20 October 2022, Staffing and Remuneration Committee received a further report and agreed to change some wording, whilst leaving other parts of the wording unchanged, however discussions were to be had with Trade Unions regarding potential wording that could be used.

Subsequently, Officers and Trade Unions have been discussing this issue. Management also advise that the current wording means that in some cases, agency workers are being engaged where there would be suitable internal candidates who could take on short term project work on a secondment basis; and that it would be more efficient and effective to allow internal only advertising in some circumstances.

This report sets out proposed wording to achieve those objectives.

**2. Cabinet Member Introduction**

Not applicable.

**3. Recommendations**

Approve the revised wording as set out in this report.

**4. Reason for decision**

To ensure that the recruitment policy meets the requirements of the Council.

## **5. Policy wording**

The policy wording agreed by the Committee is related to Section 6, Advertising is as follows. If the Committee approves the recommendations, this would be deleted:

*The council is committed to a transparent and fair process which provides opportunities for existing employees to progress their careers in the council as well as seeking to redeploy displaced staff wherever possible.*

*Vacancies will therefore be advertised internally, widely externally and through partners who promote opportunities to local people at the same time, unless there is a specific case for the advertising to be local routes only. Employees who are seeking redeployment and meet the minimum criteria will be considered first, prior to wider advertising. Where the council advertises a role externally, the choice of media/job boards will be based on effectiveness, flexibility of access, ability to reach a diverse group of candidates and cost. In addition, the council wishes to maximise job opportunities for local people. The Council does not routinely use temp-to-perm arrangements, but there are circumstances where this could be appropriate and the Head of Paid Service must authorise such arrangements.*

The proposed new wording, agreed between Officers and Trade Unions, which would replace the above wording, is:

*The council is committed to a transparent and fair process which provides opportunities for existing employees to progress their careers in the council as well as seeking to redeploy displaced staff wherever possible.*

*The Council recognises that the choice of recruitment approach will vary depending on role and circumstances. Hiring Managers, with advice from Human Resources, will select the most appropriate recruitment approach for their role(s). This may include, for example, internal advertising, local advertising, external advertising, search and selection or a combination of the above. The default expectation will be for roles to be advertised internally and externally concurrently, however there will be circumstances where approaches such as internal only advertising are preferred. There are also circumstances where temp-to-perm arrangements can be appropriate, particularly in order to reduce agency spend, and the Head of Paid Service must authorise such protocols. In all cases, employees who are seeking redeployment and meet the minimum criteria will be considered first, prior to wider advertising.*

If the committee approve the recommendations, the Recruitment Practice Notes will be altered to reflect the new policy wording.

## **6. Alternative options considered**

The alternative option would be not to agree the revised proposed wording, and the existing policy would continue to apply.

## **7. Statutory Officers' comments**

## **Finance**

This change will have no immediate direct financial implications. However if this results in fewer posts being advertised externally, then annual advertising costs should reduce.

## **Legal**

### **8. Equality**

Equality implications have been considered. This policy change could result in fewer jobs being advertised externally. However, this is considered reasonable in the context of the development and progression of our existing workforce and is an approach that is not uncommon.