STAFFING POLICY COMMITTEE
28th July 2010

Approval to recruit

Purpose of report

1. The purpose of this report is to provide information to Staffing Policy Committee about the new approval to recruit process which was implemented on 25th June 2010.

Background

2. The council is required to manage a 25 per cent reduction in funding from central government. The council's business plan details that this can be achieved in three key areas:

    *   Improve how we purchase, procure and commission our services and products
    *   Use our expertise in systems thinking to review our services and cut out waste
    *   Review and reduce our management costs. As part of this review, we have agreed that with immediate effect we will manage all vacant posts. The recruitment of all vacant posts will be determined by CLT.

3. CLT are therefore now required to approve recruitment to all vacant posts. In addition the chief executive is required to approve the recruitment to managerial posts.

The approval to recruit process

4. Managers are required to complete a form (appendix 1) to seek approval to recruit. This includes the recruitment of temporary agency and consultancy staff.

5. For all managerial posts (i.e. all posts with managerial and/or supervisory responsibilities) approval is required from both the Corporate Director and the Chief Executive before a post can be advertised.

6. For all other posts approval is required from the Corporate Director before a post can be advertised, or temporary agency resource/ external consultant is engaged.

7. Where temporary agency staff are required to cover a post in an emergency (e.g. to cover sickness absence in a front line service) the Corporate Director can agree to approve these requests retrospectively. However approval will be required in all cases.

8. This form has been added to HR Online, and has replaced the recruitment advert request form.

9. Where posts are not approved for recruitment managers are still required to forward the completed form to the recruitment team. This will enable the monitoring of the vacancy management process, and support the identification of savings and efficiencies achieved via this process.

Environmental Impact of the Proposal

10. None.

Equalities Impact of the Proposal

11. None

Risk Assessment

12. None

Options Considered

13. None

Recommendation

14. That Staffing Policy Committee note the change to the recruitment procedure.

Barry Pirie
Service Director
HR & OD

Report Author: Amanda George, HR Strategy Development Manager – Policy and Reward

The following unpublished documents have been relied on in the preparation of this Report: None