

Staff Vacancies – Authority to Recruit

The Corporate Recovery Plan included clear guidelines for all managers to be able to determine when it was deemed essential to recruit to a vacant post or whether the vacancy needed to remain unfilled. The recruitment team worked with managers to make the process fair and transparent. When a vacancy arose there was a series of questions to be asked by the manager. A proforma was issued, and made available on the Intranet for managers to use to establish whether a vacant post was essential. Any requests for job advertisements had to be accompanied by a completed proforma authorised by the relevant Chief Officer or nominated deputy.

This recruitment control measure was introduced in November 2007. Since 1st November 2007 241 jobs have been advertised and all posts advertised since the introduction of the "authority to appoint" proforma was introduced have been accompanied by the necessary approval.

The breakdown of advertised posts is as follows:

Department	No of jobs advertised
Dept Adult & Community Services	50
Environmental Services	34
Department of Children & Education	89
Finance & IT	18
Corporate & Library Services	50
Chief Executives	0

Assistant Directors were asked to maintain records of posts held as a result of the introduction of these staffing control measures. This information was presented to CMB on 9th February 2007 (copy attached). This report indicates that a limited number of posts were held due to the staffing control measures in place.

Future Workforce Establishment Control/Vacancy Monitoring

Workforce Establishment Control

The existing Employee Data System (EDS), which runs the payroll, has not held details of vacant posts. This means the monitoring of the workforce establishment has been reliant on departments keeping information on vacancies. This situation is now being rectified with the introduction of post numbering following an extensive data cleanse exercise undertaken by HR. The objective of this data cleanse exercise was to tidy up the workforce data held in EDS and allocate post numbers to all current posts in the workforce establishment. This exercise resulted in a high volume of unused posts being deleted, which would have previously skewed the reporting of vacancy levels across the council. Managers are in the process of being issued with up to date information about their own establishments which they will be required to maintain.