

AGENDA MANAGEMENT SHEET

Name of Committee **Resources and Performance & Development Overview & Scrutiny Committee**

Date of Committee **29th April 2008**

Report Title **Recruitment Practice Standards**

Summary Following an internal audit of recruitment practice standards, the results of which were reported to this Committee in February 2007, this report seeks to provide an update on the current position, and recommends that a further report be requested for this Committee’s meeting in November 2008.

For further information please contact: Bob Perks David Carter
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Would the recommended decision be contrary to the Budget and Policy Framework? No

Background papers None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s)
- Other Elected Members
- Cabinet Member Councillor Fowler (Portfolio holder)
- Chief Executive
- Legal
- Finance
- Other Chief Officers

- District Councils
- Health Authority
- Police
- Other Bodies/Individuals

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

- Further consideration by this Committee
- To Council
- To Cabinet
- To an O & S Committee Further report to this Committee in November 2008
- To an Area Committee
- Further Consultation

Agenda No

Resources and Performance & Development Overview Scrutiny Committee - 29th April 2008

Recruitment Practice Standards

Report of the Strategic Director, Performance & Development

Recommendation

That the Committee notes the latest position on recruitment practice standards and requests a further report to this Committee for its meeting in November 2008

Background

1. Members will recall that, in 2006, an internal audit was undertaken to examine the extent of compliance with the Council's mandatory policy requiring all new employees' appointments to be supported by the receipt of two satisfactory references, one of which must be from the current or most recent employer, and, where appropriate, by satisfactory completion of a probationary period.
2. The results of the audit showed that 51% of all new appointments were supported by evidence of two satisfactory references and in just 41% of cases had probationary reviews been carried out properly.
3. In response to this situation a number of short-term remedial measures were put in place, including clearer guidance and support to managers. However, the longer-term solution was seen as the establishment of a single, common approach to transactional processes, co-located within a single team, ie. the planned HR Service Centre.
4. A further internal audit, undertaken before the inception of the HR Service Centre in September 2007, showed a significant improvement in compliance – 68% of new appointments being supported by two satisfactory references and 60% of appointments showing evidence of probationary reviews being conducted.
5. Nevertheless, this fell short of the 100% compliance standards that we should be aiming for, and accordingly an early priority for the HR Service Centre has been to put arrangements in place whereby new employees simply are not put on the payroll without receipt of the required two references. Similarly, a consistent quality control process has been installed to seek consistency of approach on probationary processes.

6. The first six months of the HR Service Centre's operations have necessarily seen an intensive level of scrutiny, an audit priority being to ensure the security and integrity of payroll processes. However, it is proposed that a further internal audit of recruitment standards should be undertaken, during the summer, with a view to seeking re-assurance that there is a consistent level of compliance with both the standards referred to above and also other mandatory pre-employment checks.
7. It is proposed that that the outcomes of that audit should be reported to this Committee at its meeting in November this year.

David Carter
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