

## **Report to the Audit and Governance Committee**



**Epping Forest  
District Council**

**Report reference: AGC-006-2014/15**  
**Date of meeting: 25 September 2014**

**Portfolio: Technology and Support Services**

**Subject: Recruitment and Selection Audit**

**Responsible Officer: Paula Maginnis (01992564536)**

**Democratic Services: Gary Woodhall (01992 564470)**

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### **Recommendations/Decisions Required:**

**(1) To note the actions undertaken following the Recruitment and Selection Audit undertaken in January 2014.**

### **Reasons for Proposed Decision:**

To update the Audit and Governance Committee on actions taken regarding the Recruitment and Selection Audit finalised in January 2014.

### **Other Options for Action:**

There are no other options at this time as this report sets out actions already taken. However the Committee may wish to comment further.

### **Report:**

1. An internal audit (number 687) was carried out regarding the Council's Recruitment and Selection process. The audit included a review of recruitment to ensure there are adequate processes in place to identify and advertise vacancies, also that the processes of employing and inducting a new employee into the authority are followed.

2. The audit was given a substantial assurance; however, recommendations were made which are set out in the table below along with comments on progress against each of the items.

<b>Recommendation</b>	<b>Priority</b>	<b>Comment</b>
The review of the Recruitment and Selection Policy to be completed and published.	2	Completed
Management and HR to review the necessity to advertise through TMP and fully evaluate the options for future vacancies to include the use of free advertising options such as Ijobs.	2	The Ijobs website is used on a regular basis, along with the Council's website and the JobCentrePlus website, all of which are free. Managers liaise directly with TMP to discuss the most appropriate site/publication for their vacancy. HR has recently

Recommendation	Priority	Comment
		<p>started to collate advertising information which will be circulated to managers to help inform their decisions on the best place for their advert.</p> <p>TMP have been sourced through a national framework agreement.</p>
<p>Management to be reminded of the importance of ensuring the recruitment process is fully documented, including all inductions completed timely and all required paperwork provided to the employee.</p>	1	<p>Reminder sent January 2014</p> <p>In addition the Committee may wish to note that the Council's Induction Process has recently been reviewed and a report presented to Management Board on 6 August 2014. It was agreed that;</p> <ul style="list-style-type: none"> <li>▪ a Corporate e-learning module is launched</li> <li>▪ quarterly 'meet and greet' sessions with Management Board are arranged for new starters</li> <li>▪ launch the updated Induction paperwork</li> <li>▪ 'Community' to be set up on the 'I-Train' platform</li> <li>▪ HR to record the completed paperwork and completion of e-learning</li> <li>▪ A reminder will be sent to managers who have not returned completed paperwork or their employees not completed the e-learning</li> </ul> <p>Management Board requested a number of additions to the e-learning module, therefore it is proposed to launch the new process wef 1 October 2014.</p>
<p>New employee files to be maintained and up-to-date showing all key documentation has been completed and signed by the employee and relevant manager. Files have key documentation checklist at the front to ensure all required documentation is completed fully and timely. The basic requirements to be documented in the Recruitment and Selection Policy.</p>	2	<p>See above.</p> <p>A corporate apprentice was placed with HR to review the checklists, chase for documents and update as required. The apprentice has left the Council and it has now been possible for the HR Assistant to pick up this work as part of their substantive role. Additionally, in Sept/October it is likely HR will arrange a work experience placement through Employ-ability to make further progress in this area.</p>

**Resource Implications:**

Appropriate resource has now been allocated to implement the recommendations. No additional resources are required.

**Legal and Governance Implications:**

The revised recording processes will ensure that managers and employees are following Council Policy.

**Safer, Cleaner and Greener Implications:**

N/A.

**Consultation Undertaken:**

Management Board were consulted on the updating of the induction process.

**Background Papers:**

None.

**Impact Assessments:**

Risk Management

The implementation of the internal audit recommendations has reduced the risk of problems arising from the recruitment and selection process.

Equality and Diversity

*Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties; reveal any potentially adverse equality implications?* N/A

*Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?* N/A

*What equality implications were identified through the Equality Impact Assessment process?*  
N/A.

*How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?*  
N/A.