CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD

Employment Conditions Committee: 20 February 2007

Report of the Chief Executive

ON-LINE RECRUITMENT

Background

1.   Current recruitment transactional processes are primarily manual and paper based. These processes are labour intensive, costly and unfriendly from the applicant and managerial point of view. It is the intention to replace these with a system that will allow direct job applications online and improve this situation

Issues

2.   This report is to inform Employment Conditions Committee of the issues and proposals to introduce efficiencies.

Proposals

3.   The end to end process of recruitment and selection is one that relies heavily upon manual input from staff at varying stages and therefore lends itself to the application of an IT based solution to improve efficiency and effectiveness. An implemented online system will improve the experience and the visibility of job application for candidates, reduce the manual transactional input from Human Resources, exploit e-mail function to replace postage wherever possible and impact positively on Service Areas.

Investment for Reform/Benefit to service user

4.   To ensure an appropriate customer focus from the point of view of the applicant, there is a need to provide a more streamlined and effective process to ensure that potential applicants to the Council have the knowledge that their applications are being dealt with effectively. From the perspective of the manager, an improved process should provide transparency and shorter timelines.   The manual paper based transactional processing of the Council's recruitment system provides a significant opportunity for the application of E recruitment products that would reduce staffing, postage, stationery and advertising costs and, consequentially, contribute substantially to the efficiency agenda.

5.   However, it is recognised that paper applications will not disappear completely so a specification has been drawn up that will include dealing with these. The HR customer survey also identified as an issue the time it takes to fill a vacancy. Implementation of E recruitment, coupled with a review of the Council's recruitment advertising strategy, will provide the opportunity to resolve this issue and provide the transparency that managers require.

Council Policies Supported

6.   This report supports the Corporate Policy Theme – Serving the City – refers to the Council's aspiration to be the "Employer of Choice". To assist in achieving that aim the Council needs to demonstrate that it has an effective means of recruitment that reacts to the needs of stakeholders. A system whereby an applicant is given the transparency required to confirm that an application is in process but at the same time provides the manager with similar transparency is a major step towards this objective.

7.   Corporate Plan 2006-09 – This proposal is in line with the commitment by the Council to establish a corporate efficiency programme that will yield savings that can be realigned to the frontline.

Advice

8.   This report has been prepared in consultation with relevant Corporate Directors and reflects their advice. It contains all the information necessary to allow Members to arrive at a reasonable view, taking into account the following advice.

Legal Implications

9.   This is an information report and as such has no direct legal implications. However, the Council's responsibilities and duties under equalities legislation must be complied with if on-line arrangements are unsuitable for some candidates.

Financial Implications

10.   The introduction of online recruitment will require additional one-off funding of £125,000 in 2007/08 and this is reflected in the Executive Budget Proposal. The implementation will allow recurring savings of £74,000 to be achieved in Human Resources as a result of the deletion of three posts and other related savings and this too is reflected in the Budget Proposal.

Human Resource Implications

11.   The Council's Recruitment & Selection Policy will be reviewed in the light of the proposals and consulted upon prior to implementation. The revised policy will reflect the new processes. The implementation of an IT based solution will be dependant on Council budget outcomes. Equality considerations will also need to be taken into account in developing and implementing this on-line facility.

Trade Union Comments

12.   All Trade Unions commented that the paper applications should still be acceptable and that anyone applying in this way should not be disadvantaged. GMB questioned the impact on HR Resourcing. UNISON queried whether the system was to be developed in house or purchased and that the diversity elements of the new application form should be visible to managers thus continuing the current arrangements. All Trade Unions commented that assistance to external applicants should be available through community facilities such as Libraries etc.

RECOMMENDATIONS

13.   It is recommended that:-

   (i)   this Committee notes these proposals

   (ii)   a progress report be submitted to a future meeting

BYRON DAVIES
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