

ENDING OF COVID EMERGENCY RECRUITMENT PROCEDURES

HEAD OF SERVICE COMMUNICATION

With the risk to service delivery from Covid-19 no longer being at a critical level, and in line with the ending of other Covid emergency procedures, it has been agreed by the Executive Management Team (EMT) to end Covid emergency processes for recruitment and redeployment and revert to the application of normal agreed council policies and procedures.

Arrangements Ending

The council will no longer identify posts as 'Key Workers' for the purposes of recruitment and the following Key Worker internal and external recruitment processes will **end with immediate effect**:

- Vacancy authorisation of key worker posts at Service Manager level;
- CV applications;
- Waiving the 7-day notification period for interview;
- Selection of candidates by one appropriately skilled panel member;
- Appointment to one post with the ability to move the employee between posts, where appropriately skilled;
- Appointment to posts where candidates may not have met the full essential criteria but could be sufficiently trained and supported to carry out key tasks for a temporary period; and
- Discretion to appoint without 2 references and a pre-employment medical check based on appropriate risk assessments and Service Manager approval.
- Internal movement without the standard advertising, interview and selection processes, and instead using skills and experience proformas or skills matrixes as necessary;

The suite of emergency procedures will however be retained to support any future need for emergency recruitment or redeployment. The emergency procedures may only be invoked at the direction of the Chief Executive when it is determined that a service is 'in extremis' and there is a risk to the continuity of service delivery.

New Vacancy Authorisation and Advertising Processes

While the Key Worker recruitment process cannot be sustained, the operational benefits of the process were recognised, specifically enabling services to recruit in a more dynamic and responsive way. With this in mind, the EMT have approved the following changes to minimise procedural inefficiencies in the vacancy advertising and vacancy authorisation processes and support services to be responsive:

1. Replace the bulletin schedule for **all** posts with vacancies going live within 5 working days of receipt by HR.
2. Replace the existing EMT vacancy approval process with **Head of Service approval**.

In order for the 5-day SLA to be achieved, and in line with the council's agreed Recruitment and Selection Procedure, all vacancies received by HR must include a:

- vacancy authorisation form signed by Head of Service
- job advert
- job outline and person specification

- any other relevant information

Recruiting Manager Responsibility

It is the responsibility of the recruiting manager to ensure that posts submitted for advertising meet the criteria for advertising as set out in the Recruitment and Selection Policy/Procedure and the Vacancy Authorisation Form.

Prior to advertising, recruiting managers should review vacancies in line with the workforce planning process to determine if:

- it is necessary to fill the vacancy;
- the post could be redesigned to be delivered more flexibly;
- the post could be redesigned to be delivered at a lower cost;
- there are changes to the post requiring different or additional skills;
- the post could be filled through redeployment;
- the post cannot be filled by redeployment, could it be filled through internal recruitment;
- if the post needs to be filled on permanent basis.

Job adverts should be designed to be engaging and contain sufficient information to attract the right talent with a focus on promoting the council and the role. Adverts should direct applicants to the job outline for further information on essential criteria and/or legislative requirements.

Job outlines should be clear, comprehensive, and outline the key duties, responsibilities and accountabilities of the job; should not contain any unjustifiable requirements that may exclude any person from applying for the job; and should list the essential and desirable skills, knowledge, experience, qualifications and personal qualities required by the post holder (person specification).

Essential criteria should relate directly to the requirements of the post and should only be applied if it is considered that the postholder could not carry out the duties of the job effectively without it; or there is a legal/statutory requirement for particular criteria to be met, such as qualifications.

Head of Service Responsibility

It is the responsibility of Heads of Service to ensure that only appropriately budgeted posts agreed as part of established or new structures are processed for approval.

Heads of Service also remain responsible for ensuring that vacancies are managed in accordance with the requirement to meet any savings targets.

HR will provide EMT with a weekly report of all published vacancies.

Human Resources
28 July 2022