

AUDIT COMMITTEE – 27 SEPTEMBER 2018

PART I - DELEGATED

10. VACANT POSTS

1 Summary

- 1.1 Audit Committee have requested regular updates on staff vacancies across Three Rivers District Council. This report gives details of the current vacancies and the action being taken with each. The report also outlines the Academy approach used within Customer Service Centre (CSC) and how this has supported recruitment to vacant posts within Three Rivers District Council.

2 Details

- 2.1 Vacancy details are attached at Appendix 1. In summary, the Council has 16 vacancies as at end of August 2018. Table 1 gives details of the situation for each vacancy:

Table 1

Vacant and currently being advertised/shortlisted	2
Vacant – covered by an agency worker or secondment	4
Vacant and under review by Head of Service.	10

- 2.2 Members will note the largest number of vacancies fall within the ‘under review by Head of Service’ category and of those, eight are within Revenue and Benefits. These roles are being kept vacant while the service undertakes a review of its structure and will assist should any reduction in posts be required.
- 2.3 A very successful internal route to filling vacancies has been the ‘Academy’ approach adopted by the CSC. The CSC, with its excellent training programme and range of support across many council services, has always been a good source for internal recruitment, but perhaps this has not always been utilised to its full potential. The Director of Community and Environmental Services, in conjunction with the CSC Manager, introduced an ‘Academy’ style of working within the CSC where staff can be seconded to other areas of the council, or perhaps more importantly, can be considered for vacant roles within the council, saving on external advertising costs.
- 2.4 This change in approach has proved to be very successful on three fronts:
- The age profile of new employees within the CSC has reduced, which is expected to have a positive impact on the overall age profile of Three Rivers District Council. The age profile for 2018 shows:
148 employees aged 50 or over.
70 aged 40 to 49
104 aged below 40.

- Since the Academy was introduced, 15 roles have been filled by CSC employees, either via secondment or permanent appointment, which has a positive impact on career aspirations of the employees. One of these roles was to Watford Borough Council, which may pave the way for further opportunities for CSC employees.
- By filling roles internally expensive external recruitment costs are avoided.

2.5 As a result of this successful approach, Management Board have agreed that all vacant roles should be considered for potential internal recruitment from within Three Rivers before going directly to external advertising.

3 Options and Reasons for Recommendations

3.1 Members of the Audit Committee have requested regular reports on vacancies for Three Rivers District Council.

4 Policy/Budget Reference and Implications

4.1 None specific.

5 Financial, Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

5.1 None specific.

6 Recommendation

That Members of the Audit Committee note the report.

Report prepared by: Terry Baldwin Head of HR

Data Quality

Data sources:

Internal HR system – Resourcelink

Data checked by: Terry Baldwin Head of HR

Data rating:

1	Poor	
2	Sufficient	
3	High	X

Background Papers

None

APPENDICES / ATTACHMENTS

Appendix 1 – Detail on staff turnover, part-time staff and temporary staff