

Committee/Meeting: HR Committee	Date: 24 October 2012	Classification: Unrestricted	Report No: 4.4
Report of: Corporate Director (Resources) Originating officer(s) Simon Kilbey, Service Head (Human Resources & Workforce Development)		Title: Quarterly report – new starters Wards Affected: All	

Lead Member	Cabinet Member for Resources
Community Plan Theme	All
Strategic Priority	Work efficiently and effectively as one Council

1. **SUMMARY**

- 1.1 At its meeting on 29th February, HR Committee requested that a regular report be submitted providing details of new starters to the Council.
- 1.2 The HR Committee on 25th April 2012 considered a report with details of new starters (by directorate) between January and March 2012, but this excluded those members of staff who had moved between posts within the Council. This information is provided again for information.
- 1.3 This report also provides details of new starters for the period between April and June 2012, (excluding those members of staff who have moved between posts within the Council). The information provided for January to March 2012 gave numbers of new starters only. For the period April to June 2012, it is now possible to give more detailed information and a breakdown of the information by equality strands and grade are also included.
- 1.4 The appendices do not include agency staff, only staff that are directly employed by the Council.

2. **DECISIONS REQUIRED**

HR Committee is recommended to:-

- 2.1 Consider the report, which is provided for information.

3. **REASONS FOR THE DECISIONS**

3.1 The report is provided for information.

4. ALTERNATIVE OPTIONS

4.1 There are no alternative options.

5. BACKGROUND

5.1 In line with the request by the HR Committee on 29 February 2012 to receive regular quarterly reports, which provide details of new starters (post title, directorate, details of service area), this report is submitted to the HR Committee for information.

6. BODY OF REPORT

6.1 Information with regards to the numbers of new starters for the last 2 quarters, and the equality breakdown of those new starters in the latest quarter, are included in the appendices to this report.

6.2 Appendix 1, which has been seen by the HR Committee previously, provides the relevant details of new starters (excluding those existing staff that moved between posts) from January to March 2012.

6.3 Appendix 2 provides the relevant details of new starters (excluding those existing staff that moved between posts) from April to June 2012.

6.4 Appendix 3 provides a breakdown of the new starters (excluding those existing staff that moved between posts) from April to June 2012 by equality strand and grade.

6.5 The number of new starters for the two periods has remained steady, with 134 new starters between January to March 2012 and 134 new starters between April to June 2012.

6.6 In April to June 2012, the appointments were balanced in terms of gender, with 69 women appointed and 65 men. A total of 54 Asian staff were appointed during the same period, with 47 of these Bangladeshi, compared to 58 white staff.

6.7 While the appointments detailed above have an impact on the Council's Workforce to Reflect the Community targets, this is only one factor and the numbers of people exiting the organisation will also have an impact.

6.8 The HR Committee also asked for further information on the recruitment process.

6.9 All recruitment within the Council is overseen by the People Board, which is chaired by the Chief Executive or the Head of Paid Service. The board

meets on a fortnightly basis and is comprised of Corporate Directors and senior managers from the directorates.

- 6.10 The terms of reference for the People Board state that it has responsibility to monitor the following: -
- Redundancy and Redeployment
 - Establishment Control – including post creation and deletion
 - Reorganisations
 - Vacancy Management/Assurance
 - Maintaining an overview of LBTH's role as an employer to ensure it continues to make progress towards the stated aim of having a workforce to reflect the community
 - Agency Management
- 6.11 All recruitment needs to be approved by the People Board, through the production of a business case by the relevant manager. The Board will consider all aspects of the role, including its duration and how it should be advertised. This also includes the creation of agency assignments.
- 6.12 Within Human Resources, the People Resourcing Team are responsible for internal and external recruitment and before any post is advertised internally or externally, they will check to see whether the post would be suitable for anybody on the redeployment list. They also administer the Council's electronic recruitment system, which has built in checks and balances and levels of authorisation.
- 6.13 It is the responsibility of managers to manage the recruitment process but spot checks are made to ensure the correct procedure is being followed. Recruitment guidance is available on the intranet and recruitment and selection training is run as part of the corporate learning and development offer.
- 6.14 The key stages in the recruitment process include: -
- Application form submission
 - Shortlisting
 - Interview/testing
 - References/Safeguarding checks
- 6.15 The exact process to be followed will depend on the post being recruited to, for example if recruiting a post that involves working with children, Safer Recruitment practices will be followed, which will involve undertaking a CRB check.
- 6.16 The process will also differ for senior level posts that are member appointments, and which may also involve the use of executive search agencies.

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

7.1 There are no financial implications as a direct result of this report.

8. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

8.1 There are no legal issues to consider as part of this report.

9. ONE TOWER HAMLETS CONSIDERATIONS

9.1 There are no equalities considerations – all posts are recruited to on merit.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

10.1 There are no implications.

11. RISK MANAGEMENT IMPLICATIONS

11.1 There are no direct risks as a result of this report.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

12.1 There are no implications.

13. EFFICIENCY STATEMENT

13.1 No changes to service delivery or the use of resources are proposed.

14. APPENDICES

Appendix 1 – new starters (January to March 2012)

Appendix 2 – new starters (April to June 2012)

Appendix 3 – equality breakdown of new starters (April to June 2012)

**Local Government Act, 1972 Section 100D (As amended)
List of “Background Papers” used in the preparation of this report**

Brief description of “background papers”	Name and telephone number of holder and address where open to inspection.
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