

From: Scrutiny Officer	To: Executive Director Department of Corporate Policy and Improvement Director of Development Services Director of Community Services Director HIC Director of Resources Head of Human Resources
Please quote: Refs Yours: Ours:	
Originator: Mark Codman	Date: 4 January 2006

COUNCIL RESOURCES OVERVIEW AND SCRUTINY RECRUITMENT AND RETENTION PANEL

As you will be aware some time ago the Council Resources Overview and Scrutiny Commission set up a Panel to consider recruitment and retention issues throughout the Council. The work of the Panel has included the very successful Staff Opinion Survey the results of which were circulated early in 2004 with the request to Departments that they consider these results prior to meeting with the Panel to discuss recruitment and retention issues.

Due to other commitments within Overview and Scrutiny and the move of the function to the new Department of Corporate Policy and Improvement the work of the Panel has been unavoidably delayed. As a result of this at its' meeting held on December 14 2005 it was agreed that the Panel would complete its work by April 2006 and therefore set up a series of meetings to be held in February 2006 meeting with Departments to discuss their recruitment and retention difficulties. The following is a draft timetable for these meetings:

- 1 February 2006 - Department of Resources and Department of Corporate Policy and Improvement (Subsequently rearranged to 2 March 2006)
- 9 February 2006 - Department of Community Services
- 14 February 2006 - Department of Development Services and HIC

I am therefore inviting you to attend these meetings as appropriate to discuss recruitment and retention issues within your Department. It would be useful if the following could be considered for discussion at the meetings:

- What are the staff turnover rates for the Department and where have there been problems recruiting staff
- Are there posts where there has been difficulty in retaining staff and if so have any reasons for this been identified
- Are there standard recruitment procedures within the Department and what is the average time taken to fill a post

- Have changes to the way posts are advertised improved response rates to adverts
- Does the Department have any specific initiatives aimed at retaining existing staff or attracting new staff

I should be grateful if you would inform me if the above arrangements are acceptable as soon as possible in order that I can confirm the order of meetings. Additional analysis of the staff opinion survey will be distributed with the agenda for each meeting based on the results distributed to you early last year. This will enable the Panel to identify any relevant issues and actions undertaken by Departments as a result of the survey.

M D Codman
Scrutiny Officer