

Recruitment and Retention Review - Cabinet Action Plan

Scrutiny/Cabinet Recommendation	Lead Officer	Proposed Action	Timescale
1. Confidential staff opinion survey undertaken every 2 years benchmarked against other authorities.	Scrutiny Officer/ ED (CPI)	Staff Survey planned September 2006 and then every two years.	September 2006
2. Outcome of Exit Interviews reviewed on an Annual Basis and results incorporated in relevant plans.	HHR	Annual report to CMT and to Scrutiny/Executive.	Annual – May each year
3. Council improve its image and corporate identity as a priority to aid recruitment.	CMM HHR	Corporate Brand Manual produced to cover recruitment and retention. Access to the web for vacancies and the ability to apply on line will be improved by the purchase of the “powered by” service of Jobsgopublic	July 2006 October 2006
4. Methods to encourage staff to remain within the employment of the Council be explored:- (a) Within first year of employment. (b) Encouragement for under 25s including a dedicated mentoring scheme in first year and monthly review meetings.	Young Employees’ Group	Young Persons Group to consider proposals for under 25s.	December 2006
5. Posts identified as “career” posts (ie those new employees to gain experience) and these then managed appropriately.	HHR	Report back on the proposal to develop this approach. Recruitment of four modern apprentices per year wef 2007	March 2007 September 2007
6. Recruitment and Retention matrix introduced	HHR	Matrix to be introduced and	September 2006

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corporately based upon DDS model and reported on a regular basis to CMT and Departments.		information monitored on a quarterly basis.	January 2007
7. Cost Benefit Analysis undertaken on placing smaller adverts compared to increased cost of sending higher number of application packs.	HHR	Regular review - report to CMT if required.	Ongoing
8. E-mail applications encouraged.	HHR	Move to electronic advertising/ application where appropriate. Situation to be monitored.	July 2006
9. Comparison of cost of employing agency staff with similar staff within the authority should be undertaken and reported on a regular basis to CMT and Departments.	CIO(G)	Procurement Group undertaking exercise relating to cost of employing temporary agency staff.	September 2006
10. Combined recruitment and retention initiatives should be explored with other Councils. Should include sharing of staff and staff rotation.	HHR	To be raised at Regional head of Human Resources meeting. Continue as part of the North Yorkshire Recruitment Group and the development of www.oneplacenorthyorks.com website to include a talent pool. Report back as required.	Ongoing
11. Members should be informed when staff have left the Authority using list in Members Handbook which is updated regularly.	CMM	Not recruitment and retention issue. General communications issue. HR to provide information for Council Talk.	Ongoing
12. Full package of benefits should be promoted when recruiting staff including flexible working,	HHR/Depts	Review of recruitment information.	March 2007

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training and paid sick leave.		Use of vacancy/information boards in customer service areas to be considered.	
13. Work to raise awareness of Council within schools. Presentations every 2-3 years.	HHR/Depts	Purchase of display material agreed. Attendance at schools, etc, agreed. Relationship established with North Yorkshire Business and Enterprise Council.	September 2006 and ongoing Ongoing
14. Work to promote the Council at local Job Fairs.	HHR/Depts	Attendance at job fairs agreed.	September 2006 and ongoing
15. Council should highlight/use its reputation as a good trainer of staff as a major benefit when recruiting staff for Council.	HHR	Review material used for recruitment pack to highlight link to liP and training spend.	September 2006
16. Council should develop methods to reward staff loyalty including long service awards.	ED(CPI)	Review to be undertaken and reported back to CMT/Executive.	November 2006
17. Staff discount scheme should be reviewed and a discount of 50% considered.	HLMA	Review to be undertaken and reported back to CMT/Executive.	December 2006