

AGENDA ITEM 10

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

24th NOVEMBER 2015

COLLABORATIVE WORKING ARRANGEMENT– VACANCY MANAGEMENT, RECRUITMENT & REDEPLOYMENT PROTOCOL

**REPORT OF THE DIRECTOR OF HUMAN RESOURCES, IN DISCUSSIONS WITH
COUNCILLOR M WEBBER.**

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1. PURPOSE OF THIS REPORT

- 1.1 To inform Cabinet of the outcome of recent discussions with Merthyr Tydfil Council and the Joint Trades Unions in respect of a collaborative approach to Vacancy Management, Recruitment and Redeployment.

2. RECOMMENDATIONS

It is recommended that Cabinet:

- 2.1 Agree to adopt the Vacancy Management, Recruitment and Redeployment Protocol as shown at Appendix 1, for the reasons outlined in the report.

3. REASONS FOR RECOMMENDATIONS

- 3.1 Members will be aware that there have already been a number of collaborative arrangements with Merthyr Tydfil County Borough Council in respect of joint working initiatives in light of the current budgetary climate. Given the continued austerity measures and service cuts being faced by both Councils further collaborative arrangements continue to be explored.
- 3.2 In respect of employee relation matters, the Leader's of both Councils requested that officers and trade unions meet to discuss and bring forward any common employment practices that could be shared. Meetings have recently taking place between officers and the joint trade unions in that regard.
- 3.3 The protocol that has been developed will not only look to safeguard employment opportunities and reduce redundancy situations for staff across both Councils but will also potentially reduce the cost of any redundancy that may occur.

4. BACKGROUND

- 4.1 Both Rhondda Cynon Taf and Merthyr Councils currently adopt the same arrangements in terms of vacancy management, recruitment and redeployment.
- 4.2 In that regard, any vacancy that arises is:
- i. Firstly checked against the Council's redeployment pool list of employees;
 - ii. Secondly, if no suitable redeployment applicants then advertised internally to all Council staff;
 - iii. Finally, if no suitable internal applicants then advertised externally.
- 4.3 At a recent collaboration meeting of the joint Human Resource and Trade Union Group, discussions took place in respect of recruitment and redeployment opportunities across both Councils.
- 4.4 As a consequence of that meeting, an agreed protocol was created that subject to Cabinet endorsement would be implemented with immediate effect to help safeguard wherever possible employment across both Councils. A copy of this protocol is shown at Appendix 1 for Cabinet endorsement.

5. EQUALITY AND DIVERSITY IMPLICATIONS

- 5.1 An Equality Impact Assessment (EqIA) screening form has been prepared for the purpose of this report. This exercise has shown that a full EqIA is not required. The screening form can be accessed by contacting the author of the report.

6. FINANCIAL IMPLICATION(S)

6. The opportunity to work collaboratively with another Council will wherever possible, reduce both any 'external recruitment costs' as well as avoid redundancy costs within the respective Councils.

7. CONSULTATION

- 7.1 Should Cabinet endorse the recommendation outlined in this report, then it should be noted that consultation with the relevant stakeholders has already been undertaken. Indeed it was integral in devising the protocol in the first place.

8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 8.1 Both Councils current Recruitment Policies and practices already meet the necessary employment legislative requirements. The jointly agreed protocol will link into these existing policies.

9. LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES/ SIP

- 9.1** The Single Integrated Plan makes reference to 'Bringing it all together – A skilled workforce and valuing difference'. The suggested protocol will ensure that the expertise and diversity of staff is not lost by either Council, with the knowledge and effective working practices developed likely being shared across both Councils.

10. CONCLUSION

- 10.1** Given the significant austerity measures and service cuts being faced by both Councils this protocol will serve to, wherever possible, safeguard employment opportunities for staff across both Councils.
- 10.2** In line with previous indications from Welsh Government about future changes to existing council boundaries, contact will also be made with Bridgend County Borough Council to explore the possibility of widening this protocol further, as part of ongoing collaborative arrangements.

APPENDIX 1

JOINTLY AGREED VACANCY MANAGEMENT, RECRUITMENT & REDEPLOYMENT PROTOCOL BETWEEN RHONDDA CYNON TAF COUNCIL AND MERTHYR TYDFIL COUNTY BOROUGH COUNCIL.

1. Vacancy is identified in each Council.
2. Vacancy offered first to employees in redeployment situation in the respective Council.
3. If the vacancy is suitable redeployee undertakes a 4 week trial period.
4. If suitable, employee redeployed in accordance with the conditions of the relevant Council's redeployment process.
5. If not suitable option, redeployment vacancy placed on Council's Internal circular and any internal appointment made is part of recruitment process.
6. If the vacancy is not filled via internal circular, then the vacant role is offered to Merthyr or Rhondda Cynon Taf, depending upon where original vacancy sits and is in effect a 'ring-fenced external recruitment process'.
7. The vacancy (from the originating Council) is offered first to any employee in a redeployment situation of the Council receiving the vacancy.
8. If vacancy is suitable then the redeployee undertakes a 4 week trial period. The salary associated with this trial period will be picked up by the employing Council e.g. if a Rhondda Cynon Taf employee is undertaking a trial period in Merthyr, then Rhondda Cynon Taf will continue to pay the employee for that period.
9. If suitable following the trial period, then the employee is appointed to the Council where the vacancy sits and accepts the terms and conditions of that Council. In accordance with the 'modification order' the employee will transfer their continuous service and will not need to serve a probationary period. They will though not receive any protection to their previous terms and conditions i.e. if they are appointed to a lower graded post, there is no pay protection.
10. If the vacancy is not suitable for the redeployee, then the role is advertised to all other employees in the Council receiving the vacancy information.

11. Following an application and interview process, if an applicant is appointed to the Council where the vacancy sits, then they accept the terms and conditions of that Council. In accordance with the 'modification order' the employee will transfer their continuous service.
12. If an employee who has been appointed to a Council via this process, is at a later date made redundant then it is the new employing Council that picks up any redundancy and pension costs.
13. There is also no option for the employee to try and argue they should be paid so many weeks based on the new employing Council's discretionary scheme and the remaining weeks on the previous Council's discretionary scheme.

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