BLABY DISTRICT COUNCIL

Post Scrutiny – Cabinet Executive Response Form – Review into Recruitment and Retention of Staff.

Date: 23rd June 2025

Cabinet Member responsible for compliance with notice of requirement: **Cllr. Cheryl Cashmore - Deputy Leader and Finance, People & Performance Portfolio Holder**

	Recommendation	Agreed YES/NO/ IN PART	Cabinet Executive response including proposed action	Responsible Officer	Action by date
R1	That Scrutiny be provided with a date or timeline of when the next Workplace Health Needs Assessment or Staff Survey is planned.	Yes	This will fall within the remit of one of the new posts requested as part of growth of the existing HR establishment. Therefore, assuming a successful recruitment process the staff survey will be actioned during this year, however in terms of the Workplace Health Needs assessment we will be reviewing where this sits within the organisation to ensure best fit in terms of launch and delivery and timelines will be defined as a result	ICT and Transformation Group Manager	Qtr 3 2025/26
R2	That a review of the Jobs Fair be carried out to ensure that it reaches its full potential.	No	Cabinet thanks Scrutiny for this recommendation but feels the need to highlight that the fair itself is not an HR function/area of responsibility It is organised and managed (including promotion/comms) by the Community, Business, Work & Skills Team. The Jobs Fair is an opportunity to raise awareness of the Council as an employer and highlight our benefits; HR advertise the vacancies we have available at the time and encourage people to sign up to Blaby District Council (BDC) online sites to maintain awareness of	N/A	N/A

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			vacancies as they are advertised. In terms of the number of people successfully recruited as a result, this is challenging to track and is also dependent on whether we have any specific vacancies at the time of the jobs fair.		
R3	That the online job application form, including the completed form format be reviewed to ensure it is modernised and fit for purpose.	Yes	The BDC Performance and Information Team are currently working with HR to undertake a wider piece of work to look at our iTrent system which we use as part of the recruitment process. This can be explored within the scope of that project.	ICT and Transformation Group Manager	Qtr 3-4 2025/26
R4	That shortlisting and interview forms be reviewed to ensure they are user friendly and fit for purpose.	Yes	The BDC Performance and Information Team are currently working with HR to undertake a wider piece of work to look at our iTrent system which we use as part of the recruitment process. This can be explored within the scope of that project.	ICT and Transformation Group Manager	Qtr 3-4 2025/26
R5	That unsuccessful applicants receive a response from the Council.	Yes	All applicants receive a generic acknowledgment of submission, and in addition receive an email with role title in, confirming above and advising if short listed we will contact them via email. The BDC Performance and Information Team are currently working with HR to undertake a wider piece of work to look at our iTrent system which we use as part of the recruitment process. This can be explored within the scope of that project.	ICT and Transformation Group Manager	Qtr 3-4 2025/26

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R6	That Managers be given the opportunity and flexibility to consider which recruitment process suits the role they are recruiting to. Scrutiny considers this to be an increased use of CV's and covering letters, simpler application forms where appropriate to match the recruitment process to the role.	Yes	This flexibility already exists. Whilst it is not feasible given the size of the team to offer a bespoke service to all recruiting managers, where there are known challenges to recruit to roles/areas of the organisation the HRA works closely with the service manager to consider alternative methods for recruitment. What we would need to do in terms of consideration of increasing the request for CVs and Cover Letters is to consider how we would then capture the mandatory information we need outside of this using the system we have and automating as much as possible to reduce the burden on the team. The BDC Performance and Information Team are currently working with HR to undertake a wider piece of work to look at our iTrent system which we use as part of the recruitment process. This can be explored within the scope of that project.	ICT and Transformation Group Manager	Qtr. 3-4 2025/26
R7	That the 'Guidance on Applying' webpage be reorganised and guidance notes are combined into one document.	Yes	Already being actioned/considered/captured as part of the policies audit work but will also be captured as part of the wider iTrent system project based on the knowledge that when we change our recruitment processes the wraparound guidance documentation will need to mirror that	ICT and Transformation Group Manager	Qtr. 3-4 2025/26
R8	That exit survey feedback be provided to Group Managers to disseminate to line managers.	In Part	We need to explore how feasible this is and consider any impact of doing so – may need to be on a case-by-case basis. This will fall within the remit of one of the new posts requested as part of growth of the existing HR establishment. Therefore, assuming a successful recruitment process this is likely to fall within Qtr. 3-4 2025/26.	ICT and Transformation Group Manager	Qtr. 3-4 2025/26

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R9	That anonymised exit survey feedback be provided to Scrutiny Commission annually for consideration.	In Part	Whist we thank Scrutiny for their recommendation we feel that staff exit feedback is a tool/mechanism which should be kept and used for operational purposes and Officer consideration, particularly but not exclusively in terms of ensuring we maintain confidentiality for those who choose to participate. However, we would be able to highlight any themes or areas of concern that emerge as part of the exit interview process.	ICT and Transformation Group Manager	Ongoing as matters arise
R10	That the exit survey process be reviewed, and all leavers be strongly encouraged to complete it.	In Part	The process can be reviewed, and this will fall within the remit of one of the new posts requested as part of growth of the existing HR establishment. Therefore, assuming a successful recruitment process this is likely to fall within Qtr. 3-4 2025/26. However, in terms of leavers being strongly encouraged to complete the survey this would be the responsibility of the organisation people managers	ICT and Transformation Group Manager	Qtr. 3 - 4 2025/26
R11	Scrutiny welcomes a review of annual leave provided to enhance the quality of the current benefits package.	No	This was included within presentation data at a follow-up session to Scrutiny on 25.03.2025. Within this session it was agreed that in light of LGR / Devolution it would be wise to not pursue this recommendation at the current time	N/A	N/A
R12	That learning and development training needs are assessed corporately by the authority to deliver an efficient learning and development programme.	Yes	This will fall within the remit of one of the new posts requested as part of growth of the existing HR establishment. Therefore, assuming a successful recruitment process, this is likely to fall within Qtr. 3-4 2025/26.	ICT and Transformation Group Manager	Qtr. 3 - 4 2025/26

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R13	That 360-degree appraisals be introduced at the Council for Managers.	No	2024 saw the introduction of the current, newly created Annual Progress Reviews, developed with the support of Service Managers and endorsed by SLT. Our preference is to support and encourage it to be used. A review would follow of its effectiveness for reviewees and reviewers	N/A	N/A
R14	That a central corporate budget be created to actively encourage and support the Apprenticeship Scheme.	No	The central (HR) budget we have for L&D has funded corporate L&D opportunities such as ILM, Brilliant Manager and Solace Courses. The Apprenticeship Scheme is specifically and separately covered via the levy. HR are also exploring drafting a guidance document which will outline the process for accessing the levy/scheme for both entry level apprentices into the authority and existing employees to upskill in new areas which evidence added value to both them as individuals and the organisation	N/A	N/A
R15	Scrutiny supports comments made to increase resource in the Service, with a renewed focus to aid Learning and Development in the Council.	Yes	Cabinet would like to reassure Scrutiny that this has been explored at length and as a result approval has been sought and provided to grow the existing HR team in terms of some additional resource specifically to support focus on learning and organisational development	ICT and Transformation Group Manager	Qtr. 3 - 4 2025/26
R16	That Human Resources consider using AI Generative tools to drive efficiency, optimise workflow and embrace technological advancements.	In Part	Cabinet agree that this is absolutely something to consider but further into the future. This will be dependent on our ICT which is in transition currently. Once we have a stabilised, resilient core HR team and also when BDC ICT is in a steady state we can start to consider and explore	N/A	N/A

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			innovations across our digital platforms such as the introduction of AI. It is worth noting that our Comms Service Manager is currently leading a piece of work to look at piloting AI in some areas of the organisation but that will need to be carefully considered in terms of risks (data accessibility), costs and will be dependent on the progress of our ICT in-house service		
R17	That a small working group of Officers from varied services be established to support the Human Resources team to enact the recommendations detailed in this report.	In Part	We thank Scrutiny for this suggestion of additional support. Our expectation is that for those recommendations where additional actions are required consultation with, and support from, fellow services will occur as part of the process without the need for a dedicated working group at this time	N/A	N/A