RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO PERSONNEL COMMITTEE

meeting date: 18 JANUARY 2023
title: E-RECRUITMENT SYSTEM UPDATE
submitted by: HEAD OF HUMAN RESOURCES
principal author: DIRECTOR OF RESOURCES

1   PURPOSE

1.1   To provide an update on the proposed E-Recruitment system and Onboarding plans for the Council.

1.2   Relevance to the Council's ambitions and priorities:

- Community Objectives – To be a well-managed Council

- Corporate Priorities – To continue to be a responsive Council, meeting the needs of the people who work in the borough

- Other Considerations – To ensure the Council complies with:

  o The Equality Act (2010)

  o Rehabilitation of Offenders Act (1974)

  o Immigration, Asylum and Nationality Act (2006)

  o Data Protection Act (1998)

  o Employment Rights Act (1996)

2   BACKGROUND

2.1   In March 2019 the Council approved a capital bid for a new e-recruitment system at a cost of £22,500 for implementation in the financial year 2023/24. This was to provide an 'end-to-end' recruitment process.

2.2   The recruitment process can be broken down into the following areas:

2.2.1   'E-Recruitment'. Advertisement and correspondence of the recruitment process up until selection of the successful candidate is done digitally

2.2.2   'Appointment'. The process of appointment which includes exchanging contracts, taking references, qualification checks etc. This takes us to the point when a start date is agreed. All information is exchanged is done digitally through a portal that HR and the employee have access to for live sharing of information, chats and updates. This approach helps keep the applicants 'warm' through this stage of appointment, it also speeds up the process, and reduces paper costs'

2.2.3   Onboarding' is when there are a number of short training sessions that the employee will be asked to undertake prior to their first day of employment. This is completed on-line at home. This training covers the standards expected and also essential information needed for day one, such as health and safety and safeguarding. This not only provides employer protection from day one, but also keeps the employee engaged with us as we are demonstrating an immediate commitment to their training and integration. Helping foster a supportive relationship between both parties.

3   ISSUES

3.1   When the initial quote for the recruitment system was received and subsequently approved, it did not provide a full 'end-to-end' process. The quote provided was only for an e-recruitment system as detailed in 2.2.1 above.

3.2   An updated quote for 2.2.2 and 2.2.3 has been obtained from our current software provider. Continuing to use the same provider reduces the need to enter information onto different systems as it is all held and updated within one programme. Annex 1 shows the updated capital bid.

3.3   Other stand-alone systems are being considered. However, data migration from one system into another will be required and this carries an element of risk when transferring information between systems and incurs additional time.

3.4   The original quote has also increased due to inflation.

3.5   The onboarding process detailed at 2.2.3 is being considered. We are considering digitally led training.

3.6   We have received a quote for the provision of e-learning modules for the 'onboarding' of new staff, and also the full library of training resources for all employees. This means that we can upskill all staff, consistently and on a wide range of short courses at a fixed rate.

4   RISK ASSESSMENT

4.1   The approval of this report may have the following implications:

- Resources – Increase in costs. Revised bid attached

- Technical, Environmental and Legal – None

- Political – None

- Reputation – None

- Equality & Diversity- None

5   CONCLUSION

5.1   Members note the updated information included within this report. Further information will be provided once final updates are given on Capital bids.

HEAD OF HUMAN RESOURCES   DIRECTOR OF RESOURCES

BACKGROUND PAPERS
E-Recruitment updated bid

For further information please ask for Dawn Evans-Storey, extension 4402

Ribble Valley Borough Council
Capital Scheme Bid Form for **2023/24 - UPDATED BID**

Head of Service

Head of HR

Highlight Below if No Bids Required - then Return Form

Capital Scheme Title

E-Recruitment System

Category

Service Enhancement - This scheme would enhance our services, but is not essential to provide existing service levels

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Brief Description of the Scheme

To seek options to enhance and enable our recruitment systems, we are looking for a complete 'end-to-end' product covering all aspects of the recruitment process from creation of a vacancy through to the appointment of a new member of staff.

Payroll and HR already use Chris21, an IT system for recording and storing information. Chris21 were approached for a quote for an online e-recruitment module. The e-recruitment module allows the provision of accurately and effectively supporting applicants through all the stages of the process to the point where a successful candidate is identified. The capital scheme for implementing e-recruitment was initially approved for inclusion in the 2023/24 capital programme, based on a quote obtained in 2018, as follows:

•The e-recruitment Capital costs were approved for £22,500.
•The e-recruitment Revenue costs were approved for £2,900.

As part of reviewing the capital schemes in the 2023/24 capital programme, an updated 2022 quote has been obtained for the e-recruitment module and uplifted for inflation to 2023/24 prices. The updated cost for the module to be implemented in 2023/24 has been revised to:
•The revised e-recruitment Capital cost is £27,900.
•The revised e-recruitment Revenue cost is £3,300.

Whilst the purchase of the e-recruitment module alone provides the platform for employment, it does not fulfil the full criteria of an 'end-to-end process' for recruitment. The following stage, known as the 'appointment stage' of the process would be undertaken by Chris21's 'Onboarding' module. This module takes the successful candidate through the process of managing their employment contract which builds relationships through to the first day of employment. This module allows HR and new starters to see which tasks have been completed and highlights outstanding actions to enable speeding up appointment times. The automated processes keep track of every task such as contracts, references and car park applications.

The costs of the "Onboarding" module, based on a 2022 quote uplifted for inflation to 2023/24 prices, are:
•The Onboarding Capital cost is £16,100.
•The Onboarding Revenue cost is £2,200.

This updated bid is based on the above costings for the purchase of both the e-recruitment and Onboarding modules for the Chris21 system (Chris21 is already used by the HR and Payroll teams). These modules are required to ensure that e-recruitment at Ribble Valley is implemented on a fully "end-to-end" basis.

Capital bid revised amount for 2023/24:
The e-recruitment Capital cost   £27,900
The Onboarding Capital cost   £16,100
                                                      £44,000

Yearly revenue cost revised amount:
The e-recruitment Revenue cost   £3,300
The Onboarding Revenue cost   £2,200
                                                      £5,500

NOTE – This bid is based on the Chris21 option. Another option for e-recruitment is currently being considered and any update will be provided in due course.

Environmental Considerations and Green Credentials

A Breakdown of Your Bid

Costs	£	Basis
Cost of Land		
Contractors		
Equipment/Materials		
Fees (External)	44,000	Firm Quote
Internal Staff Time		
Planning Fees/Building Regulations		
Grants		
Other		
Total Capital Costs	**44,000**	
Funding (Please List Any External Funding Below)	£	Basis
Total External Funding	**0**	

Please detail other solutions that you have considered but dismissed.

This bid is based on the Chris21 option. Another option for e-recruitment is currently being considered and any update will be provided in due course.

Timescale for Completion

2023/24 financial year.

Any Risks to Completion

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter decreases with a minus sign	£
Annual maintenance fee	5,500
Changes to Revenue Costs	**5,500**

Increased/Decreased Income - Enter increases with a minus sign	£
Changes to Revenue Income	**0**
Net Revenue Impact	**5,500**