

## CAIRNGORMS NATIONAL PARK AUTHORITY STAFFING AND RECRUITMENT COMMITTEE

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### FOR DECISION

**Title:** Policy Review – Internal Recruitment

**Prepared by:** Kate Christie, HR Manager  
David Cameron, Corporate Services Director

#### Purpose

To highlight a significant change to the internal recruitment policy, whereby all posts below Director level are advertised internally in the first instance.

#### Recommendations

That the Committee consider and sign off the amended policy

#### Background

1. It was agreed at the June 2009 SCF meeting to apply a six month Pilot Policy of advertising all posts internally only for a 2-3 week timeframe. This was in response to queries from staff on the existing policy, particularly with regard to decisions to recruit internally or externally, which had been seen to be inconsistent at times.
2. The Pilot Policy was implemented from June to December 2009. The Pilot Policy specified that all identified vacancies were advertised internally only to all staff (and inward secondees) by e-mail and applications were to be submitted two weeks from the date of internal advertisement. Provided that internal candidate(s) met the agreed selection criteria (in terms of the person specification and job description) the recruitment process would progress to interview. If an appointment was not made at this stage, the process would move immediately into the external recruitment process.
3. The Pilot Policy review indicated that during this period, 5 posts were recruited. 4 posts were filled with internal applicants, and for these posts, the process from advertising the post to an appointment being made took four weeks, with the start date being two months from the date of advertisement.
4. On the one occasion that the post had to be advertised externally due to no internal applications being made, the process took ten weeks. Due to the external applicant having to work a notice period, the post was filled just less than five months from the date the post was advertised.

5. In terms of actual expenditure on recruitment advertising, the 2009/2010 expenditure during which this 6 month internal recruitment policy was piloted, was £4,196. The total number of posts recruited in 2009/2010 was 16, of which 3 were externally recruited. The 2008/2009 full year expenditure was £41,199. During this period, 12 posts were recruited, 9 of them externally. The Pilot Internal Recruitment Policy contributed to savings of about 90% of the previous year's total expenditure on recruitment advertising.
6. The Pilot Policy Review was discussed by the SCF in February 2010, and the outcome of the meeting was agreement to adopting the policy of advertising all posts internally (except Director and CEO posts which are subject to external recruitment) in the first instance, for a two week period. The recruitment policy has now been updated, and is attached in the annex.
7. The members of the SCF were also consulted on the policy in May 2010, following questions arising around the application of the policy in cases where the Authority offers to act as lead organisation in employing a post while the funding comes from multiple sources. Members of SCF confirmed that the policy should remain in these instances and Authority's officers should make this position clear in discussions with partners. The SCF also noted that it would be entirely appropriate for partner representatives to be involved in any interview panel convened as part of the internal process to ensure the recruitment resulted in an appropriate candidate being appointed.
8. **The Committee is asked to consider and sign off the reviewed Internal Recruitment Policy**

**Kate Christie**  
**June 2010**