

<b>Report to:</b>	MSMTM
<b>Report by:</b>	Helen Gardner-Swift, Head of Corporate Services (HOCS)
<b>Meeting Date:</b>	29 March 2022
<b>Subject/ Title:</b> (and VC no)	Corporate Services Team - Recruitment of Administrator VC167399
<b>Attached Papers</b> (title and VC no)	None

## Purpose of report

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1. The purpose of this Committee Report (CR) is to seek agreement from the Senior Management Team (SMT) regarding the recruitment of an Administrator to the Corporate Services Team (CST).

## Recommendation and actions

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2. I recommend that the SMT:
  - (i) approve the business case for the recruitment of an Administrator
  - (ii) agree the Selection Panel shall be made up of the HOCS and a Finance and Administration Manager (FAM).
3. I recommend that this CR is published as set out in paragraph 22.

## Executive summary

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4. Following the re-organisation of the FAM role, the current staff complement for the CST now provides for two full time (FTE) Administrators. One of the posts is filled and the other has been vacant since 1 November 2021.
5. The current Administrator is due to commence a period of extended leave in April 2022 and, provided the recruitment is successful for the vacant Administrator role, it is not intended to recruit to provide cover for this period of leave. Any new Administrator will have to be trained and supervised and the resource required for this will have an impact on the CST. Therefore, I am of the view that only one Administrator post should be recruited to at this time.
6. Subject to agreement, the post that will be recruited to is the vacant Administrator post - this is within our current staff complement, is provided for within the current budget for 2021-22 and, also, within the budget for 2022-23.

## Business case for recruitment

7. The reasons why the recruitment for an Administrator should be undertaken are:
  - the Administrator role is essential to the organisation and the Administrator has a number of responsibilities which are set out in key documents, policies and procedures.
  - the Administrator provides a support service to colleagues and to members of the public.
  - the work of the Administrator has increased with additional requirements relating to cyber security systems management, IT administration and systems management (our IT

hardware has increased substantially since remote working was fully implemented in August 2020), health and safety and records management.

- without an Administrator, the work of the CST will be very stretched and it is likely that non-business critical tasks will not be undertaken. Business critical tasks normally carried out by the Administrator will have to be undertaken by the FAM with the resulting effect that some of the work of the FAM will either not be undertaken or will be deferred.
  - the Administrator post needs to be filled to ensure that business continuity is maintained and that the Scottish Information Commissioner (Commissioner) can deliver statutory functions to the standard and quality required.
8. If the recruitment is agreed, and if selection is successful, the Administrator post will generally be appointed at the start of the Grade 2 pay scale level.

### External recruitment

9. The post will be advertised internally and externally.

### Application and Selection Process

Application process

10. The procedures set out in the C5 Recruitment and Selection Procedures will be followed.

Selection panel

11. The Selection Panel should consist of the HOCS and a FAM with a FAM providing HR support.

### Risk impact

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12. Failure to recruit successfully to the Administrator post is likely to have a negative impact on a number of operational activities, for example: ability to respond to enquiries, operational BAU and projects, health and safety and IT system management and is likely to lead to an increased impact on the related operational risks.
13. Recruitment should be a considered and planned process, carried out in accordance with approved policy and procedures, and there is a potential impact on governance risk if this is not done.

### Equalities impact

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14. In carrying out any recruitment, we need to comply with the Equality Act 2010, relevant equality policies and relevant employment legislation. The C5 Recruitment and Selection Policy and the C5 Recruitment and Selection Procedures help us to do this and should be followed in this recruitment. If the policy and procedures are followed there should be no equality impact arising from this recruitment.
15. Given the operational need for the Administrator, the post will be full time but be open to flexible working arrangements, including job share in line with the Commissioner's employment policies.

### Privacy impact

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16. There will be no direct impact. We have policies and procedures in place to ensure that personal information related to employment and selection and appointment processes is held in a fair and proper way and processed appropriately

## **Resources impact**

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17. The Administrator post falls within the current staff complement and, therefore, can be met from within current resources.
18. The recruitment exercise itself will have an impact on the work of the CST.
- if the recruitment is agreed, the recruitment processes will not be able to be started until after the office premises have re-opened (gradual re-opening is due to commence from 12 April 2022) and the CST is able to resource this
  - recruitment, particularly external recruitment, should be a considered and planned process, carried out in accordance with approved policies and procedures, and there is a potential governance risk if this is not done
  - there will be an additional impact on CST resource during the recruitment and selection exercise and, also, once the vacant posts are recruited to – for example, IT, HR, records management, induction and training
  - there will be an additional financial resource impact, for example, recruitment costs, IT licences, equipment, etc and these costs will be met this from current resources, if possible.

## **Operational/ strategic plan impact**

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19. Failure to recruit to the Administrator post would affect our ability to deliver the BAU and projects in the Operational Plan 2022-23.

## **Records management impact (including any key documents actions)**

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20. None.

## **Consultation and Communication**

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21. Consultation has taken place with the Commissioner and the FAM.

## **Publication**

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22. I recommend that this CR is published in full.