

## FOI 192/2015

### REQUEST AND RESPONSE

1. The total spend on all recruitment activities conducted between January 1<sup>st</sup> 2014 and December 31<sup>st</sup> 2014  
Please follow the links below to find the information published on the internet for each year (13/14 & 14/15). If you then search the excel spreadsheet for each month using the recruitment code: Expense type (1500) and Council type (1815)  
<http://www.tendringdc.gov.uk/council/performance-spending/transparency-%E2%80%93-making-public-information-available-everyone>  
<http://www.tendringdc.gov.uk/council/performance-spending/council-finance-201314>
2. The total number of hires made between January 1<sup>st</sup> 2014 and December 31<sup>st</sup> 2014  
123
3. The total amount spent using agencies to recruit between January 1<sup>st</sup> 2014 and December 31<sup>st</sup> 2014  
£0
4. The total number of recruitment agencies used to recruit between January 1<sup>st</sup> 2009 and December 31<sup>st</sup> 2014  
we used 0 recruitment agencies
5. The average time taken between the vacant position becoming officially available and a hire being placed between January 1<sup>st</sup> 2014 and December 31<sup>st</sup> 2014  
N/A
6. The total spend on recruitment trips conducted between January 1<sup>st</sup> 2014 and December 31<sup>st</sup> 2014:
  1. In the UK – N/A
  2. Abroad – N/A
7. An itemised list of recruitment trips made between January 1<sup>st</sup> 2014 and December 31<sup>st</sup> 2014 (containing details about the location of the trip and the cost of the individual trip)  
N/A
8. An outline of the typical end-to-end recruitment procedure carried out by the local authority / relevant department  
Advert – Applicants Apply – Shortlisting sent to Managers – Shortlisting Returned to HR – Interview Invites sent out (And Testing if Applicable) – Interview Panel Interview – Decision is Made – Candidate is Offered Position – Unsuccessful Candidates are Informed – Reference and DBS checks (if applicable) are Carried out – Contract is Created.
9. A list detailing the number current positions vacant, including position title, department and (if available) advertised wage bracket  
We currently have 5 positions vacant -

Casual Leisure Staff – Life Opportunities (Operations)

P/T Cleaner – Life Opportunities (Building, Development & Facilities), £13,871 per annum pro rata

Casual Open Space Ranger – Public Experience (Open Space & Bereavement)

Open Space Ranger - Public Experience (Open Space & Bereavement), £14,075 per annum

Part Time Customer Support Assistant – Life Opportunities (Commercial), £14,075 per annum